



# UNWLA documents: creation, maintenance, archiving

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Standing Committee

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Branch President Orientation and Training

May 1, 2023 roky

# Pryvit! Welcome! Training Outline

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1. Why documents are important
2. UNWLA archives history
3. Inventory of existing physical archives
4. Organization, description of existing physical documents
5. Archiving in XXI century – new challenges
6. Creation, maintenance, archiving of electronic documents
7. UNWLA video, audio archive
8. Future plans
9. Summary

# 1. Why Documents are Important

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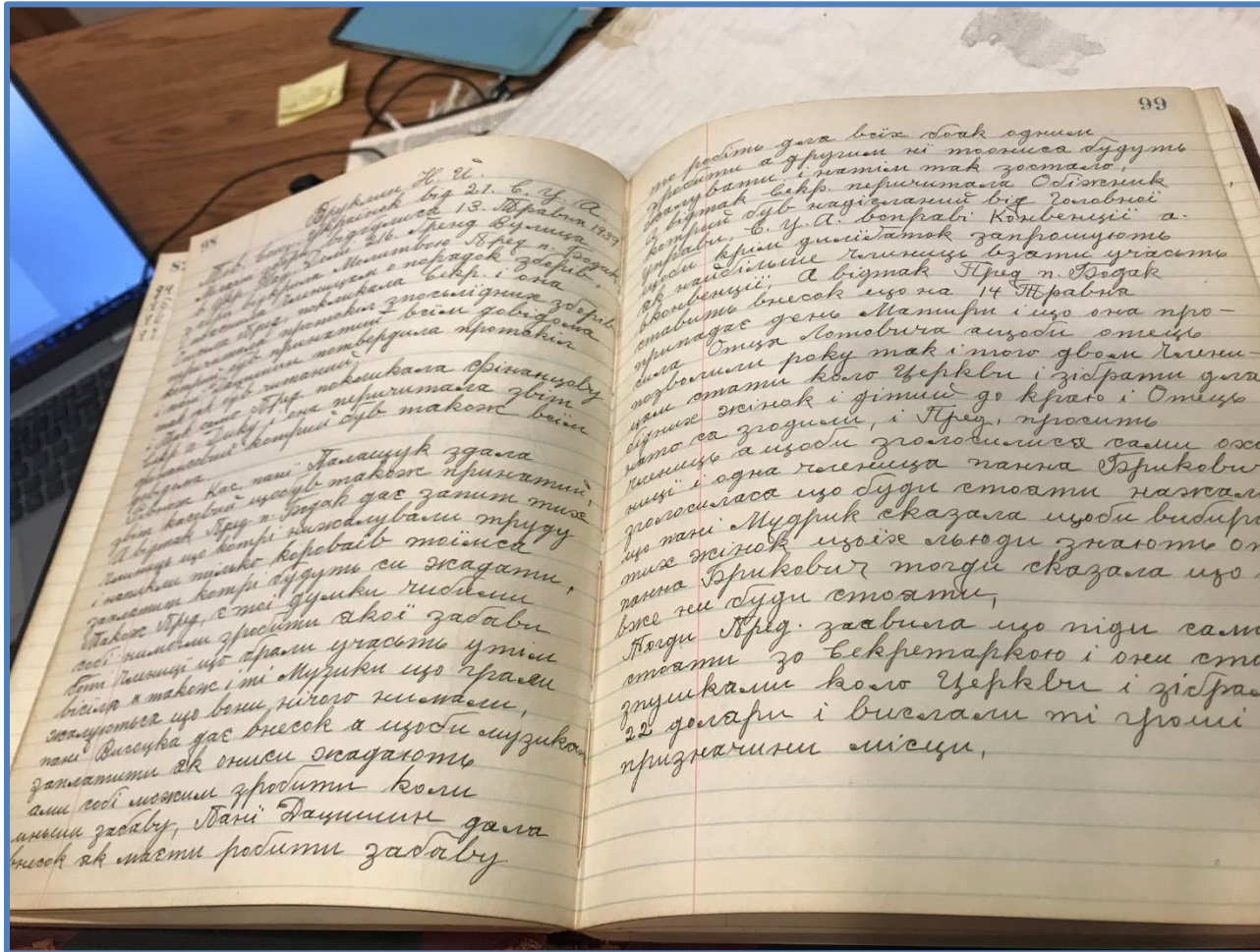
*"The female founding members of the UNWLA left us a rich archive. They described how they founded Branches in various locations so as not to forget those Ukrainian immigrants who came in search of work to improve the lives of their relatives in the motherland. From their reports, often written by hands that knew mostly hard physical work, we learn what guided those women and what solid foundations they built for the UNWLA.*

*As the chairwoman of the Archives Standing Committee who organized almost the entire archive of the UNWLA, I had the opportunity to get acquainted with the work of those first UNWLA members. I bow my head to them for the fact that they understood how important it is to leave us documented work from the very beginnings of the UNWLA."*

Olha Trytiak, UNWLA archivist,  
as reported at the XXVIII Convention of the UNWLA, 2008.

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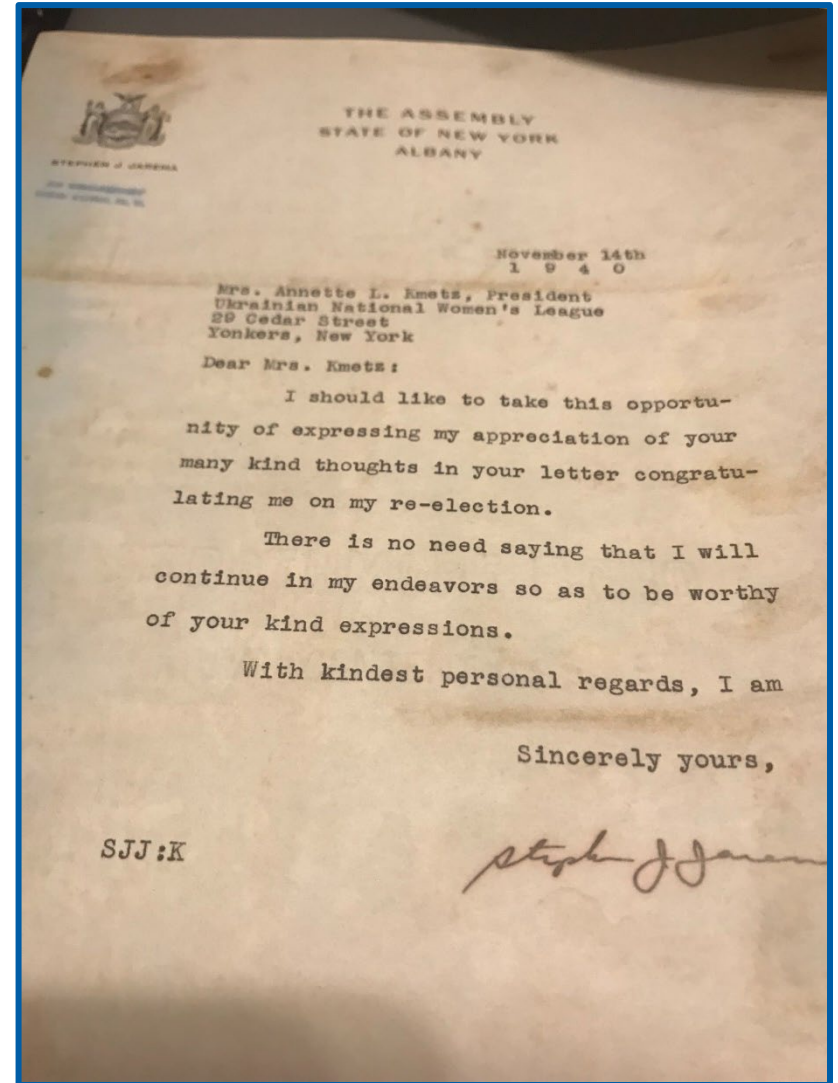
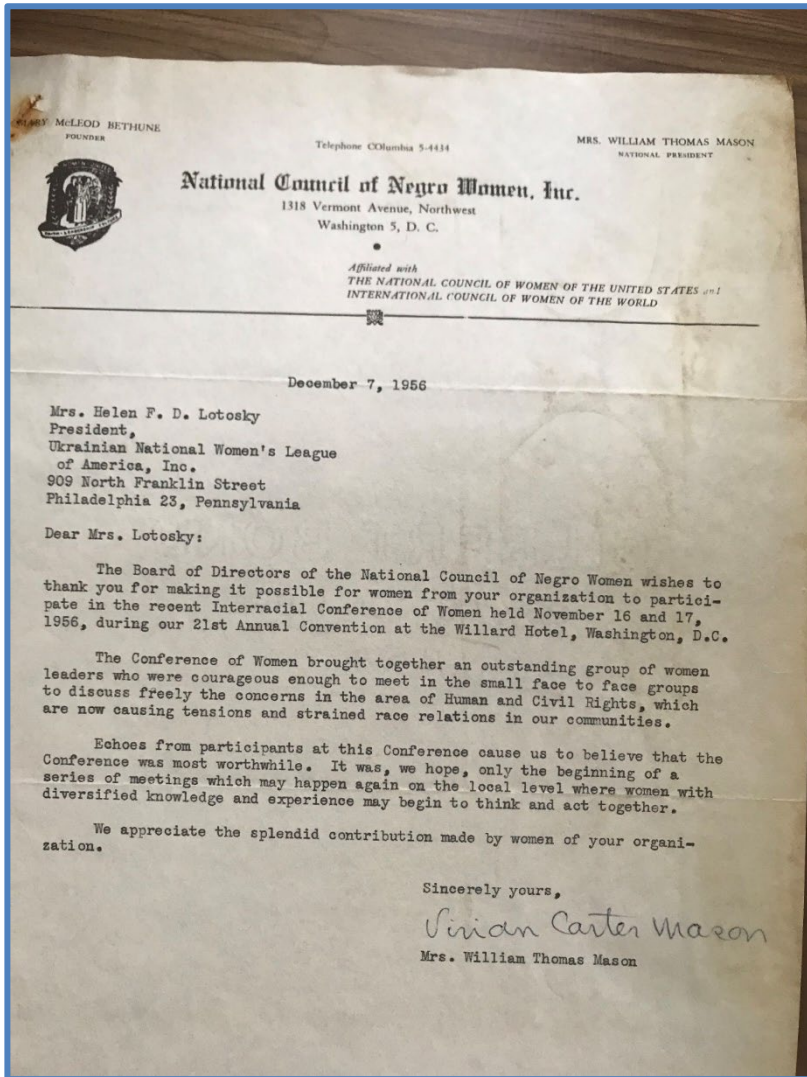
# 1. Why documents are important



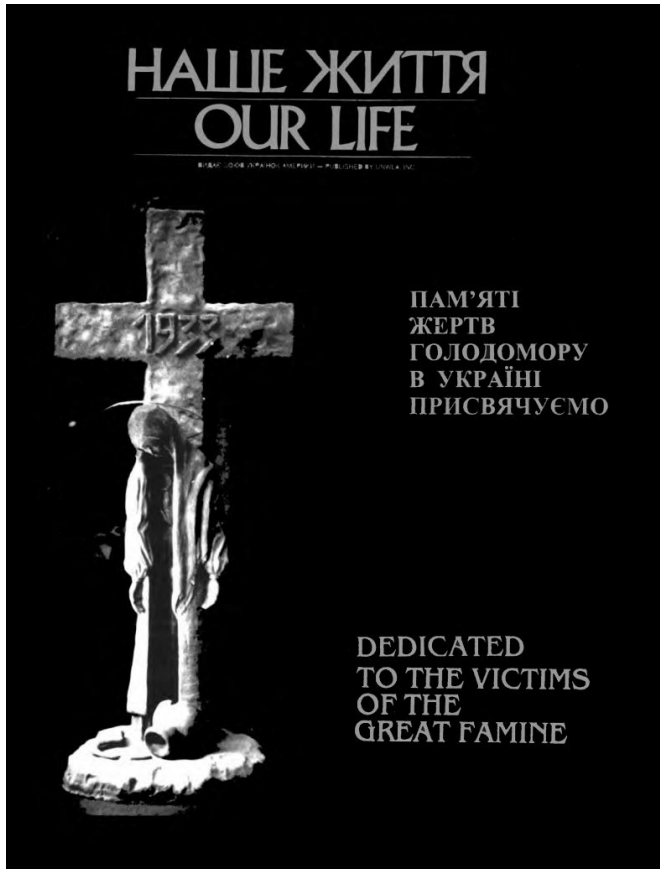
The  
1930s



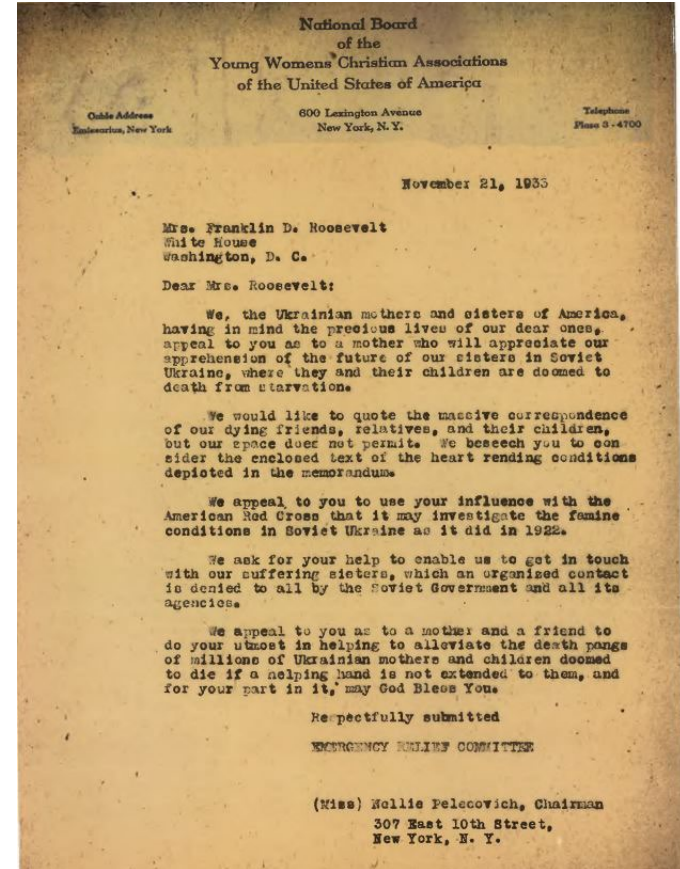
# 1. Why documents are important



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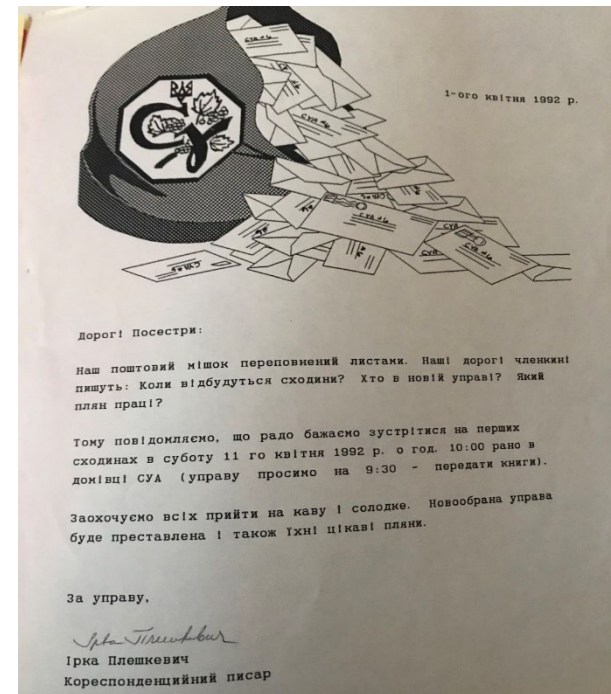
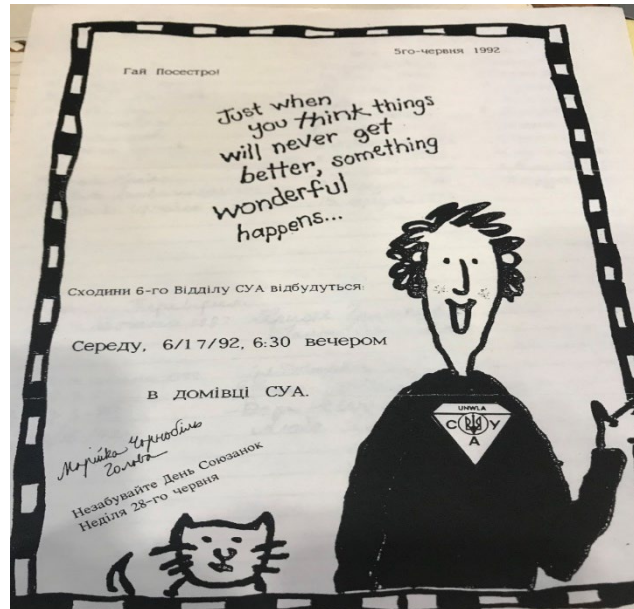
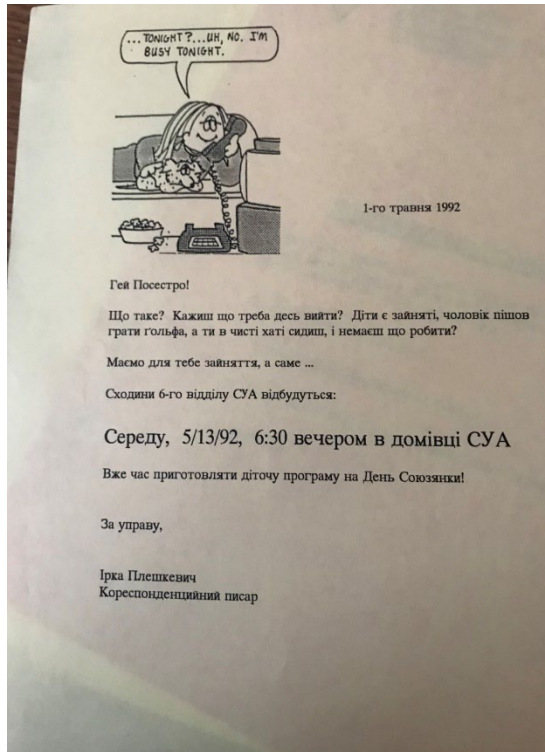


The National Holodomor Museum in Kyiv expressed a desire to receive documents about advocacy work of UNWLA members in 1932-33 to spread the truth about Holodomor for their museum exposition



<https://unwla.org/media/magazine/our-life/200x/2003-11-november-magazine-Our-Life.pdf>

# 1. Why documents are important





## 2. UNWLA archive history

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1925 – The UNWLA was founded.

1987 – Ivanna Rozhankovska, UNWLA President, proposed the creation a UNWLA archivist position.

1999 - at the XXV UNWLA Convention, Olha Trytiak was elected Chair of the UNWLA Archives Standing Committee. She set up an agreement to transfer UNWLA archives to the Immigration History Research Center (IHRC) at the University of Minnesota, St. Paul, MN.

2001 – UNWLA’s archives for its first 50 years were organized and sent to the IHRC.

From 2000 to 2009 approximately 100 boxes of archival materials for years 1925-2002 were sent to the IHRC.

In 2009 the IHRC reported that no more archival materials will be accepted due to limited space.



# 3. Inventory of the existing physical archives

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The Archives Committee created and distributed circulars with Instructions for archiving documents.

Where are these archives? Who has them? What is their conditions? Are they lost?

In 2023 the UNWLA Archive Committee began to inventory the existing physical archives

- The goal is to determine the total UNWLA volume of archival materials to determine its future location
- Below is a link to a questionnaire regarding the location/condition of your Branch/RC archives

<https://forms.gle/3jyELbTC7a3JUzgb8>

**If you know the location of your Branch or Regional Council's archives, please complete the questionnaire.**

## 4. Organization and description of existing physical documents

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Instructions for archiving documents (what should/should not be archived) and how to correctly organize and describe them are [here](#):

## 4. Organization and description of existing physical documents

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*Упорядкування-сортування листів.*



*Мирослава і д-р Денис Стахів  
упорядковують архів.*



*Упорядкований і описаний архів у пачці.*



*Запаковані пачки з архівом до висилки  
"Immigration History Research Center" Minneapolis, MN*

## 5. Archiving in the XXI century – new challenges

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Today we have a mix of physical (hard copy) and electronic documents.

- Electronic documents are more vulnerable to human error;
- Electronic documents are usually located on the private computers of UNWLA members
- Often these documents are not transferred to the newly elected officers





## 5. Archiving in XXI century – new challenges

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### Solution to the problem – **UNWLA Google Drive**

- Started functioning in 2021.
- Almost all Executive Committee documents, starting from 2021, exist on UNWLA Google Drive.

Next slide–UNWLA Google Drive structure

# 5. Archiving in XXI century – new challenges

The screenshot shows the Google Drive interface. The left sidebar contains navigation options: '+ New', 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (1.9 GB of 30 GB used). The main area displays the path 'UNWLA Documents > 4. Executive Committee'. Below this is a table of folders:

Name	Last modified	↓	File size
10. 2nd Officer-at-Large	Feb 11, 2023	Nadia Nynka	—
9. 1st Officer-at-Large	Feb 11, 2023	Nadia Nynka	—
8. Financial Secretary	Feb 11, 2023	Nadia Nynka	—
7. Treasurer	Feb 11, 2023	Nadia Nynka	—
6. Secretary	Feb 11, 2023	Nadia Nynka	—
5. 3rd VP Public Relations	Feb 11, 2023	Nadia Nynka	—
4. 2nd VP Membership	Feb 11, 2023	Nadia Nynka	—
2. President	Feb 11, 2023	Nadia Nynka	—
3. 1st VP	Feb 11, 2023	Nadia Nynka	—
1. Executive Meetings	Feb 11, 2023	Nadia Nynka	—

# UNWLA Documentation

<b>Convention</b>	<b>Standing Chairs</b>	<b>Regional Councils</b>	<b>New England</b>	<b>New York City</b>
2021	Standing Chair Meetings &	<b>Central NY</b>	RC Meetings	RC Meetings
2017	Deliverables	RC Meetings	Br. 73 Bridgeport	Br. 1 NYC
<b>National Board</b>	Meeting with All Standing Chairs	Br. 34 Cohoes	Br. 106 Hartford	Br. 21 NYC
2023	One-on-one Meetings	Br. 62	Br. 108 New Haven	Br. 30 Yonkers
2022	Hramoty Criteria	Br. 95 Poughkeepsie	Br. 139 Stamford	Br. 64 NYC
2021	Strategic Plans	Br. 99 Watervliet	<b>New Jersey</b>	Br. 83 NYC
<b>Office Administration</b>	Advocacy	<b>Chicago</b>	RC Meetings	Br. 113 NYC
2023	Archives	RC Meetings	Br. 65 New Brunswick	Br. 125 NYC
2022	Arts & Museum	Br. 29 Chicago	Br. 75 Maplewood	<b>Ohio</b>
2021	Communications	Br. 36 Chicago	Br. 86 Newark	RC Meetings
<b>Executive</b>	Culture	Br. 85 Chicago	Br. 98 Holmdel	Br. 8 Cleveland
Executive Meetings	Education	Br. 101 Chicago	Br. 130	Br. 12 Cleveland
President	Fundraising	Br. 140 Chicago	Br. 131	Br. 130 Parma
VP	Research and Data Mgmt.	Br. 141 Chicago	Br. 134 Whippany	Br. 138 Cleveland
VP-Membership	Scholarship	<b>Detroit</b>	Br. 137 Passaic	
VP – PR	Social Media	RC Meetings	Br. 143 Jersey City	
Secretary	Social Welfare	Br. 50 Ann Arbor		
Treasurer		Br. 53 Warren		
Financial Secretary		Br. 76 Warren		
OAL1		Br. 96 Detroit		
OAL2		Br. 115 Detroit		
		Br. 129 Detroit		
		Br. 132 Detroit		
		Br. 142 Warren		

# UNWLA Documentation (continued)

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## **Philadelphia**

RC Meetings

Br. 10 Philadelphia

Br. 13 Philadelphia

Br. 43 Philadelphia

Br. 54 Wilmington

Br. 67 Philadelphia

Br. 88 Philadelphia

Br. 90 Philadelphia

Br. 91 Bethlehem

Br. 128 Philadelphia

## **BAL East**

BAL East Meetings

Br. 17 Miami

Br. 27 Pittsburgh

Br. 56 North Port

Br. 78 Washington, DC

Br. 97 Buffalo

Br. 120 Rochester

## **BAL West**

BAL West Meetings

Br. 3 Phoenix

Br. 14 Atlanta

Br. 38 Denver

Br. 49 Buffalo

Br. 107 San Jose

Br. 111 Los Angeles

Br. 118 Houston

Br. 124 St. Petersburg

Br. 136 Naples

## **MAL**

2023

2022

2021



# UNWLA Documentation (continued)

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## **Philadelphia**

RC Meetings

Br. 10 Philadelphia

Br. 13 Philadelphia

Br. 43 Philadelphia

Br. 54 Wilmington

Br. 67 Philadelphia

Br. 88 Philadelphia

Br. 90 Philadelphia

Br. 91 Bethlehem

Br. 128 Philadelphia

## **BAL East**

BAL East Meetings

Br. 17 Miami

Br. 27 Pittsburgh

Br. 56 North Port

Br. 78 Washington, DC

Br. 97 Buffalo

Br. 120 Rochester

## **BAL West**

BAL West Meetings

Br. 3 Phoenix

Br. 14 Atlanta

Br. 38 Denver

Br. 49 Buffalo

Br. 107 San Jose

Br. 111 Los Angeles

Br. 118 Houston

Br. 124 St. Petersburg

Br. 136 Naples

## **MAL**

2023

2022

2021

## 6. Creation, maintenance, archiving of electronic documents

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- To get access to the UNWLA Google Drive – send email with a request for access to [vp@unwla.org](mailto:vp@unwla.org) - Nadia Nynka, 1<sup>st</sup> Vice President will send you a link and instructions
- What belongs to an electronic document archive? – The rules are the same as with physical documents (Facebook, Instagram,... posts materials, emails)
- At the end of the year – review, organize documents, remove duplicates.
- The reviewed and organized documents in your electronic folder, stored on Google Drive, will be retained as your electronic archives.
- With access to the UNWLA Google Drive granted to newly elected officers they will have access to all previous years documents automatically -

## 6. Creation, maintenance, archiving of electronic documents

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### Document organization and naming convention

- Names of all files and folders should be in English
- 1<sup>st</sup> part of a file's name: Branch number, short Regional Council name (for example NJ, CNY).
- 2<sup>nd</sup> part: document's date/event date,
- 3<sup>rd</sup> part: document number.
- One special file (read\_me) should contain a description of all folder documents
- Every yearly folder has sub-folders created for each Standing Committee Chair or project.
- Archivist, Branch President decide what sub-folders should be created according to the needs.

**Branches, Regional Councils – all electronic documents from the previous years, that reside on private computers should be uploaded to the Branch or Regional Council folders on the UNWLA Google Drive**

## 6. Creation, maintenance, archiving of electronic documents

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### Structure of the simplest Branch archive - two events/projects in 2015 : Christmas celebration, financial support of a fallen Hero's family

Branch 137 (*this folder will be created for you by UNWLA Executive member*)  
2015

- Docs (*includes Minutes, Agendas, Yearly Reports, bank statements*)

137\_2015.1.3\_Meeting\_minutes

.....

- 2015.1.7\_Christmas\_celebration (*includes 3 pictures, 1 flyer, 1 letter, read-me*)

137\_2015.1.7\_1

137\_2015.1.7\_2

137\_2015.1.7\_3

137\_2015.1.7\_4

137\_2015.1.7\_5

137\_2015.1.7\_read\_me

- 2015\_adopt\_fallen\_hero\_family (*includes pictures, correspondence from Ukraine, ... read-me*)



## 6. Creation, maintenance, archiving of electronic documents

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**Example of special file (read\_me) – description all documents in sub-folder.**

*137\_2015.1.7\_read\_me.docx* includes description all documents in sub-folder  
“*2015.1.7\_Christmas\_celebration*”

### **Pictures:**

137\_2015.1.7\_1: All UNWLA Branch 137 members

137\_2015.1.7\_2: Valia Tabaka, Br. 137 President, f.Holchuk – priest St Ancession Church, Clifton, NJ, prayer

137\_2015.1.7\_3: Kids (**names**) caroling

### **Documents:**

137\_2015.1.7\_4: Celebration flyer

137\_2015.1.7\_5: Letter to Self Reliance bank with request for financial support

# 7. UNWLA video, audio archive

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## Project "UNWLA Video History. 100 years"

**Goal** – collect an archive of interview recordings with elderly soyuzianky (70+ years) about their UNWLA activities and memories of UNWLA activities.

The video clippings will be used in creating a documentary “UNWLA History. 1925-2025” (for 100<sup>th</sup> UNWLA anniversary as well as other projects).

- Part 1. Inventory of existing video/audio recordings about UNWLA activities, members
- Part 2. Creating archive of video/audio interview recordings with elderly soyuzianky

Video recording instructions are on the UNWLA [here](#):

## 8. Future plans

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- Explore funding sources to fund UNWLA archival projects
- Digitize physical archives
  - Decide priorities for digitizing physical archives
  - Create instructions for digitizing documents
  - Find volunteers for digitizing (scanning) physical archives
- Create a base for research on the Ukrainian women's movement in the USA.

# 9. Summary

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## Archivist's items to do:

1. Inventory of the UNWLA physical archives– Sherlock Holmes's activity. Ask UNWLA members, Ukrainian community members about the location of documents of existing and dissolved Branches. Send info to [archives@unwla.org](mailto:archives@unwla.org).
2. Organize physical archive documents – invite soyuzianky to an “archives party”. Sort, discard what's not necessary or duplicative, label everything, place in a box, Serve some refreshments and have fun doing this. Send a file with box descriptions to [archives@unwla.org](mailto:archives@unwla.org).
3. Electronic archive creation – request a link to your Branch/RC folder on UNWLA Google Drive from Nadia Nynka ([vp@unwla.org](mailto:vp@unwla.org) ). Create folder structure – sub-folders according to years, other specific to the Branch/RC sub-folders. Organize and upload existing electronic documents from previous years to the Branch/RC folder on UNWLA's Google Drive. Put all new documents in that folder.
4. UNWLA video, audio archive – identify elderly soyuzianky who may want to be interviewed. Record the interview. Send consent form send to [archives@unwla.org](mailto:archives@unwla.org) . Upload video-file using link that will be sent to you from UNWLA archivist.
5. Inventory of the UNWLA audio/video recordings – Sherlock Holmes's activity. Ask UNWLA members, Ukrainian community members about any existing recordings. Send collected info to [archives@unwla.org](mailto:archives@unwla.org).

# Questions?

*The creation of the archive is a testament to all the  
work that UNWLA has done.  
Let's celebrate our accomplishments!*