

- Store items at a low temperature (below 75° F) and low humidity (below 65%) – to help preserve records, avoid chemical decay and insect activity as well as mold growth.
- Keep archives out of damp basements, garages and hot attics. Keep away from sources of leaks and floods (pipes, windows, roof leaks).
- Store on shelves (off the floor).
- Use archival boxes if possible, good quality paper and file folders.
- Do NOT store District archives in a home. If possible, Zone archives should not be stored in a home. Group archives should be stored in a church.
- Clear containers let in light which can cause paper decay.
- If possible, break down scrapbooks – scan records & photos, save and print. Always note when, where and who on each item of record (photos, articles, etc.)

DISTRICT ARCHIVES – per requirement of CHI and LCMS, advised by the Library of Congress and the US Archives. All copies should be Printed – preferably on laser printer

- Keep 1 signed copy from the executive and board meeting minutes.
- One copy of all reports of the district officers, elected and appointed.
- One copy of the District Newsletter/Publication
- One copy of the Synodical District's newsletter/ publication (may photocopy the section and indicate the publication, the page number and the event if it contains information regarding your LWML district.
- Correspondence regarding any action taken (such as changes in grant money, or other items of business that are NOT included in the minutes.)
- Print front & back with small font items such as minutes, etc.
- Lock sensitive materials
- Extra things
  - Summary sheet (one copy) of:
    - Special Events (such as retreat)
    - Workshops
    - prayer services
    - Assembly of Leaders
    - Statistical information
  - Reports from all zone archivists
  - One copy of the district's convention manual and any printed materials produced for the convention.
  - One copy of the district's biennium report
  - The most recent copy of the district's bylaws
  - Photos from special events that are labeled
    - Who, what, when and where
    - Photos not identified have no historical value.
- Material sent from the Zones

- One signed copy of executive board and rally meeting minutes.
- One copy of zone newsletters that have been produced since the last report.
- Summary sheet from assemblies of leaders, workshops, prayer services and other special events.
- Albums that are safe for archives
  - Spiral, ring binders, post or clamp bindings, traditional sewn bindings
  - Avoid overstuffing albums
- Do not use synthetic glue (white glue), glue gun adhesives or any other unknown glues (archival-quality glue is acceptable and will be labeled).
- Do not use stainless steel staples and paper clips
- Do not use rubber bands
- Never keep newspaper clippings – photocopy them, make sure the name of the paper, the date and page are included on the copied clipping. Keep the copy and toss the newsprint.
- Digital Photographs
  - Give descriptive file names
  - Create a directory/folder structure with date and event – as well as individuals involved
  - One copy on the computer but others on separate media (DVD, CD, portable hard drive, thumb drive, internet storage) Print and label important photos.
  - Create media copies every 5 years to avoid data loss – always keep a hard copy of important information.