Collecting Recommendations: Individuals and Families

This list provides an overview of the types of papers and records that could have historical value and that should be considered for permanent preservation.

GENERAL
- Correspondence (letters, emails of significance)
- Documentation related to major life events (marriages, births, deaths, jobs, moves)
- Diaries, speeches, lectures, articles, or publications
- Press/news releases and announcements

FAMILY & PERSONAL BACKGROUND
- Family histories or ancestry (biographies, family trees, family registers, genealogical records etc.)
- Memoirs/reminiscences
- Military Records or service records
- Educational information (diplomas, certificates, etc.)
- Yearbooks

CAREER/COMMUNITY INVOLVEMENT/ PUBLIC ACTIVITIES
- Professional records (resumes, job announcements, degrees)
- Company/organizational records
- Philanthropic or volunteers activities
- Civic, business, religious, political, and/or social activities
- Awards/certificates that are highly significant
- Event documentation (conferences, trainings, awards, community projects)

LEGAL
- Real Estate records (lease agreements, property titles, etc.)
- Marriage, Death, Birth records

AUDIO/VISUAL/OBJECTS
- Photographs of significant people, places, or events*
- Scrapbooks/photo albums of significant people, places, or events*
- Films/Videos/Audio Tapes of significant people, places, or events*
- WRHS museum staff would need to review and approve any 3D objects and artifacts included with a donation of archival records

*Photographs, Scrapbooks, Albums, and AV materials with labels (names/dates/locations) have the most long-term value and usability

DIGITAL
- Any digital files which fall into the other categories on this list

Items that WRHS may reject for donation or remove from collections:
- duplicates from within the donation or within the WRHS collections;
- materials unrelated to the subject matter of the collection;
- most published items unless unique in some way;
- materials damaged beyond usefulness;
- materials difficult to store or make available;
- plaques, trophies, or other awards;
- materials that do not have archival or enduring value;