

TEXAS A&M UNIVERSITY

Archiving Your Records

Krista Oldham University Archivist | Assistant Professor



HOWDY!



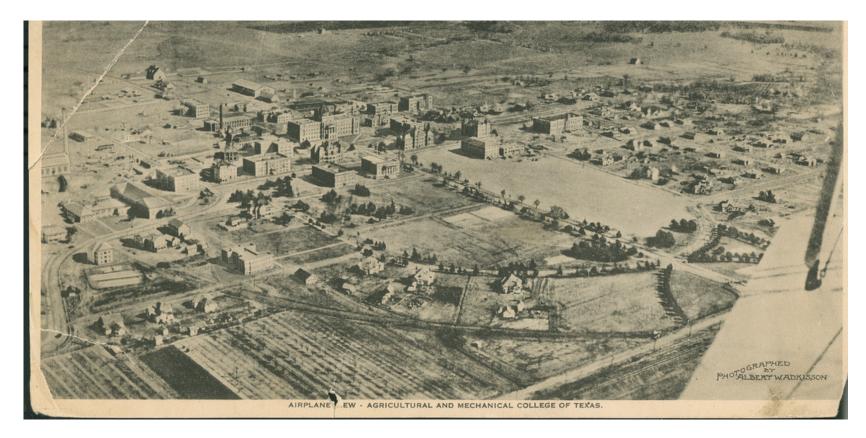


Overview

- What is the University Archives
- Texas A&M University Mothers' Clubs Records
- What happens to your records after they are donated
- How to access your records

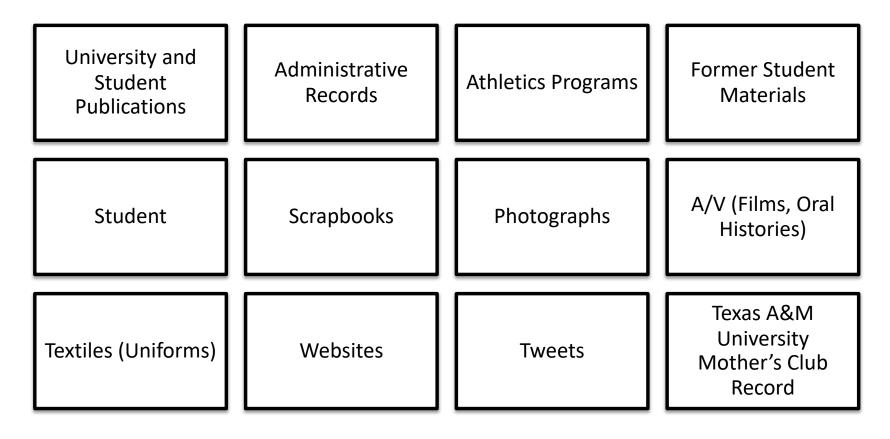


University Archives, Est. 1950





What do we archive?





Why do we archive?

- Historical Legacy
- Research
- Documentation of Texas A&M University History
- Documentation of Your Organization's Work





TEXAS A&M UNIVERSITY

Texas A&M University Mothers' Clubs Records



Aggie Moms' Clubs Facts

Austin

A&M College

Mothers Club

1957-1958



The Federation of Texas A&M University Mothers' Clubs was the first to donate materials



Aggie Moms' Clubs started donating to the Archive 1972



Over 35 Clubs have donated materials since 1972



Archives Fund



What We Collect

Minutes of Meeting of Executive Committee

A. & M. College Mother's Clubs of Texas

October 24, 1931

A meeting of the Executive Committee of the A. & M. C. Mother's Clubs of Texas was called to order at 10 A. M. Saturday, October 24, 1831, in the parlor of the Y. M. C. A. Building on the College Campus by Mrs. T. O. Walton, Chairman, with the following clubs responding to Real Call:

- Bell County: Mrs. J. S. Harlan, Fresident, & Mrs. W. A. Danguard, Del. College-Bryen: Mrs. F. C. Bolton, Fresident, Mrs. W. A. Orth and Mrs. D. H. Reid, Delegates.
 Dalasi Mrs. F. K. McGini, Fresident and Mrs. Geo. H. Bennett, Del. Pt. Worth: Mrs. S. M. Sait, Fresident, Mrs. Berthw Williams and Krs. O. E. Ship. Delegates.
 Houston-Harris Coi Mrs. D. M. Safley, Fresident, Mrs. A. H. Stenzel, and Mrs. Huro. D. M. Safley, Fresident, Mrs. A. H. Stenzel, Sonmon, Co.: Mrs. P. T. O'Dyn, Delegates.
 Johnson, Co.: Mrs. P. T. O'Dyn, Delegates.
 San Antonio: Krs. H. R. Wofrord, Fresident, Mr. W. C. Fitchner and Mrs. W. L. Darley, Delegates.

The minutes of the meeting held on May 9, 1931 were read, and with minor corrections, approved. The Treasurer, Mrs. E. C. Murray, was not present, and did not send a report. The State Organ Fund, Mrs. W. S. Mosher, Chairman, sent a complete report as follows:

REPORT OF THE STATE ORGAN FUND October 22, 1931

We have \$1,880.62 in the Fipe Organ Fund in Bryan. As you know this money has been placed with the Fidelity Finance Company of Bryan and is drawing interest. Each hundred dollars draws 5% and when it reaches \$500.00, it is automatically draws 6%.

The San Antonio Club has \$262.52 part of this draws 8%, part 3%. The Wasc Club \$81.54. Johnson Co. Club \$13.20/ Dallas Club has \$55.08 in the bank in Dallas. This brings our total up to \$2,233.24.

I wish to thank the four clubs that reported. A kind word helps a great deal and even the' you may not have been able to raise any money for the fund your future interest helps greatly.

The Student Lean Fund must be raised this year if it takes all year to do it, but after it has been raised can't we do something to add a little to the Fipe Organ Fund?

A report of each club of their Student Loan Fun was given which will be found in each individual report after these minutes. The San Anes to Club had no delegate present, but our chairman krs. Kalton, saked that their report be read, as it is unusually rood. They made, st the Sheep and Goat Raisers Convention sale \$510.97. It is unfor-buncte the Club couldn't hear applause and praises of the Executive Dermit. Committee.

Governing Documents

Constitutions, Bylaws, Standing Rules

Officer Files

- President
- Vice President(s)
- Secretary
- Treasurer
 - Annual Statements, reports, and audit
- Appointed Officers

Reports

- Treasurer's Report and Final Audit
- Historian's Report
- Parliamentarian's Report

Meeting Minutes

All meeting minutes



What We Collect



Bound Items

- Scrapbooks
- Yearbooks
- Cookbooks
- Newsletters

Photographs

• Lists of Names, Dates, Event

Events and Program

- Invitations
- Lists of Speakers, Special Guests
- Flyers, Posters

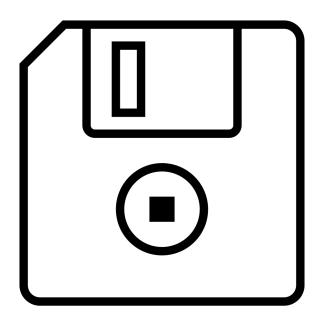
Philanthropy

- Donation
- Fund Raisers
- Scholarships



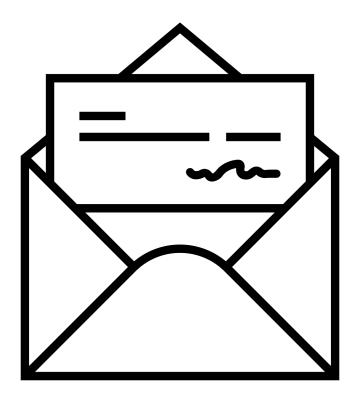
What We Collect

- Electronic Records
 - Photographs
 - Video
 - Spreadsheets
 - Text Documents





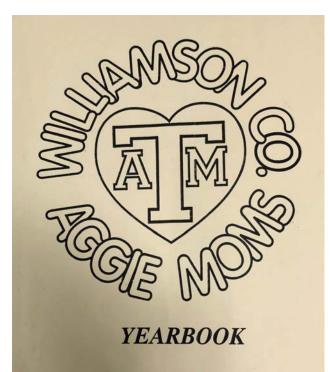
What We Don't Collect



- Routine Financial Records
 - Order and/or Receipts
- Blank Forms
- Non-Aggie Moms' Clubs Records
- Personal Records



Formats (Analog)



1995-1996

Scrapbooks

- Choose an album with acid- and lignin-free mounting pages.
- Avoid using adhesives. Instead use photo corners to hold items to the mounting page

Photographs

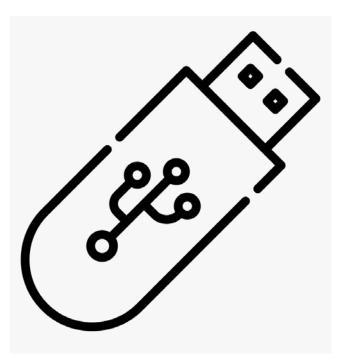
Include names, dates, and event

Binders

 Binders are OK, but not preferred. Instead remove items from binders and place in folders



Formats (Electronic)



Text Documents

• Save as either Word or PDF

Photographs & AV

• Include names, dates, and event

Spreadsheets

• Save as either Excel or CSV

USB/Thumb Drives

• USB/Thumb Drives are the preferred storage media to transfer electronic records

Cloud Platforms

 Cloud platforms like Google Drive, Dropbox, and Box are additional storage media that can used to transfer electronic records



Donating Your Records



Gather Your Records

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Folder and Box Your Records



Make an Inventory



Contact the University Archivist



Sign Deed of Gift



TEXAS A&M UNIVERSITY

What happens to your records once they are donated to the University Archive?



Archival processing







Archival processing











Accessing Your Records

General Reference: cushingreference@library.tamu.edu In-depth Reference: koldham@tamu.edu



Questions?



TEXAS A&M UNIVERSITY

Krista Oldham University Archivist

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