

PRESERVING HISTORY

Archival repositories preserve records with enduring value and make them accessible to the public. The Archives of Michigan is Michigan's memory and one of many Michigan archives that preserve legislative papers.



Items Considered to Have Archival Value:

- ✧ Subject/Issue Files organized by topic
- ✧ Biographical Sketches/Resumes
- ✧ Bill Files organized by session and bill number
- ✧ Press Releases
- ✧ Photographs labeled on the back in soft lead pencil with date, name of event, names of people and places
be careful not to dent the photograph
- ✧ Campaign Materials
- ✧ Scrapbooks
- ✧ Diaries
- ✧ Speeches
- ✧ Calendars

Items Not Collected:

- ✧ Clippings
- ✧ Constituent Correspondence
- ✧ General Correspondence
- ✧ Invitations/Regrets
- ✧ Mailing Lists
- ✧ Financial Documents
- ✧ Personal Documents
- ✧ Documents Received From External Mass Mailings

Steps to Preserve Your Legacy

- ✧ Contact the Archives of Michigan at 517-375-1408 or contact your local repository about depositing the records. A list is available at:
 - ✧ Michigan Archival Association, Web pages of Michigan archival institutions
<http://maasn.org>
 - ✧ Library of Michigan, interactive library directory
<http://envoy.libraryofmichigan.org/isapi/4disapi.dll/directory/search.html>
- ✧ Work with the archivist or librarian to determine what materials should be saved.
- ✧ Work with the archivist or librarian to create a deed of gift that indicates what is being transferred and any restrictions associated with that transfer. These Web sites may be helpful:
 - ✧ Society of American Archivists, [A Guide to Deeds of Gift](http://www.archivist.org/catalog/deed_of_gift.asp)
http://www.archivist.org/catalog/deed_of_gift.asp
 - ✧ Society of American Archivists, [A Guide to Donating Your Personal or Family Papers to a Repository](http://www.archivists.org/catalog/donating-familyrecs.asp)
<http://www.archivists.org/catalog/donating-familyrecs.asp>
- ✧ Box the materials to be transferred, keeping them in the same order in which they were filed in your office.

RECORDS DOCUMENT HISTORY

The Michigan Legislature plays a vital role in our democratic system of government. Legislators enact laws, levy taxes and appropriate funds, and provide government oversight. As a legislator, you had an opportunity to make history. It is important that the records that document your legacy be preserved.



Archives of Michigan

P.O. Box 30740
702 W. Kalamazoo Street
Lansing, MI 48909

Reference Hours

Call or check Web site for current hours.
www.michigan.gov/archivesofmi

General Information & Reference Desk

☎ 517-373-1408

Services for State & Local Government Agencies

☎ 517-373-1415

Donations to the Archives

☎ 517-373-1415

Fax

☎ 517-241-1658



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If you need an accommodation or have been denied services, telephone 517-335-2674 or TDD 517-322-1477

The Archives of Michigan is part of the Michigan Historical Center, an agency of the Department of History, Arts and Libraries. Dedicated to enriching quality of life and strengthening the economy by providing access to information, preserving and promoting Michigan's heritage and fostering cultural creativity, the department also includes the Library of Michigan, Mackinac Island State Park Commission, the Michigan Council for Arts and Cultural Affairs and the Michigan Film Office.

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Archives of Michigan

A Guide for Michigan Legislators