

TRTA Historian

Responsibilities

1. Take photos at all events.
2. Preserve a record of activities and accomplishments, in writing, using a scrapbook or digital photos, and/or hard drive or thumb drive.
3. Preserve any published articles about activities as hard copies and digitally.
4. Share photos with technology person(s) so they can share on social media, website, and in newsletters.

Documents that can be found on the Historian webpage

1. Tips for the Good Historian
2. General Tips for Taking Good Pictures
3. Information to Include in Histories
4. TRTA Photo Policy
5. Tips For Emailing PowerPoints
6. Guidelines and Tips for the State Memory Book
7. How to Publicize
8. Facebook Guidelines
9. Archival Information: Options and Resources

