

Austin Jewish Community Archive

Collection Guidelines

Please contact the Austin History Center archivist Jennifer Hecker (jennifer.hecker@austintexas.gov) to discuss the potential donation of your records to the AJCA. Please note that depending on the complexity and size of the collection of documents/records the AJCA may send an archivist to you to evaluate the records.

Among the types of materials (and these may be in digital form) and records of interest to the AJCA are the following

- 1. Personal Papers**
 - a. Family Letters
 - b. Diaries or journals
 - c. Scrapbook materials, such as programs, invitations, other documentary mementos, obituaries, newspaper clippings
 - d. Legal records, such as wills, estate materials, deeds, court records, contracts
 - e. Photographs and photo albums
 - f. Motion picture films
- 2. Records relating to the establishment of the Synagogue/Congregation/Organization**
- 3. Subject files of officers and administrators** including correspondence and internal memos (including emails), reports, and working papers. Records and papers that document growth, change, new initiatives, and controversial matters.
- 4. Membership Records** including reports of life-cycle events
- 5. Annual Reports** including financial reports
- 6. Committee Reports**
- 7. Selected Project Files** including reports about fundraising activities/initiatives but NOT actual ledgers, checks, or business records.

8. Cemetery Records

9. Publications (congregation bulletins, for example)

10. Programs & Public Relations material including brochures, press releases, and other promotional and programmatic materials

11. Photographs & Media

- a. Include both interior and exterior photographs
- b. Include audio/audiovisual materials as well as digital photos and film
- c. Try to identify the date, event, persons, location, etc.

Records that should not be sent to the AJCA

- Information not specific to Austin/Travis County, except where it is part of a larger collection that is centered around Austin.
- Blank forms
- Duplicates or multiple copies
- Artifacts, prayers books, Torah scrolls, museum pieces - i.e. clothing, textiles, statues, models, jewelry and other three-dimensional objects
- Old newspapers
- Computer manuals
- All business records, checks, copies of checks, invoices, bills, etc.
- Any records that are considered “active” - i.e. records that are still in use by the organization
- Any records that relate to the day-to-day activities that would not be historically valuable - i.e. operations documents, security records, phone logs
- Materials in poor condition, including defaced text or items that show evidence of mold, mildew, pests, significant embrittlement, or disrepair.
- Mailers, flyers, invitations, announcements, and other advertisements that lack any substantive information about an organization, event or individual(s). In other words, we do not accept items that only list names, times, dates, locations, or prices.