

About the Archives of SIGBI Federation

Where are the archives stored?

The redeveloped art deco building of Manchester Central Library in St Peter's Square is the home of the Federation Archives, part of Manchester Archives+



What do the SIGBI Federation Archives hold?

The records held in the archives are those of the Federation concerning its administration and activities. These include:

Minutes of Federation Council, Management Board and committees

- Federation Council meetings
- Federation Management Board
- Annual General meetings
- Various Committees
- Venture Club minute book and papers of the earlier women's service organisation which amalgamated with British Soroptimist clubs in 1930

Annual reports and annual accounts

Presented at Conference

Federation magazine

The British Soroptimist magazines now Soroptimist News. The earliest magazine dates from March 1930 and are indexed on a separate card index up to the mid-1980s. They provide an invaluable record of the Federation and clubs' activities.



News Cuttings books



For some years the Federation subscribed to a news cutting service. These volumes give a flavour of the local and, occasionally, national news coverage about Soroptimism, particularly in the 1930s to the 1950s

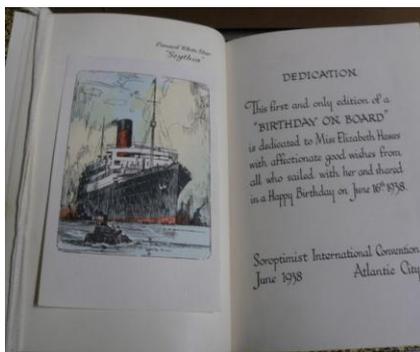
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Photographs

- Photograph albums, many of conferences
- Loose photographs
- A few personal albums of leading Soroptimists privately deposited
- A major drawback of these can be lack of identification if not captioned
- There are few modern photographs as these are now mostly in digital format. This is a growing problem in quantity, preservation and access



Papers of Past Presidents and office holders



The Federation Archives hold personal papers, photographs and albums of some Presidents and leading personalities, but by no means all.

Club and personal histories

- Copies of various histories of SIGBI and SI produced for special anniversaries
- Series of histories of individual clubs donated to the Federation when clubs produce their own
- Some accounts of special events

Closed clubs charters & Closed club files

- A club's charter belongs to the Federation and must be returned when the club no longer exists. These are the only charters held in the Federation archives.
- When a club closes, records about the club held in HQ are transferred to the archives a few years later once there is no further administrative use for them.
- Only a few records of individual Clubs are held in the Federation Archives as these belong to the club and it is recommended that they should be deposited with a local record office where they will contribute to the history of their locality.

What the Federation Archives don't hold

- Copies of Charters of active clubs
- Records of individual clubs
- Records of regions/national associations
- Early individual membership details
- Personal details of individuals except some office holders

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The Role of the Federation Archivist

Dealing with Enquiries

- Answer enquiries from records held in the Federation Archives forwarded through Federation Office on behalf of Federation officers and members.
- Answer enquiries and assist with any personal visits to the Record Office to consult the Federation Archives by Soroptimists and other bona fide researchers.

Acquisition

- Accession, box and prepare box lists of non-current records transferred from Federation Office to the archives as required.
- Arrange for other Federation-related historical records to be deposited with the Federation Archives where appropriate.

Listing

- Prepare finding aids to the Federation archives
- Advise on closure periods for records where appropriate and advise, if required, on Freedom of Information and Data Protection issues arising in the use of the archives.

Records management

- Advise Federation Office on the retention/disposal of non-current records and the transfer of records for permanent preservation.
- Advise on issues of preservation for future use of important data now being created and held in electronic and digital formats.

Promotional use

- Contribute material and prepare displays and other promotional material, as appropriate, to publicise the history and activities of the Federation.
- Investigate the feasibility of delivering material from the archives and records management advice over the web site.

Liz Archer
SIGBI Archivist
29 April 2016