

Association Archives ... Managing Your Institutional Memory

9 am-5 pm • Friday, May 15, 2009
Elmer L. Andersen Library, Room 120

Are your association's records relegated to some boxes in a back room – or simply tossed periodically without review?

Do your staff, volunteers and members continually reinvent the wheel because your "institutional memory" has been lost?

Avoid costly mistakes (and even see a return on investment from your association records!) by learning how to identify and maintain appropriate records. This workshop gives you the practical information and tools you need to identify records of enduring archival value and start an archives program that will benefit your association.

Attendees at this workshop will learn to:

- Establish the essential elements of an archives/records management program
- Set appropriate goals for your program
- Systematically review your records
- Decide on the value of including various types of records in your archives
- Begin preserving and protecting important records by storing them appropriately
- Keep track of archival records for easy access
- Evaluate whether your records are best kept in house or at another institution

Attendance limited to 30 students; registration and fee are required. Registration by April 15, 2009, is \$235 for non-members of Society of American Archivists (and \$285 after that date). Visit www.archivists.org to register.



SCHOLARSHIPS AVAILABLE

To apply for a scholarship, please e-mail IHRC Program Director Haven Hawley at ehh@umn.edu with information noting your organization's:

- Need (financial, lack of training, urgency, hazardous storage conditions)
- Commitment to apply training
- Willingness to train others and be a resource for your community

Applications will be accepted on a rolling basis until all IHRC Scholarships are awarded. (Applicants may request quick-response by April 15.)



Immigration History Research Center

An interdisciplinary research center in the College of Liberal Arts, University of Minnesota
Elmer L. Andersen Library, Suite 311; 222 - 21st Ave S.; Minneapolis MN 55455
612-625-4800 (office) - 612-626-0018 (fax) - ihrc@umn.edu (e-mail) – www.ihrc.umn.edu