41st WESTERN AREA CONFERENCE

JUNE 19 – 22, 2013

Committee Name: Archives and History

Committee Chair: Eloise C. Pinckney

Constance Fitzpatrick Smith, Area Director
Westin Galleria Hotel, Houston, TX
2011 – 2013 GOALS

GOAL 1: To oversee the arrangement, cataloguing and preservation of important documents, valuable items and information deemed important for permanent storage. This information includes Western Area historical data, photographs, films, videos, sound recordings, and electronic data files in a wide variety for formats, as well as more traditional paper records, letters, and documents.

Accomplishments:
Increased the understanding of the relevance of Archiving and historical documentation to chapters.

Defined and clarified differences between archives and history.

Aligned National and Local Processes.

Reviewed with the chapters the Data Collecting Process.

Provided user friendly documents needed for Legacy Keeper Report.

GOAL 2: Publish an Archives Newsletter (*The Legacy*).

Accomplishments:
The Legacy was distributed to chapter presidents, archivists and historians.
Provided chapters with a checklist of items to be stored at their repository.
Provided user-friendly guidelines for chapters to use in collecting, preserving storing and retrieval of their historical materials.

GOAL 3: Provide the National Archives and History Committee with the Western Area history, its connection to African American History over six plus decades, who we are today, and who we will become in the future.
Accomplishments:

- Provided the National Archives Committee with the correct chartering dates of chapters in the Western Area.
- Submitted overview of Past Area Directors by Decade/Themes/Goals.
- Provided the programs instituted in the Western Area by decade.
- Submitted the Western Area and chapters’ recognition and successes by decades.

GOAL 4: Increase chapter involvement in the archival process by 90% as a result of effective and sustainable communication and educational tools as outlined in the Western Area Strategic Plan.
Accomplishments:

- Assisted in the development of two (2) webinars, *MAKING ARCHIVING FUN! And A PICTURE IS WORTH A THOUSAND WORDS.*
- Assisted chapters in obtaining a repository for their chapter’s historical collections.
- Disseminated to the chapters what the National Alignment definition is regarding policies practices.
OTHER ACHIEVEMENTS:

- Served as member of the National Archives and History Committee.
- Encouraged chapters in the Western Area to submit their Legacy Keeper Chapter annual Profile Report and Legacy Keeper Scorecard (due May 15th).
- Provided articles for *The Chain* and *The Western Area Times*.
 Attended Western Area Executive Committee Meeting, Houston, TX, October 2011 and September 2012.
 Reviewed the chapter Legacy Keeper Reports for 2012 and 2013.
 Attended the Leadership Summit, Houston, TX, September 2012.
 Decorated the Western Area Wall at National Headquarters, Washington, DC, 2012.
 Presented at the National Archives and History Workshop, *Branding* at the 38th National Assembly, Orlando, Fl, June 2012
 Attended Links’ Day at the Capitol, Austin, TX, and February 2013.
 Made three (3) site visits to the Western Area Repository located at the Dallas African Museum, Dallas, Texas, to review our status and plan for the future.
List next steps here:

1. Utilize the Legacy Keeper Reports to document the progress in chapter member’s participation in the collecting, preserving, storing and retrieval of their historical materials.

2. Continue to provide the National Archives and History Committee with updated history of the Western Area that
will be included in The Links, Incorporated’s National History Book.
3. Continue to assist chapters in becoming archival ready.
4. Work with the Area’s Technology Chair to provide procedures for handling electronic files.

RECOMMENDATIONS TO THE EXECUTIVE COUNCIL (IF ANY)

List Recommendations here:
❖ Require ALL chapters to have an archivist and/or historian.
❖ Establish an official Western Area Archives and History Committee, consisting of seven (7) members.