

UNWLA Policies and Procedures

Part 8: UNWLA Archival Policies and Procedures

Section 1: Physical Archives

A. Background

The physical archives of UNWLA consist of systematically arranged documents reflecting the work of the organization, its Branches, Regional Councils, and the National Board. The purpose of the archives is to assist present and future generations in various research and publishing efforts that would describe and document UNWLA activities.

B. Physical Archives

A part of UNWLA's archival materials were transferred to the Immigration History Research Center at the University of Minnesota, St. Paul, MN. There, 24 ethnic groups in the USA, including Ukrainian, have deposited their documents at the Center. Another part of UNWLA archival documents is located in the UNWLA headquarters in New York City. Additionally, Branches and Regional Councils maintain their archival materials in various locations such as private homes or institutions (National Homes, Cultural Centers, etc.)

This document is intended to provide guidance to Branch and Regional Council Archive Chairs regarding what materials should be kept for archival purposes and what materials may be discarded, as well as some guidance regarding how the archived materials should be maintained.

C. What to Archive

- All documents must be filed by year and then by month.
- The following are considered Branch documents:
 - Book of Branch meeting minutes. If the book covers more than one year, this must be indicated;
 - Financial reports. Do Not put personal information such as #SS or bank numbers into archives.
Note - Financial records (receipts, checks, bank statements) are not considered archival materials. Rather, they are a part of the operational materials of the Branch which according to IRS rules must be maintained for 7 years;
 - Annual Reports of Branch Executive members, and Branch Standing Chairs;
 - Incoming and outgoing correspondence, including correspondence with Scholarship students;
 - Press releases, including name and date of the publication in which the article appeared;
 - Photo albums showing Branch activities and special events. Any loose photos should be stored in albums. All photos should have penciled

information on the back of each, listing occasion, date, and names of participants.

Note - discard photos that are not clear. Photos without information (date, occasion, participants) may either be discarded or placed in a separate "Local History" folder with any known information (for example, Branch number, approximate years of photos, approximate description of events). These pictures can be of value for a general record of a bygone era;

- Publications including: books, flyers, pamphlets, advertisements, audio materials, etc. The name of the artist/crafter that made them (they should receive the credit) should be listed;
- Copies of award documents;
- List of packages and aid sent to Ukraine or elsewhere;
- Old pins, convention badges, and one of a kind documents,

D. How to Store Physical Archival Materials

The contents of a folder must be clearly indicated on its cover, e.g. "Financial records and documentation for the year 1970"

All materials - folders, binders, books and albums - should be packaged in a container measuring not more than 12 x 12 x 16 with a detailed description of their content placed on the cover, e.g. "Archives of Branch 100 in Carteret, N.J. Region New Jersey, for 1975 or (for the years 1980-1985)."

Containers should be kept in a place of controlled humidity and temperature.