

## *Directors:*

### **Archives Director**

*People who have held this position:* Ralph Seefeld, Doreen Johnson.

The Director of Archives is responsible for providing storage for GSSWI Permanent Records, maintaining databases of surnames and geographic locations being researched by members, and assisting with Island County genealogical records by making information available to researchers and researching archives for outside requests.

- Maintains databases of surnames and geographic locations being researched by society members
- Promotes member participation in these databases
  - Provides initial materials needed for Members to submit their information.
  - Provides for an annual update by all members.
  - Actively solicits information from members who have not participated.
  - Provides for the surname list to be placed on the GSSWI website.
  - Provides for the surname list and the geographic list to be available at all meetings.
  - Provides for a graphic map representation of the areas where members are researching.
- Identifies the locations of local genealogical records, and may recommend appropriate preservation methods to the records custodian(s). This might mean facilitating the transcription of Island County Vital Records for placement on the Secretary of State's website, thus making them available through the internet to people who are researching ancestors in Island County. The types of records will include: birth records, marriage records, death records (including obituaries), divorce records, naturalization records, census records, and cemetery records, probate records, court records, etc.
- Makes other vital record collections (e.g. information gleaned from Island County Newspapers) available via the Secretary of State's website to all genealogy researchers.
- Performs research in our archives as requested by outside researchers, subject to fees as defined by the Board of Directors.
- Provides for the storage of the Society's permanent records. Electronic files are e-mailed to the Director who stores these files on DVDs. The Director also keeps some paper records and receives Quicken files from the Treasurer monthly to provide off-site backups; financial records must be kept for 7 years.

- GSSWI Permanent Records are e-mailed to the Director at the end of each year for storage:
  - From the Secretary: Minutes of Board and Annual Society meetings, Audit reports, & key correspondence
  - From the Treasurer All Financial records, both paper and electronic Quicken files (including the Budget). Monthly GSSWI Quicken Files for off-site backup
  - From the Archivist: Backups for the GSSWI surname & location databases
  - From the Director of Publications: GSSWI newsletters
  - From the Director of Education: Class Handouts
  - From the Director of Membership: Files for the GSSWI Brochure, Visitor information, and the New-Member Folder
  - From the Director of Programs: The schedule of Programs for the year including biographical & contact information
  - From the Director of Field Trips: The schedule of Field Trips for the year including locations and contact information

**Contents of the Archive Safe (at Doreen Johnson's home) include the following GSSWI files:**

- Bylaws
- Job Guidelines
- Nametag templates
- The Recipe Book
- Minutes of Board and Annual Society meetings,
- Audit reports
- Key correspondence
- List of the GSSWI library (books, CDs, videotapes)
- Financial records, both paper and electronic Quicken files
- Monthly GSSWI Quicken Files (off-site backup)
- Backups for the GSSWI surname & location databases
- GSSWI newsletters and templates
- Education Class Handouts
- GSSWI Brochure
- Visitor information
- New-Member Folder
- Schedule of Programs (including biographical & contact information)
- Schedule of Field Trips (including locations & contact information)

**Contents of the GSSWI Safe Deposit Box include:**

- Two notebooks containing a record of steps taken to change the name of the Genealogy Club of South Whidbey Island and establish it as a non-profit, tax-exempt legal status. A table of contents for these notebooks is located in the President's Job Guidelines.
- Old papers for a cancelled CD at People's Bank in Oak Harbor. For convenience of the Treasurer and President, this CD was closed and another one was opened at Whidbey Island Bank in Freeland on 9/6/2007.
- The original document of agreement between the GSSWI and the Church of Jesus Christ of Latter-day Saints regarding placement of GSSWI books in the FHC library.
- Unsigned copy of the Articles of Incorporation of the GSSWI
- Old copy of GSSWI Standing Rules that were replaced in 2007
- Copy of the new Bylaws that were adopted 11 June 1007
- Award information from the Secretary of State and the Washington State Genealogical Society.
- Original documents for \$2,500 CD
- Original documents for \$1,000 CD

## Focus on our Board

The first in a series of descriptive articles about the various board positions in our society.

### **This month: Archives**

Current Director: Doreen Johnson

The director of archives is responsible for:

- Actively encouraging members to submit their surname and geo-location information for inclusion in our surname and geo/location databases. Currently only 48% of our members have turned in their surname information and 38% of our members have turned in their geo-location surveys. If you are one of the persons who has not turned in this information let me actively encourage you to do so as soon as possible.
  - Maintaining a surname list which gives key vital statistics for the surnames our members are researching. A modified version of this surname list is published on the societys' website. This list is intended to help members determine if they have relatives in common and, more importantly, to publish the surnames and their migration information on our website where it can be found by others who might share the same surname and migration pattern.
  - Maintaining a geo-location research list which indicates all the locations where members are actively searching for ancestors. This list is intended to help members find others who are researching in the same country, state or county so that they may share information about how they have approached their research in that area in the hopes that we can help each other be more successful.
  - Supplying a printed copy of both the above lists at each program meeting along with a map which visually depicts all the locations where members are searching for ancestors.
  - Providing for the storage of all the Society's permanent financial and administrative records (i.e. treasury reports and files, meeting minutes, newsletters, membership rosters, etc.) as well as all electronic files used on a regular basis (e.g. By-laws, Society brochure, Blue Folder documents, Island County Fair signs and banners, name tags, sign in sheets, etc.).
  - Identifying the locations of Island County genealogical records and facilitating the preservation of these records by transcribing them for publication on our website or on the Secretary of State's website.
  - Performing research in our archives as requested by outside researchers.
  - In addition, Ralph Seefeld (our previous archivist), who has already transcribed all the headstones in Island County Cemeteries, continues to collect old obituaries from Island County newspapers. Currently he has over 50 two inch binders filled with local obituaries and responds to many requests for copies. (See picture in the Island County Fair Article!)
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