

## A FEW PLACES TO START

**Tamiment Library/  
Robert F. Wagner Labor Archives**

*New York University  
Bobst Library, 10th Floor  
70 Washington Square South  
New York, NY 10012  
Phone: 212.998.2630*

**Kheel Center for Labor-Management  
Documentation & Archives**

*New York School of Industrial  
And Labor Relations Cornell University  
227 Ives Hall  
Ithaca, New York 14853  
Phone: 607.255.3183*

**Sophia Smith Collection  
Women's History Manuscripts  
at Smith College**

*Smith College  
Northampton, Massachusetts 01063  
Phone: 413.585.2886*

**Walter P. Reuther Library**

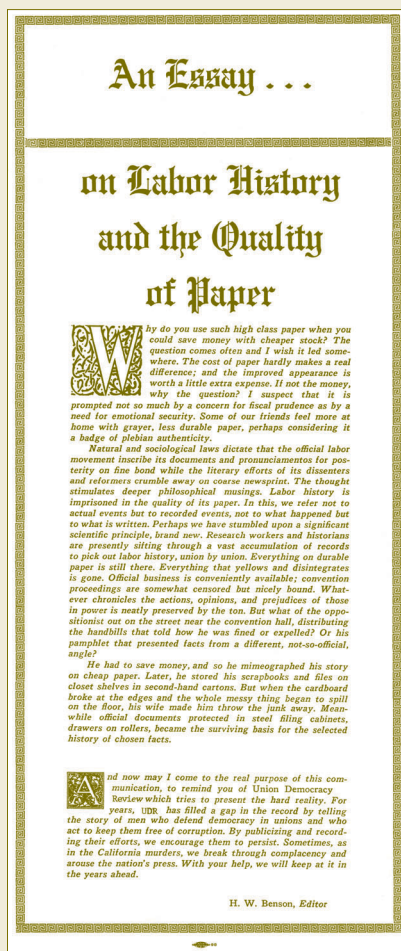
*Wayne State University  
5401 Cass Avenue  
Detroit, Michigan 48202  
Phone: 313.577.4024*

**Southern Labor Archives**

*William Russell Pullen Library  
Georgia State University  
100 Decatur Street, SE, 8th Floor  
Atlanta, Georgia 30303-3202  
Phone: 404.651.2477*

**Labor Archives and Research Center**

*San Francisco State University  
480 Winson Drive  
San Francisco, California 94132  
Phone: 415.564.4010*



A Labor Archives Directory is available from the Labor Archives Roundtable at: [www.archivists.org/saagroups/labor/labor\\_archives\\_directory.asp](http://www.archivists.org/saagroups/labor/labor_archives_directory.asp).

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# ORGANIZE THOSE PAPERS!

## A Labor Activist's Guide to Archives

# WHAT IS AN ARCHIVE?

Archives and libraries collect, preserve and make available to researchers the non-current records of organizations and the personal papers of individuals. Labor libraries and archives maintain the records of labor unions and some collect the papers of union reformers and records of rank-and-file organizations. They're the raw materials for historians. But they're also useful to labor activists. In addition to being the repository for the records of labor unions, archives maintain journals and

newspapers, which are called "periodicals," convention proceedings, pamphlets, books, and many important collections of labor and social movements. Some libraries have archives, while some archives have books, periodicals, and other materials. Their mission is the same: to preserve the historical record and make it available for researchers.

**UNITED TRADESWOMEN**  
**Women & Unions Series**

**1st session Women & Labor History**  
**april 18**  
 Background: Labor History with Kilda Ort and Lisa Kahan. Discussion of the women's movement and why we should relate to them.

**2nd How to form Women's Committees**  
**may 9**  
 within our trade or union  
 Women from hapstone, cambridge, guild, publicly, etc. sharing their experience.

Both will be at the N.E.M.C. office, Room 1140, on the 11th Floor of 105 East 22nd Street. Co-sponsored by: **Nontraditional Employment for Women**  
 For more information call: Lois Day 452-3647 (evening) 527-0906 or Lois 441-3036

## How do I use an archive?

Many archives are public institutions and are open to the general public. It's recommended that you contact the institution to learn about their access procedures and rules for using their materials.

## What kinds of materials related to union democracy can I locate in the archives?

Each of the archives listed in this brochure holds valuable materials of interest to labor activists. For example, the Robert F. Wagner Labor Archives at New York University is the repository for an outstanding collection of union democracy records. These include the papers of union democracy attorney **Burton H. Hall**, the records of reform organizations in the **Carpenters — Carpenters for a Stronger Union**; in the **Teamsters — IBT Local 282's**

**The VOICE of UNITED PAINTERS**  
 ANNUAL CONVENTION AND PARADES COMMENCE 1971  
 Sat. 4, Sun. 5  
 1966, 1967

**Election Extra**

**Park Hill Shop In World Fair**  
 This shop is intended to be prepared by a business agent. It is usually made up of 15-20 members including the best who is an executive.

**Union Painters Deprived of their Rights to Vote**  
 Only a "JAI" Vote for Frank Martin Barkash  
 This year we will be in the annual election and will naturally be in for the business agent of our own union. It is a matter of fact that the "JAI" vote is the only way to elect a representative to the union.

**These Locals Only Have Contests**

**FORE-Fear of Reprisal Ends**, and the **New York Chapter of Teamsters for a Democratic Union**; reformers in **Local 1-2 of the Utility Workers of America**; and many records related to reform activity in **District Council 9 of the Painters' Union**. The records of **United Tradeswomen**, **United Women Firefighters**, and the **Women's Project of the Association for Union Democracy** are some of the many important collections that document trade union activism at the **Wagner Labor Archives**.

## What does it mean to archive records and why do activists need to do it?

Archives store the records that historians and other academics, including independent scholars, use to write history. Archival records preserve the historical memory of organizations and individuals. Donating records to an archive helps to ensure that the historical record can reflect the work of labor activists and their organizations.

**United Tradeswomen Presents...**

**Dear Brother Mary:**  
 A lecture on tradeswomen and our union to improve our organizing and basic organizing skills.

Coming Up:

**NUTS & BOLTS OF ORGANIZING WOMEN'S COMMITTEES**

Sunday, May 23 (CHANGED FROM MAY 9)

Sunday, June 13

**I. Getting Started**  
 1) What is a committee?  
 2) How to set up a committee  
 3) How to call a meeting  
 4) Organizing strategy for work  
 5) Working with various group problems/influences

**II. Moving Forward**  
 1) Committee work  
 2) How to set up a committee  
 3) How to call a meeting  
 4) Organizing strategy for work  
 5) Working with various group problems/influences

## What do I need to know about saving my records?

An organization's records are important historical documents that deserve protection and preservation. You and/or your organization need to make a plan for keeping records. This includes making sure that items are dated and that photographs are identified with who, what, where, and when. Sort and organize the papers and eliminate duplicates. Store them in a secure and permanent place. Avoid attics and basements. Making a plan helps to prevent records from disappearing! Many records get tossed or lost. Don't let that happen to your records. Make a plan and organize those papers!

**The Irish Vise . . .** getting a grip on our problems. June 1988

**Why?**  
 1) We should be President of our District Council, who shows a history of 207,000 plus 100,000 members, no meeting program and empty committees, etc. All set during a year in which the best money in the Council belonged to an amount of \$127,000.

**Why?**  
 2) We should be Union Representatives who show salaries of an average \$10,000 plus an average \$2,000 in expenses, no meeting program and empty committees. All this money being a cost to which the cost price added by an amount of \$10,000, plus a small amount of the cost of the Union. This cost is a total of \$20,000, plus the cost of the Union, and the cost of approximately 17 million dollars over a history of 100,000, which is more than \$100,000 in the Union Treasury.

**Why?**  
 3) We should be the President of our District Council, who shows a history of 207,000 plus 100,000 members, no meeting program and empty committees, etc. All set during a year in which the best money in the Council belonged to an amount of \$127,000, plus the cost of the Union, and the cost of approximately 17 million dollars over a history of 100,000, which is more than \$100,000 in the Union Treasury.

## What things should be considered before donating records to an archive?

How available is the archive to the general public? What are the hours of access? Does the archive maintain evening hours? Is it open on the weekend? What are the costs to the researcher for making photocopies? What is the commitment of the archive to processing the collection and making it available to researchers? Does the archive produce a finding aid or an inventory of the collection as a guide for the researcher? What terms or restrictions do you want to place on your collection? These are some of the questions to discuss with the archivist before donating records.

**F.O.R.E. Predicts...**  
 Can he be Bull?  
 F.O.R.E. Predicts...  
 The Year of The Bull!

## How do I find an interested archive?

Call around and ask questions or start by using the Internet to see what repositories collect materials similar to the records you and/or your organization want to preserve.