

Texas Society Historian Suggested UNT Donation Guidelines

- Not everything should be donated. Only meaningful documents with subsequent research potential should be donated. Please do not donate chapter or state financial data, memorabilia, signs or banners. Photos without captions have minimal research benefit.
- Sensitive/private data should be redacted. At this time sensitive data is a member's personal email, phone, street address, social security number and birthdate. Deceased members are not subject to sensitive data, but their surviving family members should be protected.
- Delay donations until after documents are no longer needed. I.E. if you need access to a document, then don't donate it until later.
- Annual Chapter and State donation frequency is recommended.
- Electronic donations are preferred. But if paper is what you have, then donate it. Some documents may warrant donating both paper and electronic. Electronic photos with captions within the filename are great.
- Chapters should not donate documents handled by state officers.
- The chapters should donate chapter minutes, chapter newsletters, chapter scrapbooks, chapter program & event agendas, lists of awards given and received, photos with captions, etc.; not member applications nor rosters as they contain sensitive/private information. The chapter should review each donation in detail for sensitive data and either omit it or redact it.
- Subject to a developed "Privacy Policy", the Society State Secretary or Historian should donate paper and/or electronic member applications and rosters, but note UNT will make them subject to the "embargo" period.
- The Society State Historian, with State Secretary assistance, should donate special listings without sensitive data of the State Roster by Chapter, State Officers, and Chapter Officers. Also The Texas Compatriot newsletters, NSSAR Certificates received, and all items within the Public Website History and Photo Gallery tabs (Past Presidents, Prominent Texans, etc.); both paper and electronic versions of those.
- Each Society Officer, Committee Chair and Color Guard Commander should develop their own office/committe archive guidelines.