

ARCHIVES Standing Rule

Approved by Board May 11, 2018

Amended and approved by Board September 21, 2018

DESCRIPTION

Archives include materials that have historical importance for individuals, organizations and nations. Archives may include books, papers, maps, plans, photographs, prints, films and computer-generated records. Users include researchers, academics, other professional staff and the general public.

ARCHIVE PLAN

WWA was founded and managed by Robert Gard, a professor at UW Madison. WWA's original papers have been placed in the archives along with Robert Gard's papers. The Wisconsin Historical Society has archived WWA materials since the organization's beginning in 1948 and this provides a logical, safe and accessible place for storage.

WWA has never had a permanent office; since materials are passed on to each new administration, it is incumbent that all archival materials be stored in a permanent location and managed in an efficient and timely manner.

Archival materials will be handled by:

Mailing/taking them to Wisconsin Historical Society archives for storage

Giving them away to interested parties

Shredding

In five year increments (beginning 2018- 2023), the Vice-President or a designated board member will compile a packet of the following documents:

Minutes of board meetings

Annual conference schedule

Jade Ring contest materials

Any other materials deemed important by the board

The vice-president or a designated board member will take or mail the packet to:

Jonathan Nelson

Collection Development Archivist

Division of Library, Archives and Museum Collections

Wisconsin Historical Society

815 State Street, Madison Wi. 53706

608-264-6447

jonathanr.nelson@wisconsinhistory.org

Creative Wisconsin publication
Any other WWA publication
are sent to:
Marissa Tartaglia
Serials Assistant
Division of Library, Archives, and Museum Collections
Wisconsin Historical Society
816 State Street, Madison, WI 53706
marissa.tartaglia@wisconsinhistory.org

Current program materials will be kept on a flash drive to be passed from past to current secretary.