

# What's in the Box?

Many **WI's** have boxes of record books, committee meeting minutes, financial records, past programmes, cards, letters and historic flyers all inherited from previous officers - just gathering dust and taking up space.

These boxes however, tell the story of your **WI** which is why the contents are so important.

There are some real treasures hiding in there, often not easily recognisable. Equally, there will be papers that can go into the recycling bin or which need to be disposed of securely.



For our **Summer Cluster Event** we would like to invite you to bring a selection of your boxes to sort through. We will advise on what items to keep, why you need to keep them and how to store them as well as the important points to remember when handing records on to the next person. Additionally, we will cover GDPR and managing digital records including what items can be submitted to the Lancashire Archive in Preston.

These sessions will be of most benefit to those committee members responsible for looking after a **WI's** records.



Ruth Grimley, Federation Archivist, will lead the declutter.



It will be a great opportunity to catch up with the WI's in your Cluster.



Refreshments will be available as sorting through mountains of paper is thirsty work!



Dates to be arranged but these sessions will take place between 22nd June and 10th July.

