**Things needed to make your Archives Complete**

* Annual reports
* Written histories, scrapbooks, photo albums using acid free photo pages
* CD or USB flash drives with copies of all photo
* Yearly executive and membership lists
* List of parish presidents, advisors and their addresses and terms of office
* List of members who have received League pins and or certificates with date of presentations
* Photos of special events ensuring that you have the them names of people and dates documented
* Minutes of your meetings as these are permanent record of council activities along with motion books
* Correspondence of historical interest along with plaques, congratulations, etc
* Financial statements for special projects
* If you keep copies of newspaper clippings make a photocopy of the news articles as newsprint tends to deteriorate after several years