MAKING YOUR ORGANIZATION'S HISTORY COME ALIVE

Special Collections and Archives @ Georgia State University Library

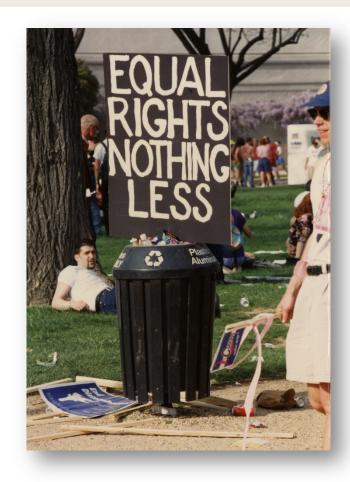
SPECIAL COLLECTIONS AND ARCHIVES AT GEORGIA STATE UNIVERSITY



- Southern Labor Archives
- Popular Music and Culture Collections
- Women and Gender Collections
- University Archives
- Rare Books
- Social Change Collections
- Photographic Collections
- Georgia Government Documentation Project

ORGANIZATIONS IN THE ARCHIVES

- Labor unions (MANY!)
- Domestic violence
- Reproductive rights
- •Arts
- Education
- Environment
- Philanthropy
- Prison system
- Refugees



WHAT DO ARCHIVISTS KEEP?



- Manuscript collections
- Records of organizations
- Papers of individuals
- Photographs and A/V
- Artifacts and textiles
- Publications
- Oral Histories

WHY ARE ARCHIVES IMPORTANT?



- Ensure that historically significant records are preserved and made accessible
- Serve as society's collective memory
- Provide evidence of the past
- Promote accountability and transparency
- Help societies and communities understand their history
- Role in shaping the past
- Fosters sense of community and identity

WHY IS IT IMPORTANT TO SAVE AND HONOR YOUR ORGANIZATION'S HISTORY?



- Ensure that historically significant records are preserved and made accessible
- Serve as the organization's collective memory
- Provide evidence of the past
- Promote accountability and transparency
- Help people and organizations understand their history
 - Role in shaping the past
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WHAT YOUR RECORDS WILL REVEAL



Why and how your organization was formed

- What its priorities were / are
- How the organization's focus changed over time
- Who guided / led the organization
- The role the organization played in the community
- The impact the organization had

HOW YOUR HISTORY CAN HELP YOU MOVE FORWARD: PRACTICAL



- Strategic planning helpful to know what happened before: what was successful / not successful – why?
- Public relations / publicity / advertising / anniversaries
- Highlighting past can emphasize credibility moving into future
- Proving your worth and track record may lead to support and financial donations
- There may be litigation. Archives are generally unbiased, accurate and readily available.

HOW YOUR HISTORY CAN HELP YOU MOVE FORWARD: THE LESS TANGIBLE



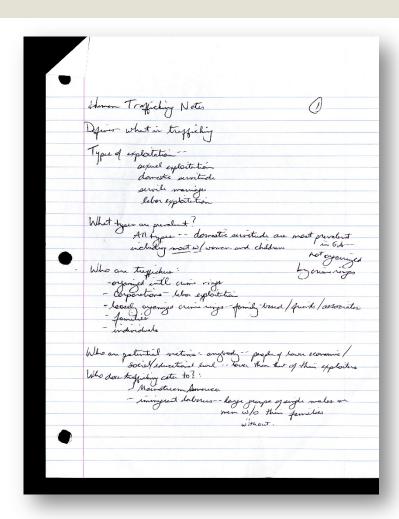
- For donors / past members. As organization modernizes, celebrating the past allows older folks to feel relevant and connected.
- Contribute to organization's sense of pride / morale.
- In times of organizational change, highlighting joint history helps to motivate and create buy-in for staff.
- Contributes to the goal of social responsibility: if you exists to benefit to the community, simply saving your history is an act of social responsibility.
- If you open your records to researchers, others can benefit from learning about how you function.

WHAT SHOULD YOU KEEP?



- Articles of incorporation
- By-laws
- Annual reports
- Correspondence
- Meeting minutes
- Legal documents

WHAT SHOULD YOU KEEP?



- Financial documents
- Planning documents
- Press releases
- Publications
- Scrapbooks
- ullet Photographs and A/V
- Event swag

HOW SERIOUS ARE YOU ABOUT SAVING YOUR HISTORY?

Goals	Organizational Considerations	Constituents, Allies, and Opponents	Targets	Tactics
LONG TERM:	HAVE:	CONSTITUENTS:	PRIMARY	Overall:
Overall:	People:	Overall:	TARGETS:	a transport of the con-
ARAL Mission Statement	Staff time: Beth (ED) 20%	Members	Overall:	
or treate inission statement	Errin (COC) 100%	Volunteers	Lt. Gov.	
Concept to the second	Sue (lobbyist) contract	GARAL database	Speaker	Athens
Specific:	Members: <u>1390</u>	Prospect database	Rules Chairman (House)	Tabling events:
Crisis Pregnancy Centers	Board of Directors (all): 23	Pro-choice Women	Rules Chairman (Senate)	Human Rights Festival,
Provide women in	Board of Directors (c)3: 4	Pro-choice Men	Committee Chair (for our	April 15th & 16th
Georgia with accurate	Volunteer prospect list: 2358	Women (and men) who need	bills)	Current volunteer base:
info on reproductive	Volunteer database: 742	abortion, family planning	Committee members (for	 16 tablers (2 hours
	Activists: 357 phonetice	services, or sex ed	our bills)	each)
choices, including	Leaders: 59		our onne,	 2 tabling captains (9
abortion.	Interns: 1 (75%)	Specific:	11 . 10	hours of supervision, 1:
Consumons	Women of Color Organizing Project	Crisis Pregnancy Centers	Woren of a	minute trainings every
Safe Motherhood Initiative	Leaders: 3	College students near CPC's	,	2 hours)
Decrease inequities in	E-activists: 45	Women near CPC's		 1 tabling coordinator
	Enhanced GARAL database: 10891	Members near CPC's	20	(supervision of tabling
maternal death rate of	GARAL 4/4 members: 485	GARAL names near CPC's	10	captains & materials
women of color	GARAL 3/4 members:	Prospect names near CPC's		assembly)
comparative to while	GARAL 2/4 members:		Specific:	Recruit @ table:
women	GARAL 1/4 members:	Safe Motherhood Initiative	Crisis Pregnancy Centers	20 new volunteers
Service of the consister	GARAL 0 members:	Pregnant women of color	List of CPC's according to	5 for Athens CAN
F!! DI!- 16 P : 1	Athens:	Women of color of Childbearing	city/ county (HOW TO	Choice ID's:
Family Planning Medicaid	Barrow Co.:	age (or reproductive age) 15-45	TRANSLATE INTO	5% show up at table and
Waivers	Atlanta:		PERSON RATHER THAN	sign up on list
 Ensure access to family 	Fulton Co.:	Family Planning Medicaid	INSTITUTION OR	
planning resources for	DeKalb Co.:	Waivers	ORGANIZATION????)	Specific:
the working poor	Gwinnett Co.:	Working Poor	Female Manage Ameliods	Crisis Pregnancy Centers
and the same	Cobb Co.:	Medicaid Recipients	1890,000	 Meeting of Athens
	Augusta:	The second second	32	CAT (if choose to work
MEDIUM TERM:	Macon:	ALLIES:		on CPC's) (set up
Crisis Pregnancy Centers	Rome: Savannah:	Overall:	Safe Motherhood Initiative	goals, objectives,
Pass legislation that requires	Savamian;	GEORGIA	Dr. Education	timeline, tasklist,
Crisis Pregnancy Centers	PCIP:	Lt. Gov.	Legislative Targets	meeting schedule)
(CPC's) to provide medically	Prospect Database (PCIP): 30,000	Speaker		 Investigate CPC's first
and scientifically accurate info	Athens:	Leadership of House and Senate		w/ CAT, then second
to their clients	Barrow Co.:	Pro-choice Senators (#)		wave work with new/
Stop state funding of CPC's.	Atlanta:	Pro-choice Reps (#)		other volunteers
File class action, civil lawsuit	Fulton Co.:	4.2		Discover funding
- I ne class action, civil fawsuit	· wiion co	Athens:	Family Planning Medicaid	sources of targets

- Create a plan
- Appoint a leader
- Do a records survey
- Create a retention schedule

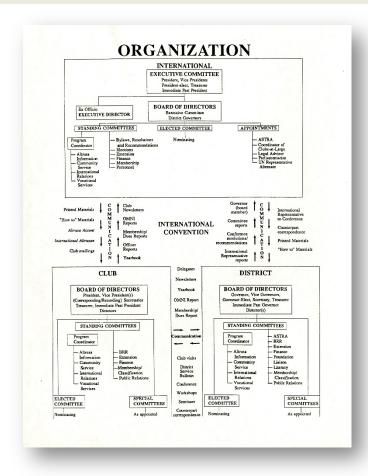
HOW SHOULD YOU KEEP IT?

- Supplies
- Space
- Environment



WHO GETS TO ACCESS IT?

- Members of organization
- Outside Researchers



HOW/WHERE WILL IT BE ACCESSED?

- Safe, secure area
- Monitored?
- Rules for use?
- Descriptive tools
- Users need to know what you have so they can request it.



DONATE YOUR RECORDS TO A REPOSITORY

- Selecting a repository
- University special collections
- Historical society
- Local archives
- Discussions with the archivist
- Concerns
 - Privacy and confidentiality
 - Legal issues
 - Copyright
- Restrictions
- The Deed of Gift

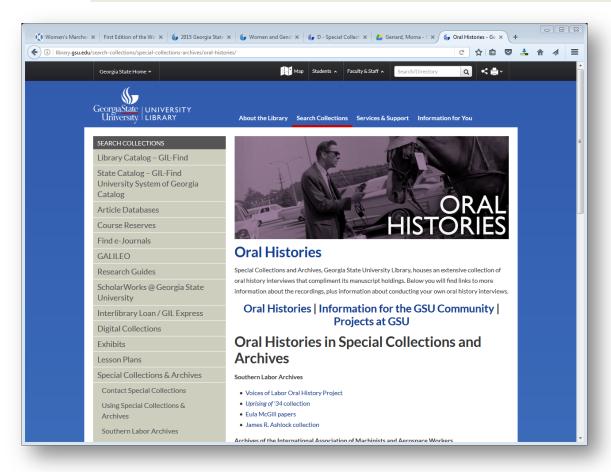


WHAT HAPPENS POST-DONATION?



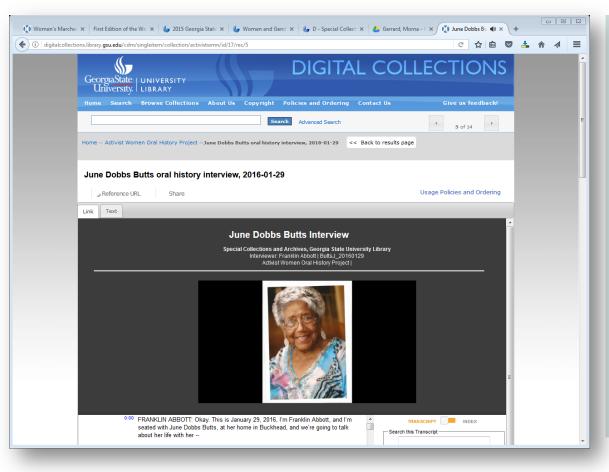
- Preliminary inventory
- Arrangement
- Description
- Preservation
- Select Digitization
- Use

ORAL HISTORIES: WHY ARE THEY IMPORTANT?



- Human perspective
- Fill in the gaps
- Show different perspectives
- Sometimes challenge the official narrative

ORAL HISTORIES: CREATED OR HELD BY REPOSITORIES



- Equipment
- Audio recorder
- Video recorder
- Paperwork
 - Informed consent materials
- Release form
- Location of interview
- Quiet
- No interruptions
- Storage
- Audio / video / transcript
- Access
- Who / where / how?

ORAL HISTORIES: IN-HOUSE



- Equipment
- Audio recorder
- Video recorder
- Paperwork
- Informed consent materials
- Release form
- Location of interview
- Quiet
- No interruptions
- Storage
 - Audio / video / transcript
- Access
- Who / where / how?

WHAT CAN YOU DO TO SHARE YOUR HISTORY?

- Newsletters
- Events that celebrate your history or highlight milestones
- Exhibits
- Digitization projects
- Organization history
- Social media



Blueprint FOR THE FUTURE

Housing is Healthcare – Startling facts about HIV/AIDS and housing

The need for AIDS housing remains at crisis levels throughout the country. Many people waiting for housing are currently homeless, unstably housed and multiply diagnosed with mental health, substance abuse and other health challenges. In many regions providers don't maintain waiting lists because assistance is simply not available.

Housing is the greatest unnet service need among people with HVAIDS. Improvements in housing status are strongly associated with lowered rates of HIV risk behavior and people who are housed are more likely to know their HIV status, and therefore less likely to transmit the disease to ordines. New rescond triangles suggest that the disease to ordines. New rescond triangles suggest that preventing transmittal, thus improving overall community health and reducing treatment and care costs.

Homelessness is a major risk factor for HIV:

- HIV infection is three to nine times higher among homeless or unstably housed people.
- 3% to 10% of all homeless persons are HIV positiveten times the rate of infection in the general population.

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"Exercising vision is developing a understanding of where you are an where you're headed both as an individual and as an oraquization."

The above quote aptly describes the journey Jerusalem. House has been on for the last 24 months. The board of directors and stall have been creating a vision for the future of lensalem House; a future in which we will easure a greater leadership role to address the growing aga in AIDS housing. We have also been working diligently to strengthen our infrastructure in order to expend our housing units up to 300% over the next five years. We are excited about our vision and look forward to working with Living Room. I local non-portif that Into honderless persons with HIVARIDS conditions. We believe the loot agreement and uniquely proceed to provide significant leadership and support to Ceograss homeless men, women and children infocted and/or affected with HIVARIDS.

Jerusalem House has also chosen a new mantra, Housing is Houlkarn, which aligns perfectly with our vision. Compelling statistics confirm the tragic limit between homelessness and HIV. According to the latest research findings presented at the 2006 National Housing and HIV/AIDS Research Summit in Baltimore MJ in October.

- Homelessness is a major risk factor for HIV
 Housing is a matter of life and death for a person with HIV/AIDS
- person with HIV/AIDS
 The risk lies in the housing situation, not the

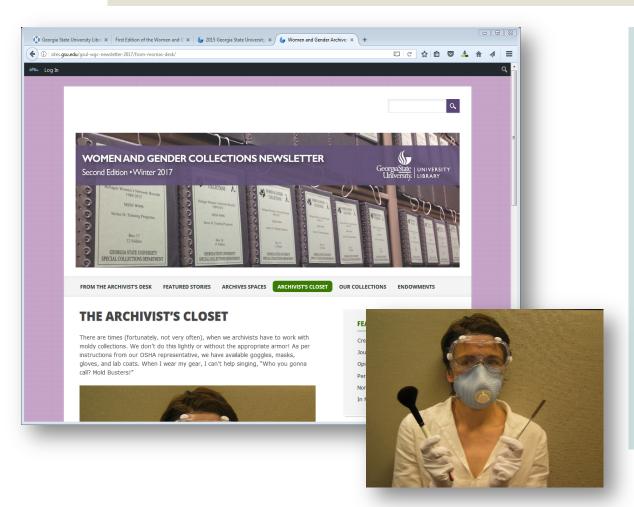
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YOUR CALENDAR

information on events listed below.

March 20: "A Blueprint for the Future"
Fundraising breakfast at 8 A00m at The Conter Center
July 21: Joining Hearts Pool Party
October 20: AIDS Walk
October 20: Ierusalem House Halloween Bash

NEWSLETTERS



- Print
- Digital
- The Nexus: Where the past Inspires the Future

EVENTS AND EXHIBITS: TAKING BACK OUR LIVES, 2012



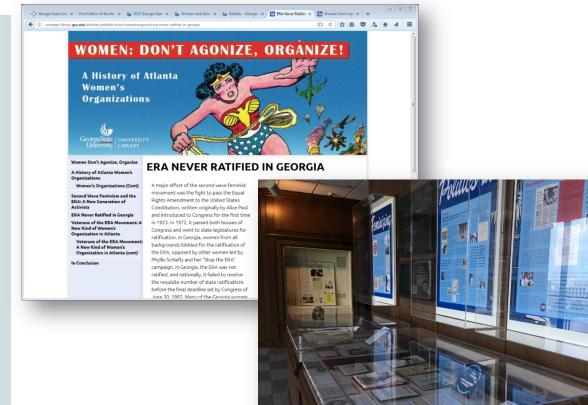


FUNDRAISING EVENTS: SHERO OF THE YEAR CELEBRATIONS

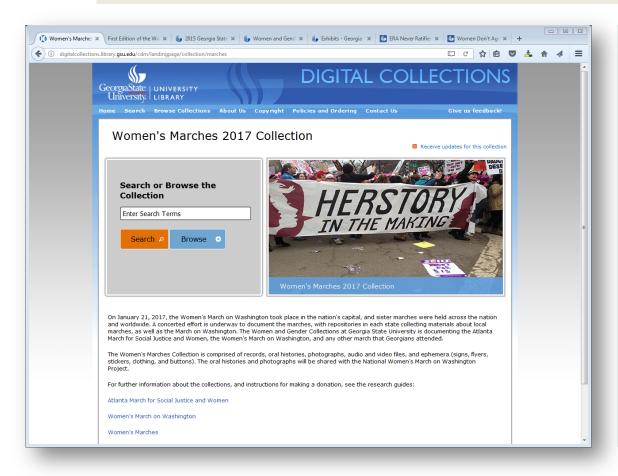


EXHIBITS

- Physical Exhibits
- How long to you want the exhibit up?
- Where will it be?
- Will you use originals or surrogates?
- Who will do the work?
- Online exhibits
- Digitization
- Software (GSU uses Omeka)
- Platform



DIGITIZING YOUR RECORDS



- Importance of planning
- Staffing
- Description / Standardized language
- Storage
- Access

SOCIAL MEDIA



- Blog (internal / external)
- Facebook
- Twitter
- Instagram

THE POWER OF STORY-TELLING

Kay Scott, previous CEO, Planned Parenthood Southeast, Inc.



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