

**UNIVERSITY OF MINNESOTA RETIREES ASSOCIATION
ARCHIVE/HISTORY COMMITTEE
2020 to 2021**

TO: UMRA BOARD Members
FROM: Gloria M. Williams, Committee Chair

I was elected to the UMRA Board in 2015 -2016. Jean Kinsey was President of the organization at that time. I volunteered to reactivate the UMRA Archives/History Committee and took on the responsibility January 2016. According to the Operating Manual, the task of this committee included (1) assembling documents and reports of UMRA Executive and Board members and appointed committees and other groups to be filed in UMN Library Archives, Andersen Hall, (2) updating tables of officers, board members, presidential appointees, and speakers. (Personnel appointments were listed in the Operating Manual and on the Personnel List), and (3) reviewing completed oral histories in order to create biographies and stories about key people and their influence/impact on UMRA over time. (The latter comprise multiple research activities).

The name of the committee was changed to UMRA History Committee during “Chip” Peterson’s presidency (2017 - 2018). The functions remained about the same. The committee was terminated June 30, 2021 under Frank Cerra’s presidency.

I felt prepared to begin the first task because of my past research work experiences as a user of archives in the National Archives and Records Administration, Washington DC., various state historical archives, several historical societies, and several university archives. It took me more than two years to plan and begin to collect data (from the original 13 American colonies) for my research project.

In addition to past experiences, I met with John Howe to gain insight into the archival tasks of UMRA. I received two lists of UMRA materials from him (dated October 27 and November 17, 2015) which he had already deposited in University Archives. I visited University Archives and examined the deposits for UMRA to obtain a sense of the way materials were categorized. I read pertinent articles from *American Archivist*, *Archival Strategies and Techniques*, *Isis*, and a book by Frederic Miller (1990). *Arranging and Describing Archives and Manuscripts*. A list of categories was developed and distributed to UMRA Board members.

Awareness of Important Dates

It is important to keep these dates in mind.

Fiscal Year - July 1, xxxx to June 30, xxxx.

Executive and Board Meetings - September x, October x, and November x, xxxx;
January x, February x, March x, April x, May x, xxxx. Executive meetings occur a week before Board meetings. The latter occur on the same day as the luncheon.

Annual Business Meeting - May x, xxxx.

Retreat during the summer months; even-numbered years (July x or August x, xxxx; (Note: For

June x, July x and August x, 2021, President Jan Morlock has made different choices. (See her memo to UMRA Board Members, Thu., Jul. 15, 2021.

Christmas Party - December 2019, choice of President Donohue (2018 - 2019).

Tasks

1 . Collecting Data

Because you are not a Board Member, obtaining materials for UMRA Archives may be somewhat different for you. As a Board member, I received the UMRA Board Committee minutes, attachments, and agenda prior to the meeting. I asked the Executive Secretary to include my name in his distribution of the Executive Committee agenda, attachments, and minutes and the Annual Business agenda, attachments, and minutes. He did and that saved me a lot of time. An alternative would be to wait until the Webmaster has posted them on the website. You would have to collect the minutes, attachments, and agenda from the website. I would use the former method. The agenda provides order for what is to be covered during the meeting. The identifying name, the committee name, meeting date, full name of person giving the report, and consecutively numbered attachments should be listed as a part of the agenda. (See *Format Guidelines*), The minutes should have the identifying names and meeting date; each attachment should be numbered with identifying names provided.

The Treasurer provides quarterly information. You need to be sure that you have the 4th Quarter and the attachments of Q1, Q2, and Q3. Q1-Q4 could also be an attachment in the appropriate Executive and Board Minutes. (This report should be in a separate file folder)

The Personnel List (distributed in September by the Secretary as part of the Operations Manual), contains the names of current committees and people occupying the leadership positions. This includes the Executive committee, active committees, special interest groups, representatives and liaisons, Newsletter Editor. and support groups. There are tables in the Operations Manual that give the history of people having occupied the specific position.

I Initiated a request for annual reports from most of these leaders during Bill Donohue's presidency, 2019 - 2020. I had tried other methods to obtain annual reports that were unsuccessful. The most productive way for me was writing individual e-mails and providing a format for creating reports.. I am certain that the webmaster will have an alternative method for obtaining annual reports. The Personnel List does provide a source which allows you to check from whom you receive annual reports.

You can ask the Newsletter Editor to give you a batch of printed newsletters to place in the archives or use the ones you receive in the mail to place in the archives. Kris Mortenson, the current editor, assembles the Newsletters by the calendar year. So there will be eight in total - January to May and September to November. There is also the Support Coordinator who may provide an annual report.

There are other documents that may need to be collected, e.g., the By-laws and changes, correspondence, newspaper and magazine prints - to name a few. The Newsletter has a wealth of information and that may keep you from initiating and collecting additional materials, e.g., the luncheon speakers. Or you may decide you want to include the Toolkits. REMEMBER, YOU CAN DECIDE WHAT SHOULD BE IN THE ARCHIVES. (See Minnesota Historical Society, Manuscripts Collection).

2. Processing Data

I give everything a “close reading.” Many of the reports have grammatical errors, misspellings, extra words, no title, no author or only first names of person giving report, no date, punctuation problems, and other errors. I correct all. If there is an error which if changed, would change the meaning or intent, you will need to contact the writer or the Executive Secretary.

File folders are labeled on the tab for items enclosed. The divisions are up to you. USE OF ADDITIONAL PAPER SHOULD BE KEPT TO A MINIMUM. I follow the Personnel List. I group executive minutes, board minutes, annual committee reports, and newsletters, After labeling file, I write on the outside of the folder what the enclosed grouping is. The Operational Manual, the Treasurer/s report, by-laws, reprints and a few other records are in separate folders. (See *Format Guidelines for UMRA Documents*. (You can get a copy from one of your Co-Chairs). (See also, University of Minnesota Libraries, University Archives, *Prepare Your Files* or check with the archive contact).

3. Transferring Files

(See University of Minnesota Libraries, University Archives, *Transfer Your Records*).

Our contact in University Archives is Rebecca Toov, Collection Archivist, 612-626- 5440, wils0952@umn.edu. She is in Andersen Hall, West Bank, 2d floor. She makes the final decision about what is to be included in the University Archives. You might want to read the BOARD OF REGENTS POLICY: LIBRARIES AND ARCHIVES.

4. Materials Needed

- File Folders
- Ink for Printer
- Copy Paper
- Paper Clips, Staples, Binders - small and medium