

Purdue University Archives and Special Collections

Transferring Student Organizations' Records to the Archives

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Introduction

Purdue University Archives and Special Collections collects, preserves, and makes available to students, faculty, staff, researchers, and the public rare or unique materials that relate to the history, administration, or culture of Purdue University.

Student organizations are a vitally important part of Purdue's history and therefore ensuring records of these organizations are preserved is crucial.

For more information about the Purdue University Archives and Special Collections, visit <https://www.lib.purdue.edu/spcol>.

Transferring records

If your student organization is interested in donating records to the Purdue Archives, please:

1. Contact the Purdue Archives by emailing archives@purdue.edu
 - Include the name of your organization, its purpose, the types of materials you want to donate, and how much materials you have (an estimate is fine)
 - The Purdue Archives collects both physical and digital records
 - For a list of materials collected by the Archives, see [Materials Collected](#) (pages 2-3)
2. Place all physical materials in cubic foot boxes and fill out a brief inventory of the materials that are in each box
 - The Purdue Archives has boxes that we can provide and we have an [inventory template](#) (page 6) that you can use
 - Digital records can either be placed on a flash drive or transferred via FTP
 - Purdue Archives can provide a flash drive for transfer or will set up an FTP site
3. Fill out a [transfer form](#) (page 7-8) to the best of your ability
4. Contact the Purdue Archives to let us know when the materials are ready for transfer.
 - You can either drop the materials off at the Archives or they can be picked up by Archives staff
 - The transfer form must be provided when transferring materials

Please note: if you need help or have questions at any point during these steps, please contact the Archives and an archivist will be available to assist you.

Materials collected

The following are examples of the types of materials collected by Archives and Special Collections. This list is not comprehensive, but it includes examples of materials that have research value for studying the founding, growth, and evolution of Purdue University and its student organizations. If you have types of materials that are not listed below, contact archives@purdue.edu for guidance.

Examples of materials collected

- Audiovisual materials (films, audio and video tapes, DVDs) documenting activities and/or events of the organization.
- Correspondence: Outgoing and incoming letters and memoranda generated in the course of conducting business
- Diaries, personal journals, logs kept by members
- Digital and electronic files
- Historical documents (memoirs, oral histories, written histories of the organization)
- Legal documents (for example: charters, bylaws, constitutions)
- Manuscripts and typescripts
- Maps and blueprints
- Meeting minutes
- Photographs (print or digital)
- Publications: one copy of any newsletters, journals, pamphlets, call out flyers, or promotional printed material generated by the organization
- Purdue University-related documents, photographs, memorabilia
- Reports (annual reports, event reports, financial reports)
- Research notes (designs, raw data, notes, analyses and reports of findings)
- Scrapbooks
- Working documents (notes/paperwork about special projects, working groups, etc.)

Examples of materials not collected

- Detailed financial records, canceled checks, insurance documents, and receipts
- Non-personally addressed mail unrelated to the organization (i.e., "Junk Mail")
- Duplicates and multiple copies of publications, course materials, etc. (transfer one copy in good condition along with any copies that have been heavily annotated)
- Reference collections of books, research papers, journal articles, and reprints written by others. (The exception to this would be publications that contain annotated remarks or notes relevant to the organization.)
- Grade books and documents containing student grades

- Letters of recommendation
- Disciplinary action letters or records
- Blank forms

Tips for preserving your organization's history

If you don't have many records documenting your organization's history but want to start, here are a few tips:

1. Create and save documentation of your activities
 - Minutes from your meetings
 - Copies of promotional materials
 - Documents used for planning events, projects, and initiatives
 - Bylaws and other governing documents that explain the formation and purpose of your organization
 - A list of officers and the years they served
 - Photographs of events, initiatives, and projects your organization participated in. Ensure these are labelled with dates and the event they're from
2. Store materials in a secure, environmentally stable (if possible), centralized placed
 - Materials may need to be stored in both physical and electronic format. Ensure all physical materials are kept together and that all electronic records are stored in the same place. These should be centrally located
 - Use meaningful titles on documents or folders, including dates
 - Keep track of social media handles used
3. Ensure materials are transferred to subsequent leadership
 - Ensure subsequent leadership knows where records are kept and are given access to the materials
 - Leadership should be made aware of the types of records your organization keeps and where to store them
 - Consider creating a club archivist role as part of your leadership team
4. Consider transferring old records to the Purdue Archives if records are no longer actively used or needed by the organization

Appendices

1. Inventory template
2. Transfer form (2 pages)
3. Acknowledgements

Inventory

Collection:

Box #

Contents Description

Date(s) or Date Span

**ORGANIZATIONAL RECORDS TRANSFER AGREEMENT
PURDUE UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS**

Organization Name: _____

Name/Title of Individual Authorizing Transfer: _____

Email Address: _____

Campus Address: _____

Date of Transfer: _____ # of Boxes: _____

Types of materials included:

___ Documents

___ Photographs

___ Books/publications

___ Analog audio or video recordings (VHS, cassette tapes, films, etc.)

___ Digital records (CDs, floppy disks, USB drives, etc.)

___ Oversized materials (posters, artwork, large three-dimensional objects)

Summary of the records (If possible, please include an inventory of the records with this signed agreement):

Describe any potentially sensitive material that may need to be redacted or restricted, i.e., student enrollment records, Social Security numbers, financial or legal documents.

Records Transfer:

The Purdue University Archives staff will review the records and appraise their administrative and historical value. Although many of the records transferred to the archives will have long-term historical value and therefore maintained in perpetuity, items judged to be of insufficient value, such as blank forms and duplicate materials, as well as those deemed outside the scope of the Archives' collecting mission, will not be retained. Archives staff will prepare a summary and catalog record for the collection which will be made available to assist staff and researchers in locating and using the collection. Archives staff are available to provide research assistance in using the collections in the Archives Reading Room, located inside the Humanities, Social Science, and Education Library in Stewart Center.

University records are public records and once fully processed are generally open to the public for research use, except for records that include confidential information. Records that contain confidential information will be closed to protect individual privacy. Some examples of these records include personnel-related files such as search, performance review, promotion, and tenure files; student records; documents with Social Security Numbers or credit card numbers; confidential legal documents; and patient/client records. Occasionally, items with sensitive information will be available for researchers after the confidential content has been redacted.

If you have questions please email archives@purdue.edu for assistance. Thank you for your interest in preserving Purdue history.

Items not chosen for final inclusion in the processed collection of records should:

- Be returned to the organization
- Be disposed of per Archives policies

Date	Signature of Individual Transferring Records for the Organization
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Date	Signature of Archivist Receiving Records
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Acknowledgements

Purdue University Archives would like to credit the Princeton University Library for its guidelines on working with student organizations. These resources were used when drafting the above guidelines.

- Transfer Instructions for Student Organizations. (n.d.). Princeton University Library. Retrieved from: <https://library.princeton.edu/special-collections/policies/transfer-instructions-student-organizations>
- Tips for Preserving Your Student Organization's History. (n.d.). Princeton University Library. Retrieved from: <https://library.princeton.edu/special-collections/policies/tips-preserving-your-student-organizations-history>