

**John J. Burns Library, Boston College**

**Guidelines for the archives of the**

**Ladies Ancient Order of Hibernians, Inc.**

The archives of an organization should contain the core documentation of the activities and history of that organization. To provide documentation for the LAOH, the national and state officers should transfer originals or copies of the following materials.

1. Meeting records: agendas, minutes, and handouts at meetings of boards, councils, and committees.
2. Annual reports, correspondence, special reports, and subject files.
3. Records of annual and other conferences: notices, programs, photographs, recordings, copies of speeches.
4. Annual budget final reports.
5. Activities of state and local organizations: essay contests, scholarships, community service.
6. Publications: newsletters; special programs, anniversary programs.
7. Biographical information about officers and members, including membership directories.
8. Complete records of surveys, studies and other reports.
9. Photographs as well as audio and visual material, that is, recordings of all kinds of meetings and activities.
10. Some artifacts and memorabilia (nothing too large or fragile).
11. Ephemera; posters, announcements, flyers.

The list might seem long, but all of the above are materials that are produced in the ordinary course of the work of the organization. Even if they are not in perfect order or in perfect condition they should be transferred to the archives.

**Examples of what we do not want**

1. Duplicates
2. Confidential records on people, expenditures, etc.
3. Financial records of daily and routine expenditures, cancelled checks, payroll and other payments. (The annual budget report will provide needed information.)
4. Draft copies of plans or reports.
5. Publications – books, leaflets, pamphlets – received from other organizations.

You may think “etc.” after every line.

With the regular transfer of the materials named above to the LAOH Archives in the John J. Burns Library, we shall be able to organize the records that document the work and activities of the Ladies Ancient Order of Hibernians and demonstrate its many contributions to the Irish-American community and to the general society.