

January, 2022, Report of the Historian

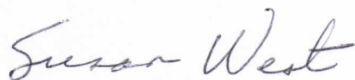
Guidelines were developed based on "Archiving Your Club's History" by GCA Historian Joanne Lenden and GCA Archivist Gail Cooke (Oct, 2000), "How to Keep Your Club's Photographs Safe and Accessible" by Kitty Gilbert, GCA Photo Archivist (nd), and "Archives and Historian Merger" The Bulletin, Winter 2022).

The following objectives were developed:

1. Achieve a more complete grasp of the contents of the five totes of archives.
2. Organize them into major categories: yearbooks, photos, slides, pamphlets, memorabilia, other records, etc.
3. Preservation: Purchase "UniKeep" clear enclosed plastic three ring binders, for yearbooks and store the yearbooks in them. Scan all photos and store in archival sheet protectors.
4. Arrange all materials chronologically (when lacking) as much as possible.
5. Identify BGC members in photos (when lacking) as much as possible.
6. Store the materials on shelving making it accessible to the historian, officers, and membership, report the archives content and its availability to the GCA and the BGC membership, encourage its use, and research questions as they arise.

These objectives will be undertaken under the direction of the President and are subject to modification as the work proceeds. It will probably take at least a year to accomplish the above.

Respectfully submitted,



Susan West, Historian

1/7/22