



GUIDELINES For Collection of Historical Documents

Revised February 2019

Area of Interest	Items of Significance*
GAPNA Organization	Bylaws – current and all previous Newsletters – all Annual meetings - conference brochures, syllabus and flyers and photos Total Attendance at each annual meeting; exhibitors Audiovisual media with description of people and event Any change in the name, national office and directors, management companies Membership annual meeting minutes Memorabilia Budgets, Financial Reports Articles of incorporation, charters, letters
Membership	Membership lists Awards, Past Award Winners
Units	Board of Directors – board members, agendas and minutes, photos (with description of people and event) Presidents Message from past years meetings and or goals that were fulfilled Photo's of Past Presidents - Headshot/Portrait of President during their term in office (with description of people and event)
	Strategic Planning Committee Past committee chairs – all Organizational charts, minutes, strategic plans, reports SIG Chairs
Chapters	Member lists, any reports, bylaws (current and previous); meeting agendas and minutes; brochures and newsletters; and audiovisuals with description of people and event. Publications, Budgets, Financial Reports Articles of incorporation, charters, letters
Health Care	Dates/Photos of historical events, landmark events or changes for GAPNA getting NP reimbursement, position papers (with description of people and event)

*Anything over 10 years is considered historical, anything less than 10 years old will be historical in 10 years.

Historical Committee

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FOR MORE INFORMATION ON WHAT TO ARCHIVE... Please visit:

Link to UVa History Center website: <http://www.nursing.virginia.edu/research/cnhi/>

Guidelines for Archives

1981 – Present

Dates: Calendar year (i.e., Jan. – Dec.) and ordinal year of organization (i.e., 1st, 2nd, 3rd, et. al.)

Intervals (5-year): 1981–1985, 1986–1990, 1991–1995, 1996–2000, 2001–2005, 2006–2010, 2011–2015, et. al.

Categories for initial sorting:

Conferences: Site, Place, Dates, Title, Registration fees, Attendance
Organization: Name, National office: administrator, location; Structural changes
Board of Directors: officers, state
Steering Committee: Chairpersons, state
Newsletters
Chapters
National Issues

Categories for archival materials:

Organizational activities: Articles of Incorporation, Bylaws, meeting minutes, member lists, correspondence
Newsletters
Conference brochures and photos
Audiovisual materials: films, CDs, DVDs, memorabilia, et al

Separation and purge of duplicate materials:

Retain at least one copy of each newsletter and conference brochure for the archives.
Retain minutes and proceedings of all Board and Steering Committee meetings, including significant correspondence for the archives.
Retain continuing education materials as specified by ANCC for the duration of their requirements.
Send at least one copy of conference program books, monographs, and other large documents to the management company for continuing retention and storage.
Purge materials with no relevance to the purpose and functions of the organization, including nomination bios, speaker forms, hotel contracts, food/beverage lists, seating charts, et al.
Verify with the BOD the non-value of these items, then deposit for recycling.

Detailed review of documents according to criteria:

Organizational proceedings
Conference brochures
Publications

Guidelines for Analysis of Historical Documents

Criteria for review of organizational proceedings

Obtain and review for each year, 1981 to present, all available board meeting, committee minutes, correspondence and bylaws to identify:

- Issues and trends deemed important to the organization
 - Internal: organizational structure, functions, et al
 - External: health care, nursing, advanced practice nursing, older adults, social issues, et al
- Critical decisions and changes relevant to the organization
- Partnerships and liaisons formed with other organizations or individuals
- Modifications made in the philosophy, goals, objectives, structure, and processes of the organization
- Strategic planning and other decisions for the future of the organization, including relationships with health care, nursing, advanced practice nursing, older adults, and other social networks.

Criteria for review of conference brochures 1981 to present

- Identify conference sites, locations, dates, titles, cost, CE hours, numbers of attendees
- List conference objectives only
- List topics and speakers, including keynote, general, and concurrent sessions
 - Session title
 - Speaker(s) – 1st initial/last name only
 - Discipline by checklist: APN, MD, other (e.g., RD, PA, PT et al)
- Analyze the content to extrapolate themes, issues, and trends of conferences relevant to the organization and to health care, nursing, advanced practice nursing, older adults, social issues, et al
- Provide recommendations for future planning of organization conferences

Criteria for review of organization publications, including newsletters, journal sections, and monographs

- List articles and authors
 - Article title
 - Author(s) – 1st initial/last name only
 - Discipline by checklist: APN, MD, other (e.g., RD, PA, PT et al)
 - Position in organization, if applicable
- Analyze the content to extrapolate themes, issues, and trends of publications relevant to the organization and to health care, nursing, advanced practice nursing, older adults, social issues, et al
- Provide recommendations for future planning of organization publications