

*Lesbian, Gay, Bisexual, and Transgender  
Religious Archives Network*

## GUIDE TO PRESERVING HISTORICAL RECORDS

### Why Your Records are Essential to LGBT History

Through our social activism, theological challenges, and demands for full membership in faith communities, lesbians, gays, bisexuals, and transgender (LGBT) individuals have played a key role in the reshaping of modern society. However, movements that fail to preserve the records of their activities remain invisible to history. Historians use readily available original record to recreate “what is was like.” They are most likely to find records saved by mainstream religious institutions that have little sympathy for the LGBT movement. As a result, the LGBT religious movement may remain “in the closet” indefinitely and history less authentic. For this reason, LGBT activists, historians, and archivists organized the Lesbian, Gay, Bisexual, and Transgender Religious Archives Network (LGBTRAN) to assist LGBT religious organizations and individuals to locate and preserve their historical documents.

### How LGBTRAN Can Help You

LGBTRAN assists LGBT groups and individuals of all faith traditions and nationalities to identify, preserve, and donate their historical records to an appropriate archives. LGBTRAN archivists are available to consult with groups and individuals about their specific questions regarding their historical records and have created this “Guide to Preserving Historical Records” as an introduction to the process. This guide is written to help groups and individuals:

- identify those materials that comprise a rich and authentic record of your goals, perspectives, activities, and accomplishments;
- assess your personal papers and/or organizational records;
- decide when and how to donate these materials to an archival repository;
- select an appropriate repository to preserve and make them available for research;
- understand the limits and requirements of “in-house storage and preservation.

The Guide consists of:

**Part One: Preliminary Steps—Identifying your Historical Documents**

**Part Two: Considerations in Selecting an Appropriate Archives for your Historical Documents**

**Part Three: Safely Storing Papers or Records “In-House”**

**Frequently Asked Questions (FAQs)**

**Recommended Repositories**

**History is for Sharing**

**Contact Numbers**

## **Part I: Preliminary Steps—Identifying Your Historical Documents**

Individuals and organizations deeply involved in the challenges of social change seldom give serious thought to their historical records. At first, they may be skeptical about the importance of saving their records until they consider the issue more deeply. Even when they recognize the importance of their history, they may be at a loss about how to proceed. This section was created to clarify the benefits of donating materials to a repository and then to outline the preliminary steps in identifying and assessing your historical material.

### **Why Donate Historical Materials to an Archival Repository?**

An archival repository is a place where professional archivists collect, organize, preserve, and make available for research historically significant documents. Archives provide a level of protection and preservation that is beyond the resources of most groups or individuals. For example, paper and photographs rapidly deteriorate in humid basements and hot attics. Records are frequently lost to unexpected calamities—when roofs leak, fire sprinklers go off, basements flood, or buildings burn. Many records are lost when someone casually misplaces them, neglects to return them, drops out of the group, or moves away. When an individual becomes ill or dies unexpectedly, family and executors rarely understand the significance of their papers or organizational materials or donate them to a repository. Electronic records are extremely fragile and easily lost when the programs and computers on which they were stored become obsolete. When historical records are lost, the heart of your organization’s memory and the record of its accomplishments will also be gone.

Archives were created to provide enduring protection and research use of historical records. They maintain records for as long as possible by controlling the physical environment and preventing loss from casual misplacement or theft. Even more important, an archives publicizes and makes your records available to researchers. Archivists list their collections on websites that can be searched by anyone with internet access. The LGBT community is always at risk of being marginalized in mainstream media and historical accounts. We must make strenuous efforts to make our history visible and available for research by historians, journalists, activists, students, and our communities.

LGBT archivists will help individuals and groups to locate an archives that would be the most logical location for their records. Archives are frequently located in historical societies, LGBT centers, and colleges and universities, although large organizations including religious organizations maintain their own corporate archives. See the section “Recommended Repositories” at the end of this Guide.

## What Kinds of Documents Should Be Placed in A Repository?

Documents are all those files and records generated in the course of pursuing your activities. Few are valuable in isolation; each individual document adds context and significance to others in your collection. Therefore, the more complete the set of records, the more authentically the collection will reflect your history. In archival terms, the collection created by an individual are called “papers” while organizational files are called “records.” In many LGBT groups, the two categories overlap. Typical examples might be:

### **Personal papers**

Letters	Diaries
Personal writings	E-mails
Files from participation in conferences	Photographs
Records of membership in faith communities	
Documents from service on boards of religious organizations.	
“Subject files” comprised of news clippings, web-pages, or published material about a wide range of topics, people, or issues	

### **Organizational records** include the above as well as

Constitutions and by-laws	Conference records
Minutes of meetings	Committee files
Membership lists	Scrapbooks
Reports	Web sites
Correspondence	Publicity files
Newsletters (their own and those of other organizations)	

These records document activities such as worship, public outreach, publishing newsletters, creating web-pages, lobbying religious authorities, or building LGBT faith organizations.

Documents are not always on paper; they may be computer files, web pages, photographs, posters, banners, buttons, cards, mementos, costumes, or audio recordings. Although archives may vary in their interest in and ability to handle different formats, in general, archives are interested in more of your materials than the average individual or group anticipates. A rule of thumb is to not discard anything before you discuss your collection with the repository of your choice.

### *Important Cautionary Note when Working with your Documents*

*DO NOT REARRANGE FILES (assuming they are already in*

*some order other than random piles or tossings into boxes!) Minimize the amount of arranging or re-arranging whether you are maintaining your collection in-house or preparing it for donation to an archives.*

*The original order often provides an additional layer of "contextual" meaning to individual documents. An example may clarify the reason for this. Suppose that the board of a LGBT synagogue decided to compile and distribute a brochure describing itself and its activities. Perhaps in the course of doing so, they wrote to other LGBT synagogues for samples of their brochures and for advice on how to proceed. They also wrote to several LGBT Christian and Buddhist faith organizations and gathered all the resulting correspondence and sample brochures in a single file folder.*

*Now suppose further that a well-meaning secretary comes along ten years later and decides that the bulky brochure folder needs to be divided into several folders, and puts all the synagogue brochures in one folder, but files the brochures and letters from the other faith groups alphabetically into separate subject files. If that happens, the original folder disappears and is not there to provide evidence of the interfaith process the synagogue used to create its brochure. In archival collections, the order and relationship of documents is often as important as the contents of individual documents themselves.*

## Archiving Personal Papers and Organizational Records— When, What, Who, and How?

- **When** should records be archived?

Papers and records should be archived after they are no longer in regular use. Many files are necessary for administrative, legal, fiscal, and public relations purposes and should be stored carefully while they are in active use. However, when purging files to remove items no longer in use, some will be historically important while others can be safely discarded.

- **What** records should be saved and which can be discarded?

**Save:** The items listed at the beginning of “What Kinds of Documents Should Be Placed in a Repository.” It itemizes most, but not all, of the documents that should be preserved. However, it is wise to save all items until you have discussed the collection with an archivist at the repository to which you intend to donate.

**Store temporarily:** Other records, especially financial and legal documents, should

be kept for a specified period of time after which they can be safely be destroyed. Your attorney or accountant may offer their own schedules; this serves as an example:

- bank statements and cancelled checks (3 years)
- invoices, receipts (3 years)
- personnel records (3 years after employment ceases)
- tax statements (7 years)

**Discard:** Other items can be discarded as soon as they are no longer used. These would include duplicates, blank forms, draft copies (electronic and printed), extraneous flyers, mailings from other organizations, and junk mail, and spam. It is helpful to periodically weed these items from your files and e-mail boxes so that substantive records can be downloaded, printed, or put onto compact discs during program or computer upgrades.

- **Who** should locate and identify your historically significant records?

The board should authorize this project for a group. Any person with interest in preserving the records can share in the various tasks of donating your records. However, it is best to enlist the advice of a professional archivist as you assess your records. Individuals and members of organizations are not as likely as historians to value the sometimes disorganized, but utterly irreplaceable original documents. The archivists at LGBTRAN are available to consult with you as you begin the process of listing your records. The archivist at the repository to which you intend to donate materials would also want to work with you and answer questions. The three-step process outlined below is offered as a guide for you as you begin gathering your materials, evaluating their completeness, and deciding which records to preserve.

- **How** does an organization start the process?

Compiling their historic records can be a complicated task for organizations: documents may be scattered among members; early members may have moved away; staff may not have time to undertake this project. This section is aimed specifically at helping organizations gather and evaluate what they have and what is missing.

*Note: Everything that you do to preserve your records will help. Don't wait until you can do everything in this list perfectly before you do what you can.*

**Step One: Assess your records**

- Identify the earliest records and individuals who were involved in organizing the group.
- Find any materials listed in “What Kinds of Documents Should Be Placed in a Repository.” Do not remove these materials from their files (or piles as the case may be), simply note the subjects and where they are located—in the office files, in storage spaces, at the homes of various members, or on hard drives or CDs, etc..

- Search for gaps in the records. Are there missing items in your run of newsletters or series of minutes? Contact individuals who may have knowledge of these missing items.
- In many cases, one or two individuals may have been central to the development and survival of an organization. Frequently, these individuals have many records of the organization in their personal possession. Contact these individuals whenever possible, as well as other people known to have records or papers related to the organization. Find out what records, letters, files, and personal memorabilia they have. Whether or not they have organizational records in their possession, they may have personal materials that reflect their work with your organization. Encourage them to donate these materials to the same archives that you donate your organizational files, minutes, newsletters, etc.. If they want to donate their materials directly to you, have them sign a **gift agreement** to you. All archives will ask you to sign a gift agreement. Sample copies and more information about these agreements are available from LGBTRAN archivists or the archives of your choice.

### **Step Two: Evaluate and annotate your records**

- Do the records in your collection accurately describe the scope and vision of your group?
- Do the records--
  - Give your legal name or that of your group? Indicate name changes?
  - Include important dates? (This is especially true of flyers which seldom specify the year they were created.)
  - Identify any working committees within the organization?
  - Give the full name or names of members or key figures?
  - Identify the geographical location of the group or groups?
  - Include a statement of purpose or group identity?

If the material in a collection lacks critical dates, titles, or names of creators, the donor should annotate the documents in a separate historical note. Do not write directly on the documents or photographs, instead, attach the note with a non-metal paper clip or put the note and item together in an envelope or folder.

### **Step Three: Create a list of your records**

A written list gives a quick, but accurate overview of existing records without necessarily re-arranging the materials themselves. This list helps the organization keep track of its historical documents “in house” and facilitates discussions with repositories when the group decides to donate.

An inventory ordinarily lists items in categories, followed by the earliest and

latest date in that series (span dates). Any unusual locations or formats should be noted. There is no need to itemize each folder (much less each document in a folder!). For example:

By-laws and Minutes, 1978-1989	Subject Files, 1975-1976
Outreach Events, 2000 and 2001	E-mail Correspondence, 1995-1996
Publications, 1980-1995	Brochures, 2003 (on XYZ computer)

Contact information for individuals who have organizational records in their possession should be noted.

For example:

Committees, 1980-1990 (Committee minutes from 1990-1995 are in the possession of the current secretary of each committee.)

*Note: You do not have to organize or create a list of your records before donation! Archives accept collections in all states of (dis)organization.*

## Part Two: Considerations in Selecting an Appropriate Archives

### Choosing an Archives

As a prospective donor of LGBT religion-related materials, you will probably find yourself considering archival repositories falling into one or more of four categories:

- academic archives located in colleges, universities, or seminaries;
- LGBT community-based archives;
- archives belonging to a particular faith tradition;
- state historical societies with an pro-active LGBT collecting policy.

In general, archives are staffed by volunteers, para-professionals, and/or professionals. Large, professionally staffed archives are more likely to have the resources to provide first-rate maintenance of and publicity for your collection. This is an important consideration in selecting an archives, but far from the only one.

Other points to consider when selecting an archives include the nature and content of your collection—for example, an archives belonging to a particular faith tradition may accept only materials from its own tradition; a local historical society may refuse collections with a national scope. Most academic repositories have collection policies that limit their acquisitions to specific subjects. Less obvious issues need to be considered. Will the archives be convenient for group members to visit? Is the staff enthusiastic and

knowledgeable about LGBT history? Does the archives have a large backlog of donated collections that are not yet ready for use? A large backlog may mean that your organizational records may not be available for researchers for several years. It may also indicate that the repository does not have adequate resources to fully publicize its holdings or attract researchers.

Once you donate your materials to an archives, it is rarely possible to withdraw them and re-donate them to another institution. Upon donation, you assign the repository the right to “weed” your collection and remove or “de-accession” materials they do not deem of historic value. You should be reasonably certain at the time of donation that the repository recognizes the importance of your work. The repository should also actively collect and preserve records of other, similar organizations. Researchers are more likely to travel to and do research at repositories where they can find more than one collection in their area of interest. In the current online world, the archives you choose should also have a web-presence where your material can be listed.

## How Does an Archives Work?

Archives organize their activities around four basic functions: **Accessioning, processing, description, and reference**. It may be helpful to know something about these functions, to have a better idea of how the materials you donate will fit into the larger, archival picture.

- **Accessioning**

Accessioning in archival practice refers to intake procedures performed on all incoming materials. Ideally this happens as soon as they arrive. The purpose of these procedures is to maintain “administrative and intellectual control” of your materials while they await the more detailed operations of processing and description. Typically an archives will accession an incoming collection by creating a record that includes a brief descriptive title (usually the name of the individual or organization), the name and contact information of the donor; the date the collection was acquired, a statement of volume or size (usually expressed as the number of boxes, items, or linear feet of the boxes it fills), and brief notes on the contents and subjects of the material.

Even the best archives have substantial processing backlogs. It is not uncommon for a collection to wait months or years before it is available for research. Some archives with highly detailed accession records allow researchers to use collections before they are processed, but more often, archives restrict access to collections until processing is complete.

*Note: Archives seldom include published books, magazines, journals, or other items readily available in libraries as part of a manuscript collection. If you have a large collection of such materials, you may elect to donate them to a library.*

- **Processing**

Archival processing denotes a regimen of procedures that maximize the physical integrity and longevity of the physical materials. Physical processing involves putting materials into acid-free folders and boxes. These minimize the deterioration of paper due to acidity and other factors. Processors will remove harmful substances, such as rubber bands, cellophane tape, and rusty paper clips. They will “weed out” duplicates and items they deem irrelevant to the thrust of the collection—examples include postcards with no writing on them, restaurant menus, taxi-cab receipts, or brochures for various internet service plans.

If some items in a collection are in poor condition, “conservation” efforts may be necessary; the extent of these efforts would depend on the value of the item to the collection versus the cost of conservation. Archivists routinely perform basic conservation measures: they photocopy documents printed on Thermofax or news print onto acid-free paper; they place fragile items in protective sleeves; restrict photocopying of fragile items; interleave scrapbooks with acid-free paper; and create containers for oversized or fragile items. They make copies of audiovisual materials for everyday use, minimizing the wear and tear on the originals. Archivists utilize professionally trained conservators for difficult restoration projects. Larger repositories usually have conservators on staff, while smaller archives will contract for these services as they are able.

- **Description**

Archivists create **finding aids** to describe their collections. Finding aids vary from archives to archives, but almost always include the following elements:

- the size of the collection—in cubic or lineal feet, or the number of items;
- the earliest and latest dates of items in the collection, called the span dates
- who donated the collection and when;
- usually a list of formats found in the collection such as photographs, electronic records, scrapbooks, audiovisual, artifacts, portraits, etc.;
- a brief history of the organization or biography of the individual who generated the documents;
- a long note on the scope and content of the collection;
- a folder-by-folder list of the collection that includes the span dates of each folder.

Together, these elements guide researchers to the relevant folders without the work and wear and tear of searching each item of the entire collection. Thus, a well-written finding aid is critical to the accessibility of your collection.

- **Reference**

The last service an archives provides researchers is guidance to and through a collection. Archivists provide reference service by first explaining to researchers how to use the finding aid—for example, how to navigate the dates, series arrangements, separate collections of newsletters, etc.. Archivists can also suggest other collections of related materials.

To illustrate, a researcher interested in the effect of AIDS on the LGBT religious communities during the 1980s might come to the LGBT Center National History Archive in New York to search the Dignity/New York files. In discussing their project with the archivist, the archivist could note that the Dignity files have very little information concerning AIDS, while the papers Mary Dogood, Elisha Simmet, and Amin Raoul (fictive names) have vivid information about the effect of AIDS on their religious communities. Because archivists regularly discuss research topics with the researchers who use their collections, they can often offer additional information about related sources and current research in the field.

Researchers often rely on the archivist to enhance and advance their projects. Their interest in and information about collections make them a valuable resource for researchers. Skilled and engaged archival staff are an important component of making your organizations accomplishments visible in the light of history.

## **Part Three: Safely Storing Papers or Records “In-House”**

As indicated in the following section, taking appropriate care of historical document’s “in-house” is not as simple as putting files in a box in the back of the closet. Most organizations are well served when they donate their materials to a suitable repository. Organizations and individuals keep their materials at hand while it is in active use and then keep them nearby for reference and/or sentimental reasons. These are valid considerations that must be weighed against the possibility of loss or damage. The following information describes the *optimal* environmental and security conditions to maximize the useable life of your records. Implementing these suggestions wherever feasible will help you to protect your irreplaceable historical documents while they are under your stewardship.

### **Physical environment**

- As much as possible, the temperature should be between 65 and 70 degrees Fahrenheit and the humidity under 50% for all paper documents. Some types of film and other sensitive materials may require special storage conditions. Attics and storage sheds are too hot; basements and garages too damp.

- Keep documents out of direct sunlight. Ultraviolet light degrades paper and other materials. The darkest closet remains appropriate for paper records.
- Protect all organizational records from the unexpected: from floods; sewer problems; leaks in overhead pipes; seasonal dampness; and the tragedy of fire.
- Remove rubber bands and replace rusty paper clips with plastic clips.
- Unfold all materials—paper eventually tears along folds.
- Do NOT mark or write on documents themselves. Make notes on a separate piece of acid free paper.
- Protect especially delicate items in polyethylene sheet protectors.
- Place paper files in acid-free folders, available from archival suppliers.

#### **Photographs:**

- Isolate photographs if possible. Make photocopies of all photographic materials and put these in place of the originals. Then collect all original photographs into one or more folders.
- Identify the subjects of photographs, but do NOT write on the back of photographs. Instead, make brief notes or dates along the margin of the photograph or put a separate piece of acid free paper with each photograph.
- If possible, keep each individual photograph in separate sleeve with its identification or other notes. These sleeves can be purchased from archival supply catalogs.
- Decide whether photographs can be safely removed from albums, scrapbook pages, or exhibit boards. In some cases, the scrapbook provides an irreplaceable context for the photographs and should be preserved. If the scrapbook pages are highly acidic (brittle and darkened), place acid-free paper between each leaf of the book.

#### **Mold and mildew:**

- Isolate any items that smell musty or are stained with mold or mildew.
- Place them in plastic bags and keep them in cool, dry conditions, away from other paper items. Mold and mildew will not “blossom” unless the environment is warm and moist, but in warm, humid conditions, mold will quickly contaminate entire paper collections, shortening their life.

#### **Audio-visual materials:**

- Make copies of tapes on high quality audio and video cassettes.
- Keep original in a cool environment.
- Keep the copy for using and the original for a permanent copy.
- Transcribe any *essential* records (such as recorded board meetings for which

there are no written minutes) from tape into a more permanent format such as paper. Analog tape has an extremely short life-span in terms of historical preservation.

- Even though digitizing audio-visual material is popular, it is not yet a recommended method of preserving history on a long-term basis. If you digitize, *do not discard the original film or tape*. This is especially true of 8mm or 16 mm film, which is quite stable, while the useable life of digital materials has not yet been established.

#### **Electronic materials:**

- Save computer records and any web sites on CDs rather than floppy discs. Save a copy of the program on which the records were created on the same disc if possible. At this time, there is no guarantee that the hardware (computers and discs) and software that created your electronic files will be available in twenty or more years. If you want to ensure that records will be extant after that time period, print them onto acid-free paper.
- E-mail has become a standard means of communication within organizations. E-mail files are also a repository of “junk” mail. Whenever possible, train staff to delete “junk” mail. When migrating from one system to another, save pertinent e-mail files by copying them onto a CD or printing paper copies on acid-free paper.
- Note content, individuals, dates, and the software program in which they are saved on each file or CD and on a separate inventory.

#### **Security:**

- Keep records in a secure area, preferably under lock or key.
- Do not make them available for casual perusal by staff or volunteers.
- Keep a record of anyone who has been given access to them.
- Do not let readers or researcher take records out of their secure location.
  - Do not let members take the records home to work on a presentation.
  - Do not let families of past members take photographs from the secure area to have them copied. This should be done by officers or staff members responsible for their safe return.
  - Make duplicate copies of your list of historical records; date them, and keep at least one copy at another site.

## FAQs about Donating Materials

✓ **Does the group have to organize its materials before donation?**

It is best to consult with the archivist at the archives to which you are considering donating your material. Some prefer that a collection not be rearranged at all, while other archives find that *judicious* organization and annotation by the donor facilitates processing that could result in your collection being open to the public far sooner than would otherwise be the case.

✓ **What should we do with material that is too personal to include with other records?**

There are several approaches to this situation. Most individuals are satisfied to close part or all of the collection for specified period of time—twenty-five to fifty years—after which it will be opened for research use. No archives, however, will accept a collection that can never be opened.

Some donors prefer to destroy sensitive materials while donating the rest. This choice is always up to the donor, but it is important to trust the archives that holds your collection. A professional archivist will always advocate for the responsible and respectful use of their collections according to donor wishes. Archivists can and do impose restrictions on the kinds of confidential information that can be published (for example, information may be used if a fictive name is assigned or statistics can be compiled from records, but personal identities cannot be disclosed).

✓ **Can individuals or groups donate more materials after the initial donation?**

Yes, organizations often have schedules for donating additional records as they pass out of active use. Individuals often donate the bulk of their personal papers, but continue to generate and keep other items that will be donated at a later time.

✓ **Should the organization divide their materials among more than one repository—for example, sending some to a local historical society and others to an LGBT archives?**

No, the entire collection should be kept together at one location as much as possible. Completeness adds greatly to meaning. This is so fundamental to archival practice that archivists do not accept materials from a donor who already has a similar collection at another repository. There are *rare* exceptions. While dividing collections among various topical archives may seem logical at first, a second view suggests how fragmented collections could become. For example, one individual may donate their music collection to the Rock and Roll Hall of Fame, their baseball cards to a museum in Coopersville, a family genealogy to the Mormon Church archives, and his or her papers related to their religious activities to an LGBT repository.) For this reason, collections are divided only if it contains extremely technical or esoteric matter. For example, a research biologist may donate his or her highly

technical files to the science library at their academic institution while donating their personal papers to an LGBT archives. In general an LGBT organization or individual would donate their entire collection to a single repository and never separate the records of their LGBT activities from those of the rest of their life.

✓ **Can the organization take materials back or transfer them to another repository after they are donated?**

No. Since archives devote considerable resources in accessioning, processing, and publishing your collection; donation should be considered permanent. Choosing an archives is a serious decision requiring careful forethought.

✓ **What kinds of materials have other LGBT groups and individuals donated?**

The best way to approach this answer is to offer examples. The following web sites link to the finding aids of LGBT collections. These finding aids include detailed descriptions of the kinds of records that have been donated:

- ❖ Affirmation and Reconciling Congregation Program  
[www.depts.drew.edu/lib/uma.html](http://www.depts.drew.edu/lib/uma.html)
- ❖ Lesbian and Gay Interfaith Council of Minnesota  
[www.mnhs.org](http://www.mnhs.org)
- ❖ Louie Crew Papers  
[www.lib.umich.edu/spec-coll/labadie](http://www.lib.umich.edu/spec-coll/labadie)

Other examples can be found in the LGBTRAN collection catalog on our website at <http://lgbtran.org/Collections.asp>. The catalog entries indicate all the collections that have links to on-line finding aids from LGBT faith groups.

## **Recommended Repositories**

The recommended repositories list on our web site provides contact information for a variety of archives who have indicated interest in housing the organizational records or personal papers of the LGBT movement. See it at: <http://lgbtran.org/Repositories.asp>. The LGBTRAN archivists are also available to discuss your questions and concerns about choosing a repository.

## History is for Sharing

Remember, part of preserving your history is to make it visible and part of your identity. As you begin preserving your historical records, utilize the history you uncover to build awareness of your achievements and challenges. Include historical notes in newsletters and at program talks at annual meetings. Present historical vignettes to new groups, affiliates, at to civic or religious groups seeking speaker programs. Sponsor oral history interviews of seasoned members or significant past members and ask interviewees for permission to use pieces from them in publicity. Individuals can share their memories at group events or fundraisers. History created a sense of shared identity and purpose. As groups change and new members arrive, history reminds us of our central purpose. We created a vibrant LGBT community history, worthy of celebration.

## Contact numbers:

The LGBT-RAN project archivist Doris Malkmus is available to answer your questions regarding your records and papers.

She can be reached by e-mail at  
[archivist@lgbtran.org](mailto:archivist@lgbtran.org)

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