



## Guidelines for Aggie Mom Historians

*First and foremost, a big thank you to Aggie Mom Historians for doing the important work of preserving the history of the Aggie Moms and helping to document campus life!*

### Records to include:

Deposit records yearly. They are organized by school year.

Keep the same type of records from year to year, so the records are consistent. Place materials in labeled folders or 8.5 X 11" envelopes and organize according to the type of records.

The type of records that you will want to include:

- Documents related to the term of each officer (these should be filed separately by officer)
  - President
  - Vice president-at-large
  - Vice-president, 1st
  - Vice-president, 2nd
  - Vice-president, 3rd
  - Vice-president, 4th
  - Vice-president, 5th
  - Vice-president, 6<sup>th</sup>
  - Secretary, corresponding
  - Secretary, recording
- Treasurer's report and final audit
- Historian's report
- Parliamentarian's report
- Current By-laws and Constitution (especially if changes have been made)
- Photograph of Club officers (include date, list of names, and office held)
- Minutes of all meetings
- Yearbook or list of members (include a labeled photograph if possible)
- Newsletters
- List of programs held the year (include speakers, special guests, etc.)
- Invitation to Howdy Party, special meetings, and special events (including Singing Cadet conferences, etc)
- Fund raisers (include the cost and profit)
- List of donations
- Scholarships (include number presented each year, amount, and recipients)

- Copies of newspaper article—do not send originals (the paper is acidic and degrades quickly)
- If you held a District Meeting, include the invitation, program, list of attendees, photographs, reports, etc.
- Aggie Mom Cookbooks
- Correspondence

The preceding are common series but the list is not exhaustive.

#### Scrapbooks:

- You can also make a copy of whatever you put in a scrapbook, label it, and put it in a folder or 8.5 X 11” envelopes in boxes. \*\*Cushing can provide folders and boxes for housing scrapbooks.
- Many adhesives damage the materials and newspaper is acidic. Once you adhere something to a page, it is impossible to get it off (or it falls off, which is also not good!). We realize that your group has been working hard to incorporate safe “archival” scrapbooking techniques over the recent years, and we commend that effort!
- If this is not possible, please NO magnetic scrapbooks or photo albums

#### **Things to remember:**

##### Identify photographs

Include names, dates, and the event

##### Keep materials in a cool, dry place

Garages, attics, and basements are NOT good places for these records

##### Binders are OK but not preferred:

We usually take the records out of binders and put them in to folders by the subjects that the historian created in the binder, as binders don’t fit well in boxes or on shelves. Also, the rings eventually break and materials can fall out and get lost.

##### Regarding financial records:

- Yes—year-end financial reports and treasurer reports
- No-- bank statements, canceled checks, or anything with account numbers.
- We sometimes get check books, account info, etc., which makes us uncomfortable, especially if it is still an open account.

##### Electronic Records:

- Photos, video, spreadsheets (Excel), text documents (Word, PDF)
  - Label images and videos like you would hard copies – names, dates, events
- USB/Thumb Drives Preferred – CD’s degrade quickly and floppy discs are hard to access (need floppy drive)

#### **Paperwork:**

These documents show when materials came into Cushing and help us keep track of donations.

##### Inventory:

This provides us with a way of knowing what was donated, a separate document is provided.

Deed of Gift:

If this is the first time your club is donating materials to Cushing, a Deed of Gift (DOG) will need to be completed. Also, clubs that have previously donated materials, you may be asked to sign a DOG if one is already not on file.

When dropping off records, please put contact information on the front page or somewhere we can find it. This is especially important if someone else will be making the drop off for you.

*If you have any questions or want to make an appointment to stop by for a visit (I would love to give you a tour!), email me (Greg Bailey) at [gtbailey@tamu.edu](mailto:gtbailey@tamu.edu).*