

SAVE YOUR HISTORY!

GUIDELINES FOR DREXEL STUDENT ORGANIZATIONS

What to send to the [Drexel University Archives](#)

1. Send digital or analog (print) materials – the Archives collects both!
2. Send the following kinds of items to the Archives:
 - Constitutions, charters, and by-laws
 - Minutes and reports of meetings and committees
 - Membership lists
 - Organizational histories
 - Publications and publicity material: newsletters, brochures, event programs and booklets
 - Officers' files: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities, and functions
 - Scrapbooks
 - Audio-visuals: photographs, films, and video tapes
3. Do not send:
 - Duplicate and blank forms
 - Detailed financial records, canceled checks, bank statements, and receipts
 - Plaques and trophies

How to send your records to the Archives

1. Don't reorganize your material. Send it to us in the same way you kept it.
2. Complete a deposit form and a brief inventory that identifies the records.
3. Contact Archives staff (archives@drexel.edu) to arrange a time to transfer materials. We can also advise you about transferring digital items.

How to document history as you make it

The best way to save your history is to document your activities as they happen: keep minutes when you have meetings, save copies of publications and event flyers.

1. Label your materials with full names, dates, and descriptions of events or circumstances.
2. Keep your records together in one central place.
3. Develop a straightforward filing system that works for you. Archives staff can help with this.
4. Store your records away from dampness, excessive heat, and direct sunlight.
5. Develop a routine of transferring inactive records to the University Archives at the end of the quarter or year. Another good time to send materials is when your leadership changes.
6. Don't forget your non-paper documents. Save those flash drives, DVDs, memorabilia, photographs, posters, and tapes, as well as traditional paper documents.
7. When in doubt, don't throw it out! Contact Archives staff at archives@drexel.edu.