UNWLA documents: creation, maintenance, archiving

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Standing Committee
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Branch President Orientation and Training
May 1, 2023 року
Pryvit! Welcome! Training Outline

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
"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.
1. Why documents are important

The 1930s
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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.

1. Why documents are important
2. UNWLA archive history

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

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

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
5. Archiving in the XXI century – new challenges

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

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
UNWLA Documentation

**Convention**
- 2021
- 2017

**National Board**
- 2023
- 2022
- 2021

**Office Administration**
- 2023
- 2022
- 2021

**Executive**
- Executive Meetings
- President
- VP
- VP-Membership
- VP – PR
- Secretary
- Treasurer
- Financial Secretary
- OAL1
- OAL2

**Standing Chairs**
- Standing Chair Meetings & Deliverables
- Meeting with All Standing Chairs
- One-on-one Meetings
- Hramoty Criteria
- Strategic Plans
- Advocacy
- Archives
- Arts & Museum
- Communications
- Culture
- Education
- Fundraising
- Research and Data Mgmt.
- Scholarship
- Social Media
- Social Welfare

**Regional Councils**

**Central NY**
- RC Meetings
- Br. 34 Cohoes
- Br. 62
- Br. 95 Poughkeepsie
- Br. 99 Watervliet

**Chicago**
- RC Meetings
- Br. 29 Chicago
- Br. 36 Chicago
- Br. 85 Chicago
- Br. 101 Chicago
- Br. 140 Chicago
- Br. 141 Chicago

**Detroit**
- RC Meetings
- Br. 50 Ann Arbor
- Br. 53 Warren
- Br. 76 Warren
- Br. 96 Detroit
- Br. 115 Detroit
- Br. 129 Detroit
- Br. 132 Detroit
- Br. 142 Warren

**New England**
- RC Meetings
- Br. 73 Bridgeport
- Br. 106 Hartford
- Br. 108 New Haven
- Br. 139 Stamford

**New Jersey**
- RC Meetings
- Br. 65 New Brunswick
- Br. 75 Maplewood
- Br. 86 Newark
- Br. 98 Holmdel
- Br. 130
- Br. 131
- Br. 134 Whippany
- Br. 137 Passaic
- Br. 143 Jersey City

**New York City**
- RC Meetings
- Br. 1 NYC
- Br. 21 NYC
- Br. 30 Yonkers
- Br. 64 NYC
- Br. 83 NYC
- Br. 113 NYC
- Br. 125 NYC

**Ohio**
- RC Meetings
- Br. 8 Cleveland
- Br. 12 Cleveland
- Br. 130 Parma
- Br. 138 Cleveland
UNWLA Documentation (continued)

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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6. Creation, maintenance, archiving of electronic documents

• To get access to the UNWLA Google Drive – send email with a request for access to vp@unwla.org - Nadia Nynka, 1st 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

Document organization and naming convention

- Names of all files and folders should be in English

- 1st part of a file’s name: Branch number, short Regional Council name (for example NJ, CNY).

- 2nd part: document’s date/event date,
- 3rd 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

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

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

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\(^{th}\) 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

- 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.
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.

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.

3. Electronic archive creation—request a link to your Branch/RC folder on UNWLA Google Drive from Nadia Nynka (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. 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.
Questions?

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