

Report of the National Archives Committee

National Conclave
Macon, GA
July 2018

To: President Maureen Black, Executive Board Members, Chapter Presidents

Moorland-Spingarn Research Center (MSRC), on the campus of Howard University is the official and exclusive repository of archives for Carats, Inc.

The Archives Committee members collaborated and developed a preliminary guide to provide chapter presidents and historians with information and a checklist to aid in gathering, inventorying and submitting exhibits for archiving with Moorland Spingarn prior to our initial submission for September 1, 2018 deadline.

The Moorland-Spingarn agreement has identified historical documents, photographs, videos, artifacts, memorabilia, etc., as items to be archived, we have agreed to make these named items **the first point of reference for selecting items for transmittal**. We call these items **“nonnegotiables.”** These are items that each chapter should have on file in the repository. The recommended non-negotiables include, but are not limited to:

- Updated History
- Interest Group History and Entry into CARATS, Inc...
- Induction Charter
- Program and Activities
- Pictures/Photographs/Videos
- Conclave(s) Experience(s)
- Community Funds
- Forever Carats Memorials
- Noteworthy Features (magazines, newspapers, television, etc.)

The Committees 2018 directives included:

The development and approval of a timeline: We will submit every two years. Submissions will be made at the end of each president’s administration. Our first submission will be prior to September 2018.

Submissions must NOT contain any current and relevant documents that might be needed as reference material. All documents should be items that are not currently being used and will not be needed in the next administration.

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The development of a recommended list of artifacts and documents for transfer to the Moorland-Spingarn Repository—The Archives Committee has determined that there are items (NON-Negotiables) that each chapter must submit. Chapters have flexibility in submitting other items of major significance. Chapter historians and members will follow

critical steps in preparing documents

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- Collect material for archives
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- Inventory/List the items to be transferred
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The initial transfer must be completed prior to September 2018
Example: August 1-15, 2018 is this cycle's collection period. Items will be submitted to Carat Audrey Jackson, National Historian who

will verify accuracy of inventory, preservation and packing (August 16-25) and will coordinate with the Archivist Liaison, Carat Kathleen Smith for shipping and submission to MSRC.

The development of a list of Guidelines that chapters and the national organization must adhere to in order to properly preserve the history of the CARATS, Incorporated. – This document is in development and will be modeled after the guidelines furnished by Moorland-Spingarn.

Participation in discussions and decisions regarding what and how we archive our past on national and local websites.—Guidelines will include the processes for digital archiving at the national and local levels.

The archival/repository component has been incorporated into the CARATS, Incorporated's governing documents, Constitution and By-Laws and the Policy and Guidelines, establishing the formal archival relationship and instituting the protocol for preserving the history of CARATS, Inc.

The Processes and Procedures of Moorland-Spingarn have been reviewed by Committee members and summarized for Chapter Presidents.

Included in the guidelines packet will be detailed instructions related to: Preparation to facilitate access, Transfer artifacts to MSRC, and Research access

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Research access:

Members of CARATS, Inc. will have initial access Public will have no access to confidential information.

Chapter historians and archivists will use Preservation Tips suggested by MSRC to prepare artifacts to be stored. These items were shared by our previous Archives Committee Chair, National Historian Audrey Jackson.

Store collection in acid free folders and containers to protect from light and dust Store materials off the floor and away from the wall Handle photographs carefully. Special handling includes

Holding photographs near borders or wearing gloves to avoid oil from hands

Note that black and white photographs last longer

Avoid using glue, tape, staples, clips or pins, especially for fragile items

Do not overlap items on a page

Do not attempt to separate photographs that are stuck together or stuck to pages

Our Archivist liaison to MSRC is Kathleen H. Smith from the Washington, D. C. Chapter. Carat Kathleen is delegated the responsibility and authority as the CARATS, Inc. representative to the MSRC for collection and timely transfer of the records of the organization to the archives. The Archivist liaison and the National Historian will collaborate on the final transfer of items to the MSRC. The Archivist liaison will make the submissions and report all transactions to our National President and the Archives Committee Chair.

President Black and the National Archives Committee provided revised checklists to be included with submissions. Chapter Historians and/or their designees will present submissions to a member of the National Archives Committee at designated locations and times on Thursday and Friday during the Conclave. The Committee plans to produce an official guidelines document for Chapter historians/archivists.

National Archives Committee Members

Brenda DeRamus-Coleman, Archives Committee Chair-Montgomery

Audrey Jackson, National Historian –St. Louis

Kathleen Smith Hopkins, Archive Committee Liaison to Moorland-Spingarn-Washington, D.C.

Donna Strickland-Gilmer -Detroit

Simone Williams –Columbus