



GUIDELINES ON WHAT ORGANIZATIONAL RECORDS MERIT ARCHIVAL RETENTION

The Special Collections often gets questions about the kinds of records are worthy of archival status. The answer varies, depending on the program of the organization and its record keeping. The classes of records usually important for documenting labor union history are in **bold** below. Please consult with the Labor Archivist if you have questions.

What to retain:

- **Agendas**
- **Agreements**
- **Annual reports**
- **Articles of incorporation**
- Artwork
- **By-laws**
- **Buttons**
- Charters
- **Committee files**
- **Conference/Convention programs**
- **Contracts (Drafts, Final, Printed in Booklet Form)**
- **Correspondence**
- Directories/Rosters/Yearbooks
- Documents pertaining to legislative activity or lobbying
- Flyers
- **Grievances**
- Maps
- **Meeting minutes**
- **Memoranda of Understanding**
- **Newsletters**
- **Interviews**
- **Issues files which reflect your organization's work**
- Job descriptions of major staff
- **Officer's files (please identify name of officer and position held)**
- Organizational flow charts
- **Photographic materials – photos, movies, negatives, albums, etc.**
- **Picket Signs**
- Policies
- **Political action files (Committee on Political Action or other committee)**
- Programs – from conferences or other events
- **Publications – ranging from books produced by organization to brochures**
- **Research files on particular actions, negotiations, campaigns, or targets**
- **Reports – annual, financial, committee, etc.**
- **Posters**
- Programs from events
- Resolutions
- Scrapbooks
- **Speeches – audio and transcript**
- **Testimony**

Items NOT of interest:

- Cancelled checks
- Financial transaction records
- Job applications
- Personnel files
- Planning files for events
- Financial files
- Tax returns

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