



## AMERICAN JEWISH ARCHIVES - WOMEN OF REFORM JUDAISM ARCHIVAL PROJECT GUIDELINES FOR SUBMISSION OF DOCUMENTS/PHOTOGRAPHS AND SELECTED ARTIFACTS

Prior to sending the records, please identify which records will be sent to the AJA by completing the attached submission form. Please e-mail the form to: [kproffitt@huc.edu](mailto:kproffitt@huc.edu), fax to: 513-221-7812, or send to:

American Jewish Archives, WRJ Project, 3101 Clifton Avenue, Cincinnati, OH 45220

### TYPES OF MATERIALS THAT SHOULD BE SUBMITTED:

- Records relating to the establishment of the sisterhood or meeting minutes
  - include historical and legal documents
- Subject files of officers and administrators
  - includes correspondence and internal memos (including e-mail), reports, and working papers. Records and papers that document growth, change, new initiatives, and controversial matters
- Membership Records
  - include records of life-cycle events
- Annual or Committee Reports
- Selected Project Files
  - includes records about fund-raising activities/initiatives but NOT actual ledgers, checks or business records
- Publications, Programs & Public Relations Materials
  - include brochures, press releases, and other promotional materials, SMALL artifact i.e. pins, buttons, or other promotional materials.
- Photographs & Media
  - include both interior and exterior photographs
  - include audio/audiovisual material as well as digital photos and film
  - try to identify date, event, persons, location etc.

### RECORDS/DOCUMENTS/ITEMS THAT SHOULD **NOT** BE CONSIDERED FOR THE AJA:

- Large artifacts, prayer books, Torah scrolls, museum pieces
- All business records, checks, copies of checks, invoices, bills, etc.
- Any records that relate to the day-to-day activities that would not be historically valuable – i.e. operations documents, security records, phone logs

AJA will acknowledge receipt of all items sent. Items will be accessioned into the AJA's WRJ Collection. Some items may be selected for exhibition at the URJ Biennial in December 2013 or in a variety of exhibits during and after the anniversary year.

**If you would like documents to be considered for the January exhibition at the AJA:  
DEADLINE FOR SUBMISSION IS DECEMBER 15, 2012**