

Quick Tips to Preserve the History of Your Organization

Add the University Archives to your email listserv

Send publications, flyers, or announcements to the University Archives as they are sent to your members.

1

Document the activities of your group

Save meeting minutes, copies of publications, photos, and flyers. Save these files alongside contextual information including names, dates, and descriptions of events/circumstances. Caption photographs before you forget!

2

Keep a list of your group's website URLs

This includes social media accounts, WordPress sites, etc. Include the user ID's and passwords and keep in a secure file location that is a documented part of the leadership transition.

3

Plan

Make a plan for preserving your electronic records in Google Drive or another similar cloud storage platform.

4

Develop a straightforward filing system

Make sure it is for both electronic AND paper records. There is no one best way to do this; stick with a system that works and is sustainable for the organization.

5

Store

If you have current or legacy paper materials, store them away from dampness, dust, excessive heat, and sun.

6

Get into the habit of transferring inactive records to the University Archives

This should be done at the end of the semester, year, or term of office for your leadership. Consider adding transfers to the University Archives as an official duty of one of your officers, like the secretary or historian. Develop a schedule and method of transfer with the University Archives.

Contact us at spcoll@wm.edu

7

When it doubt, don't throw it out!

If you'd like a consultative meeting with University Archives to brainstorm options and best things to keep, please contact us at spcoll@wm.edu

8