

Archivist-Historian

1. Obtain from the President, President-Elect, Past President, Secretary, Treasurer, Representative of the Governing Board, and Member-at-Large of the Executive Committee the records pertinent to the operation of the Branch two years or more past, such as annual reports of various committees, Treasurer's report, minutes of the Executive Committee and photographs of the officers, meetings, and award winners. It is assumed that the President and Secretary will have received reports from the various committees and combined them into a single package for transmittal to the Archivist-Historian.

2. The Archivist-Historian's records on hand should include: (1) all available records and photographs from the most recent five years, (2) copies of all published Eastern Branch Proceedings, (3) a copy of Wheeler's "*History of the Eastern Branch*" (Bulletin of the Entomological Society of America 35(3): 74-84 (1989)), (4) a running list of all Branch officers, (5) an up-to-date copy of the "*Guidelines of Procedures and Operations of Offices and of Standing and Ad hoc Committees for the Eastern Branch, Entomological Society of America,*" and (6) copies of all finders' guides for the Eastern Branch archives. The running list of officers currently is kept as part of the finders' guide. Officers and meeting sites and dates preface the recorded entries for each official year.

3. Produce a finders' guide for all records older than five years and store these permanent records of the Branch in an appropriate place for safekeeping. This currently is the Department of Entomology, Rutgers - The State University of New Jersey, New Brunswick, NJ 08901-8525. Records prior to 2000 are available from the University Archives, 107 Pattee Library, The Pennsylvania State University, State College, PA 16802. The finders' guide gives a detailed list of items to be found in the archives and where they may be found. Storage box numbers, file folder contents, binder contents (contents of tabbed sections), etc. should be recorded in the finders' guide. The archives are arranged by business year. The second date in a business year like 1992-1994 is the year that the Annual Meeting took place in Sept-Oct before 1992 and in February-March thereafter. There was no Annual Meeting in 1992.

4. The following is an outline of the items that should appear in the archives for each business year:

- Directory of officers and committee chairs
- Calendar of dates and deadlines
- Minutes of all Executive Committee and committee chairs' meetings
- Agenda of Plenary Sessions and copy of plenary address
- Agenda of the awards and recognition dinner
- Minutes of the business meeting

Program of the Annual Meeting
Proceedings of the Annual Meeting
Officers' records
President's records, including first and second mailing to the membership and other correspondence
President-elect's records, including updated guidelines for officers and committees
Past President's records (especially the Awards Committee records)
Secretary's records, including the first and second mailings to the membership and other correspondence
Treasurer's records, including Eastern Branch budgets, financial statements and bank account records
Representative on the Governing Board records
Member-at-Large records, including Branch policy manual and correspondence

Committee Records (these may be archived separately or as part of the President's and Secretary's records if appropriate):

Archivist-Historian
Auditing
Constitution and Bylaws
Employment
Finance
Graduate Student
Insect Detection, Evaluation and Prediction
Local Arrangements (including spouses' program)
Meeting Site Selection
Membership
Nominations
Parliamentarian
Program
Program Editor
Public Information
Registration and Hospitality
Resolutions
Screening for ESA Awards
Ad hoc committees

Photographs from the Annual Meeting, including officers and recipients of awards and special recognition, WITH EXPLANATORY CAPTIONS. All photographs from a given year are to be given a 7-digit number beginning with the year, which is followed by a dash and consecutive numbers 001 to 999. Thus, 1993-001 is the first photograph from 1993. All photographs are numbered in pencil on the back, and list of photograph labels or captions is produced for each year. This list is placed at the front of the photograph file for each year, and a copy of it is

reproduced in the finders' guide. Copies of captions for individual photographs are placed in the individual envelopes or sleeves that contain them.

News releases, newspaper articles, significant history articles, obituaries and various types of memorabilia, including donated items such as award certificates, menus, travel brochures, tickets, tee-shirts, etc.

4. Assist in making available the information that is stored in such records. Currently records (2000 on) are readily accessed by contacting Dr. George Hamilton, Department of Entomology, Rutgers - The State University of New Jersey, 93 Lipman Drive, New Brunswick, NJ 08901-8525. Email: hamilton@aesop.rutgers.edu; Office number: 732-932-9801; FAX: 732-932-7229.

5. Serve the officers of the Branch in supplying such information or materials that will be helpful to them in the discharge of their duties.

6. Represent the Branch on the National Entomological Society of America Archives Committee.

7. The Archivist-Historian is appointed by the President for a five year term and may be reappointed. (Terms end with Annual Meetings in 1994, 1999, 2004, ...).

*last revised March 2007
George C. Hamilton*