

## AAUW ARCHIVES IN UTAH - OCTOBER 2011

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### UTAH \*STATE\* AAUW ARCHIVES LOCATION:

UNIVERSITY OF UTAH. J. WILLARD MARRIOTT LIBRARY. SPECIAL COLLECTIONS. MANUSCRIPTS DIVISION.

MS COLLECTION #117

FINDING GUIDE LINK: [HTTP://TINYURL.COM/6JCH4W5](http://tinyurl.com/6JCH4W5)

### UTAH AAUW \*BRANCH\* ARCHIVES LOCATIONS:

Some papers of all branches, active & disbanded, appear in the state archives collection (above).

1. THE FOLLOWING FOUR BRANCHES HAVE ALL DESIGNATED THE UNIVERSITY OF UTAH J. WILLARD MARRIOTT LIBRARY AS THE LOCATION FOR THEIR ARCHIVES AND ARE INCLUDED IN MS COLLECTION #117.

FINDING GUIDE LINK: [HTTP://TINYURL.COM/6JCK4W5](http://tinyurl.com/6JCK4W5)

BRIGHAM CITY BRANCH. 1940-

This branch has just recently decided to deposit its archives in the U OF U's Marriott Library. Sarah Yates, branch president, will make arrangements soon.

SALT LAKE CITY BRANCH. 1917-

WASATCH BRANCH OF SALT LAKE COUNTY. 1980-

TOOELE COUNTY BRANCH. 1953-

2.

KAYSVILLE-DAVIS BRANCH. 1949- (A RENAME OF THE KAYSVILLE BRANCH IN 1989.)

No official archives can be located. Some papers are included in the State AAUW Archives.

3.

ST. GEORGE BRANCH. 1955-57; 1982-

This branch has just arranged (October 2011) to place its archives in the Dixie State College of Utah. Val A. Browning Library. Special Collections & Archives. Collection is recent & sparse.

4.

OGDEN BRANCH. 1933-

Weber State University. Stewart Library. Special Collections Manuscript Collections.

MS COLLECTION # 47.

FINDING GUIDE LINK: [HTTP://LIBRARY.WEBER.EDU/ASC/SPECCOLL/REGISTERS/MS47.CFM](http://library.weber.edu/asc/speccoll/registers/ms47.cfm)

5.

UTAH VALLEY BRANCH. 2000- (A RENAME OF THE OREM BRANCH, 1954-)

The Orem Branch files are in the University of Utah J. Willard Marriott Library's MS #117.

The Utah Valley Branch archives are currently being established at the Utah Valley University. Library. George Sutherland Archives. Orem, Utah

6.

LOGAN BRANCH. 1937-1994.

Utah State University. Merrill-Cazier Library. Special Collections & Archives. Manuscripts.

MS COLLECTION #124.

FINDING GUIDE LINK: [HTTP://UDA-DB.ORBISCASCADE.ORG/FINDAID/ARK:/80444/XV52825](http://uda-db.orbiscascade.org/findaid/ark:/80444/xv52825)

7.

PROVO BRANCH. 1944-1981.

Brigham Young University. Harold B. Lee Library. L. Tom Berry Special Collections.

MS COLLECTION #1402.

FINDING GUIDE LINK: [HTTP://LIB.BYU.EDU/SITES/SC/](http://lib.byu.edu/sites/sc/)

TYPE MSS 1402 IN "MANUSCRIPT SEARCH" BOX AND ENTER. NEXT SCREEN, CLICK ON "ACCESS THIS ITEM."

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A search was made of the catalogs of various Utah libraries closely located to branches and the Utah State Historical Society. No other AAUW archive collections were found.

AAUW OF UTAH

**SUGGESTED GUIDELINES FOR RECORD KEEPING & REPORTING**

Branch presidents and historians should cooperate in the collecting of branch records for retention and the reporting of branch activities.

**BRANCH ARCHIVES**

**MATERIALS TO BE SAVED EACH YEAR:**

President's report.

List of officers and chairmen.

Yearbook.

Newsletters.

Financial Report.

Minutes.

Committee chairmen reports.

Important correspondence (Including e-mails, when appropriate. Added 2011.)

Scrapbooks of clippings, photos, programs, etc.

Copies of materials connected with branch special projects.

Changes in bylaws.

**SAFEKEEPING:**

In 1976, the State Division Board of AAUW recommended that each branch should make arrangements for depositing back records with the special collections department of the library at the college or university closest to each branch. Each branch was instructed to carry out this recommendation and notify the state board as to which library it had chosen to keep its archives.

Each branch president or branch historian should make a formal agreement with the chosen library and discuss how often deposits of materials should be made to the library.

Each branch board should determine how many preceding presidents' records need to be kept in the branch's working files (2-3 years, no more than 5).

Each outgoing president and officer should pass on her files to the incoming president and officer after discussing which records should be weeded or put in a file to deposit in the archives.

**REPORTING:**

A history of each branch's activities should be reported to the State Division Historian each year. The history should be a brief summary, hitting the highlights. Points to emphasize include: 1) accomplishments regarding the programs of special projects, 2) effective techniques, 3) influence and contact in the community, 4) cooperation with other organizations, 5) special efforts of individual members, 6) honors that come to members—within or without the organization, 7) other things that the branch considers important.

Also branch officers should give the state historian a copy of the branch reports made at the division board meetings and send copies to the state newsletter editor.

**STATE ARCHIVES**

Utah State Division officers should collect and preserve state AAUW materials in the same manner as branches, passing on records to the state historian for deposit into the archives.

(These guidelines were written in 1981 by State Historian, Maxine Haggerty. Updated in 2011. Handed out to each board member at the first state board meeting in the fall of each year.)