

Organization Records Guidelines

The proliferation of incoming records from local or countywide nonprofit organizations and lack of space to house them, prompted MCHS to create guidelines for accepting such records as minutes, financial reports or scrapbooks. Criteria include the importance of the organization to county history and condition of the documents. Donations will be decided on a case-by-case basis.

Scrapbooks:

1. Were items created using archival quality materials. Newspaper articles pasted to construction paper may be turned away.
2. Scrapbooks already falling apart may be requested to re-house before acceptance.
3. Documentation. Are the people in photos identified or are photos of events dated and located?

Financial Reports:

1. To keep the volume of material under control, only annual compilations, not monthly notes, will be accepted. Notebooks with many loose scraps are not acceptable.

Minutes:

1. They need not be typed, but need to be neat and legible and in order.

All incoming organizations' records that are accepted will be cataloged. Digital records are encouraged. It is the purview of MCHS staff or appropriate library volunteers whether donations are eventually digitized and then the originals paper records de-accessioned. MCHS does not guarantee that an organization's representatives will be able to revisit their historical artifacts. Organizations requiring use of these records should make copies or house them internally until they are no longer needed.