

**Archive Strategy  
Department of Maryland  
Sons of Union Veterans of the Civil War  
March 2008**

**What to Archive (Categories of Information)**

Camp Level

- Rosters – copy of current roster and a copy whenever updated – all rosters should bear the date revised
- Meeting minutes by Camp Secretary
- Treasurer's reports
- Camp orders
- Camp announcements, including meeting announcements
- Correspondence with Department and National Headquarters
- Articles in newspapers and publications

Department Level

- Rosters – copy of current Department roster and a copy whenever updated – all rosters should bear the date revised
- Minutes from annual Department encampment
- Department Treasurer's report
- Department orders
- Department announcements
- Correspondence with other departments and National Headquarters
- Articles in newspapers and periodicals pertaining to Camp and Department activities.

**Methodology and Guidance**

Discussion of Storage Media

The Department will need to decide how best to maintain our records. Two options are usually considered when archiving – hardcopy on archival paper and electronically on storage media, such as hard drives, flash drives, backup tape drives, or compact diskette (CD or DVD). Storing hardcopy of documents will allow records to be read without the need of an electronic device, but hardcopy would occupy considerable space and require the use (and cost) of archival quality paper, folders, and boxes. Storing documents electronically will mean that an exceptionally large number of documents can be housed in a very small space. Electronic media poses a problem, however, over the long term as types of storage media evolve. As electronic storage media change, our records will need to be migrated to the latest method.

At the end of the strategy is information to consider if storing hardcopy paper records.

Emails

Most Camp information is transmitted electronically by email. Copies of Camp emails should be either converted to text format and saved electronically or hardcopy printed of the message and it be maintained by and stored as a paper document.

### Text Documents

If created digitally, use electronic storage media. Hardcopy records will require storage by paper archival methods

### Newspaper Articles

An electronic copy of the article (including photograph images) should be requested from the publishing newspaper. If electronic copy of article cannot be obtained then make a photocopy of the article. Do not try to preserve the original newspaper clipping. The name of the newspaper and date of publication should be included with the photocopy. Newspaper is made of the poorest quality paper and will become brittle, darken, and disintegrate within a few years. It is the image and information that the article contains that is of importance. Most copy papers manufactured today and carried by major distributors including Staples, Office Depot, Office Max and Walmart are currently made by the alkaline manufacturing process, which creates a longer lasting paper. Alkaline paper should have a pH of 7 or higher. These papers are labeled as "Acid Free".

### Photographs

Most currently created photographs are digital and can be stored electronically. For older non-digital photographs, consider scanning the photograph to create an electronic image, which can be stored electronically. The other option is maintaining the original photograph. Indicate, if possible, activity depicted, identify people involved, and the date taken.

### **Organization of Materials**

On electronic storage media, consider creating folders in each of the categories listed above. Indicate dates created and arrange in chronological order. If hardcopy is maintained, use archival folders and archival quality document boxes to house the material using the same categories as listed above.

### **Archive Repository**

#### Camp Repository

This location will likely be in the residence of a Camp member. If records are stored electronically, a copy should be made and kept at another location, in order to have a backup set.

#### Department Repository

Ideally, the Department should arrange to have records stored at a public institution where researchers are able to access them. Remaining in the locality is preferred, however the institution must be able to maintain them in a safe and secure manner. The repository should have fire protection in the form of a fire suppression system (sprinkler system). Ideally, the building should be of fire-resistant construction (i.e. masonry). Local institutions, such as libraries or universities will

usually have appropriate construction, fire protection, and staff to maintain and control our archives. Local historical societies may also be able to meet these requirements. Arrange with the institution a schedule to provide additions to the archives and the opportunity to inspect them.

If storage at an institution cannot be arranged, the Department should consider storing records in an insulated filing cabinet at a location to be determined. The cabinet should be fire rated to protect both paper and electronic media.

## **Further Guidance if Storing Hardcopy Paper Records**

### Archival Quality Paper, Enclosures, and Boxes

Most copy papers manufactured today and carried by major distributors including Staples, Office Depot, Office Max and Walmart are currently made by the alkaline manufacturing process, which creates a longer lasting paper. Alkaline paper should have a pH of 7 or higher. These papers are labeled as “Acid Free”.

### Newspaper Articles

It is the image and information that the article contains that is of importance. A photocopy of the article should be made. Do not try to preserve the original newspaper clipping. Newspaper is made of the poorest quality paper and will become brittle, darken, and disintegrate within a few years. The name of the newspaper and date of publication should be included with the photocopy.

### Photographs

When maintaining the original photograph, write on the back of the photograph camp activity depicted, identify the people involved, and the date taken. Mark the information with preferably a No. 2 lead pencil (a number 2 lead pencil has graphite hard enough not to smudge, but soft enough not to mark through to the front of the photograph. An archival quality pen may also be used – ensuring the front image is not marred.) Contain individual photographs in archival quality photo enclosures. These enclosures should be made of pH neutral, non-buffered paper or of inert polyester, polyethylene, or polypropylene plastic. Photo album pages of polyester, polyethylene, or polypropylene plastic may also be used. The information about camp activity and people should also be marked on the enclosure.

### Web Based Information on Storing Hardcopy Paper Records

See the following links provide guidance from the National Park Service Conserve O Grams Series:  
[http://www.cr.nps.gov/museum/publications/conservoogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/conservoogram/cons_toc.html)

Storage Enclosures for Photographic Prints and Negatives

<http://www.cr.nps.gov/museum/publications/conservoogram/14-02.pdf>

Caring for Photographs: General Guidelines

<http://www.cr.nps.gov/museum/publications/conservoogram/14-04.pdf>

Archives: Preservation Through Photocopying

<http://www.cr.nps.gov/museum/publications/conservoogram/19-04.pdf>

## Storing Archival Paper-Based Materials

<http://www.cr.nps.gov/museum/publications/conservoogram/19-15.pdf>

## Museum Facility Specifications – Selected References

<http://www.cr.nps.gov/museum/publications/conservoogram/20-01.pdf>

## Archival Quality Containers and Materials

Use folders, photo enclosures, and document boxes guaranteed to be acid free and buffered.  
Suggested sources:

### Conservation Resources International

5532 Port Royal Road

Springfield, Virginia 22151

Ph: 703-321-7730 or 800-634-6932

Fax: 703-321-0629

<http://www.conservationresources.com>

### Gaylord Brothers

PO Box 4901

Syracuse, New York 13221-4901

Ph: 800-448-6160

Fax: 800-272-3412

<http://www.gaylord.com>

### Hollinger Corporation

P.O. Box 8360

Fredericksburg, Virginia 22404-8360

Ph: 800-634-0491

Fax: 800-947-8814

<http://www.hollingercorp.com/>

### University Products, Inc.

517 Main Street

P.O. Box 101

Holyoke, Massachusetts 01041

Ph: 800-628-1912

Fax: 800-532-9281

<http://www.universityproducts.com>