

Note from Noraleen: These pages represent a living document that I review on an annual basis. There are references to a retention schedule that we are working on.

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1. Mission Statement

The focus of the Kappa Alpha Theta Archives is to preserve, augment, promote, and make available as widely as possible, the records of Kappa Alpha Theta Fraternity, an American and Canadian college –educated women’s group. The archives, to illuminate and explicate how such organization has historically and positively impacted, and continues to impact, the lives of more than 250,0000 affiliated female college students, college educated adult women and the larger communities in which they have lived and continue to live their adult live. The collection supports these women as they put into action the values the group has, from its earliest days, placed on higher education opportunities for women, and on women supporting women in attaining their intellectual and academic aims, upholding high moral and ethical standards, and giving to the community through broad philanthropic endeavors.

2. History of Kappa Alpha Theta Archives

The Archives of Kappa Alpha Theta established by Grand Convention action in 1899. The physical records followed the Fraternity archivist, moving to a location near the individual. By 1926, the Fraternity archivist was based out of Greencastle, Indiana and after her term it was determined that Archives be housed at Alpha\DePauw. The Archives moved to Central Office in Evanston, Illinois in 1966. The move was in response to plans for the centennial celebration in 1970 and concerns over the fraternity archives located within a chapter facility. At the same time, a request for items for the 100<sup>th</sup> brought in materials for the Archives. The Archives was transferred to Indianapolis in 1984 at the time of the establishment of the new headquarters at 8740 Founders Road.

In the 8740 building, the Archives was in two areas, an office on the main floor and a storage area on the lower level. The Houston Alumnae Chapter funded both rooms. In the early 1980s, a review by an outside archivist in conjunction with a grant identified the collection as significant. In the mid-1990s, the space on the first floor was transformed into Foundation office space and room was made on the lower level for processing and office space. In 1997, a Kappa Alpha Theta Foundation grant supported the hiring of a part-time staff archivist to provide on-site support for the Archives function. In 2005, space was modified and the two spaces on the lower level were combined. By 2005, the collection had grown to over 500 cubic feet of materials. In 2013, a special gift to the Archives allowed the hiring of a summer intern. In 2014, the fraternity provided overall funding for the Archives, including an intern. Foundation funding continued for a small portion of the Archives expenses. With the opening of 3330 in summer 2015, the Archives acquired two former offices. The smaller of the two was converted to artifact and oversize storage. The larger one was made into the Archives workspace. The old Archives workspace was converted to shelving space. The staff archivist was made a staff position in December 2017.

The first system used to manage and describe the Archives was a Q & A database. By 1998/1999, the database was converted to an in-house designed Microsoft Access database. Over the years, modifications were made to handle digital photographs and artifacts. By 2008, it was evident that the increasing number of digitally born items and the inability to access the in-house database via the web was limiting the usefulness of the database. The Archives staff and Fraternity Archivist began looking at commercial software options. In June 2009, Cuadra Star Archives was selected as the new archives software. Implementation began in late fall 2009 and continued through

2011 with the actual change over to the new system occurring in June 2011. In Fall 2017, the decision was to move the catalog to Eloquent software. It went live in May 2018.

Documents referring to the historic development of the Archives are found in Appendix 8.1.

3. Kappa Alpha Theta Fraternity Archivists

1899-1903	Lenore Gould, Tau/Northwestern
1903-1909	Minna Stillman, Phi Deuteron/Stanford
1909-1913	Letitia Patterson Abrams, Phi Deuteron/Stanford
1913-1917	Helen Vanuxem Cubberly, Beta/Indiana
1919-1926	Bernice Tompkins, Phi Deuteron/Stanford
1926-1935	Catherine Tillotson McCord, Alpha/DePauw
1935-1959	Eliza Paramore Sourwine, Gamma/Butler
1960-1969	Elizabeth Spear Eitel, Alpha/DePauw
1970-1974	Ilah Cottrell Smaha, Rho/Nebraska
1974-1976	Barbara Huth West, Delta/Illinois
1976-1977	Virginia Smollen Hanft, Tau/Northwestern
1977-1981	Linda Larson Hirsch, Gamma/Butler
1981-2010	Mary Edith Estes Arnold, Alpha Mu/Missouri
2010-	Lisa Edelmann McLaughlin, Beta Rho/Duke

Archives contractor

1997-2017	Noraleen A. Young CA
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Staff archivist

2017-	Noraleen A. Young CA
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Archives interns

2013	Tracy Thompson, Alpha/DePauw
2014	Samantha Rhodes, Beta/Indiana
2015	Kathryn (Kit) Clark, Alpha/DePauw
2016	Isabel Mularoni, Beta Tau/Denison
2017	Ellen Benak, Gamma deuteron/Ohio Wesleyan
2018	Elyse Haskell, Alpha/DePauw

Sesquicentennial Coordinator

2019-2020	Kiera Helm
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#### 4. Policy and Processing Guidelines

##### 4.1. General Considerations

The Archives of Kappa Alpha Theta will follow accepted archival principles and practices as identified by the Society of American Archivists, the Academy of Certified Archivists, and the constitution and bylaws of Kappa Alpha Theta.

4.1.1. The primary goal of the Archives is to preserve and make available the collection to users.

4.1.2. The archivist(s) will provide intellectual and physical control to the collection by accepted archival practices. The arrangement scheme outlined in Section 4.6 will be used as a guide.

4.1.3. For the KAΘ Archives, processing refers to accessioning, appraisal, preservation, arrangement, and description that will provide the best physical and intellectual control of the materials.

4.1.4. For the purposes of the KAΘ Archives, records refer to the information and not the format, and can include paper-based materials, digitally-born materials, and artifacts.

##### 4.2. Ordering of Processing Priorities

4.2.1. Large collections will be accessioned when received and processed as time permits and the importance of collection is determined.

4.2.2. Items deemed to be in heavy demand or determined to be in need of processing by the archivist(s) will be considered. When processing will increase the use of a collection, that collection will be given a greater priority in processing.

4.2.3. Some collections, due to their size or format, may lend themselves to "quick" processing and will be completed as received.

### 4.3. Acquisition

Materials are acquired by the KAΘ Archives by transfer, gift and on rare occasions, by purchase. All three methods are important to building a well-balanced collection, but each has its own considerations.

#### 4.3.1. Transfer

The bulk of materials received into the KAΘ Archives are through the transfer of records from officers and staff of KAΘ.

All records created in the conduct of activities are considered the official records of the and must be transferred to the Archives according to the record retention schedule in Appendix 8.2. officers and staff are strongly encouraged to contact the Fraternity Archivist or her representative before disposing of any records.

##### 4.3.1.1.

Staff - Transfer of materials should occur at regular intervals. The Record Retention Schedule should be referred to on a regular basis. Special attention should be made when staff departs to review their files.

Officers – Transfer of materials should occur at regular intervals. The Record Retention Schedule should be referred to on a regular basis. Special attention should be made after the biennial convention when officers retire.

Chapters – Collegiate & Alumnae

Chapters should follow the guidelines as stated in the *Chapter Archives in a Box*.

#### 4.3.2. Gifts

The KAΘ Archives will accept items given as “gifts” to the Archives. The Archives will emphasize that no restrictions will be placed on any gifts unless agreed upon by the Archivist in consultation with the Director of Communications or her representative.

All gifts will be acknowledged within one workweek by letter. The acknowledgement letter will reflect that the gift is considered property of the Kappa Alpha Theta.

#### 4.3.3. Purchase

From time to time, opportunities may arise that items that fit within the collecting policy of the Archives become available through purchase. The Archivist or her representative may purchase items, utilizing funds allocated by grants from the Seattle

Alumnae Chapter Heritage Endowment. The following guidelines should be considered.

- Items may be purchased that would not be available through any other means;
- Items of a unique nature may be purchased;
- No items will be knowingly purchased from members;
- The Archivist and anyone working with the collection must disclose to the Director of Communications if she personally collects KAΘ memorabilia. Those purchasing items for the collection must sign a conflict of interest statement. See Appendix 8.3.

#### 4.3.3.1. eBay –

eBay and other online auction sources can provide access to materials not found in the Archives. The Archivist, or her representative, may purchase items found on these online auction sources if the items fit within the archives collection policy. It is suggested the following:

- a separate email address is used, as emails from @kappaalphatheta.org should not be used due to concern for inflated prices;
- that interested parties be made aware of the Archives identification to prevent bidding against the Archives by members;
- Reimbursement will be through the designated Archives funds.

From time to time, members may contact the Archives over concern about Theta badges and ritual items appear on the auction sites. It is the policy of the Archives that it does not usually buy badges or ritual items to remove them from the auction site. See Appendix 8.4 for specific response wording.

#### 4.3.3.2. Dealers - from time to time, dealers may contact the Archives about items for sale. In most circumstances, the Archives will not purchase items from dealers.

#### 4.4. Appraisal

##### 4.4.1. Levels of collecting

The KAΘ Archives will collect at the following levels.

Comprehensive – everything produced by the Theta Enterprise as it conducts its activities and as designated on the appropriate Record Retention Schedules.

Representative – Will collect items of interest that represent or reflect the role of that group in the larger “Greek-letter” community. Records created with direct dealings with the KAΘ will fall under the guidelines set forth.

##### 4.4.1.1. Enterprise – comprehensive

##### 4.4.1.2. Chapters (Collegiate & Alumnae)

##### 4.4.1.2.1. dealings with headquarters – comprehensive

##### 4.4.1.2.2. Closed chapters

The KAΘ Archives will retain the official records of the chapter. When the KAΘ Archives receives the records, they will be processed under the guidelines established to manage potentially large quantities of materials. For more about Closed Chapters see section 4.9.

Archives

##### 4.4.1.2.3. General chapter materials – representative

Collected at the representative level, dependent upon space and importance to the fraternity and its activities.

##### 4.4.1.3. Individual Members

4.4.1.3.1. Biographical files – printed materials relating to professional or community activities of members will be retained. Obituaries or death notices that do not address the professional and/or community activities of the member will not be kept.

4.4.1.3.2. Collections – The KAΘ Archives will accept archival materials related to a member’s activities as it relates to KAΘ. This includes materials related to the member’s college years and activities as an alumna.

4.4.1.3.3. Books - The KAΘ Archives will collect a representative number of books on those members deemed “notable.” It will include books written by the member as well as works written about the member.

##### 4.4.1.4. NPC – representative

##### 4.4.1.5. Other groups – representative



4.4.1.6. Reference/supportive materials – The KAO Archives will collect items that reflect the context of the fraternity through the years. In most cases, it is preferable to find donated copies of these works. In some cases, purchase may be the only option to acquire the item.

merchandise catalogs – every five (5) years

Baird's Manual – every edition (one copy)

Histories of other Greek-letter women's groups. (one copy)

Non-fiction works on Greek-letter group topics (one copy)

#### 4.4.2. Disposition

##### 4.4.2.1. General Statement about disposition

The Archivist or her representative may determine that specific items in the collection do not meet the guidelines established in the record retention schedule or within the collection policy. Decisions made about the final disposition of these will items will not be made quickly and will only be done after much consideration about the current and future needs of the Archives and the fraternity. The archivist will dispose of materials in the following order of preference:

##### 4.4.2.2. Transfer of materials

###### 4.4.2.2.1. University of Illinois Student Life Collection

Materials deemed to be duplicated within the Kappa Alpha Theta Archives or not specifically related to the fraternity, but representative of Greek activities will be offered to the University of Illinois, Student Life Collection. Contact should be made with the Archives before sending the material to determine their willingness to accept the materials. An itemized list should be made of all items transferred. **Confidential items cannot be transferred.**

###### 4.4.2.2.2. Other organizations

Items that do not fit within the collection policy may be offered to the originating organization. The receiving organization should be notified by email or by letter before the item is sent to determine interest in the item.

##### 4.4.2.3. Duplicates

The Archives, in most situations, retains two (2) copies of items. Please check Section 4.8 Special Considerations for specifics. In general, duplicates will be disposed of in the following manner:

- Replacement of items in poor condition
- In special circumstances, a reference set can be made for special projects
- If non-confidential, can be offered to the University of Illinois, Student Life Collection
- Confidential items must be shredded before disposal.
- Theta-branded items must be shredded or destroyed.
- Non-confidential items can be disposed of in the trash.

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- No duplicate items will be sold. Exception: Badges – please see section for further details.