

Documentation of Student Activities

Guidelines for submitting materials to the Whitman College and Northwest Archives

1) What type of materials are we seeking?

Records commonly transferred to the Archives include:

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 videotapes

Items which generally should **not** be transferred to the Archives include:

Duplicate and blank forms

Detailed financial records, canceled checks, bank statements, and receipts

Plaques and trophies

10 tips for "preserving your student organization's history." These included the following gems:

1. Document the activities of your group: keep minutes of meetings, save copies of publications and flyers.
2. Label your materials with full names, dates, and descriptions of events or circumstances.
3. Keep your records together in one central place.
4. Develop a straightforward filing system that works for you. There's no one best way to do this.
5. Store your records away from dampness, dust, excessive heat, and sun.
6. Avoid using paper clips and rubber bands. If you have documents that need to be kept together, use stainless steel staples or plastic clips.
7. Develop a routine of transferring inactive records to the Archives at the end of the semester, year, or leader's term of office.
8. Consider the fate of your non-paper documents. Electronic records can pose software and hardware access problems. Save CDs, memorabilia, photographs, posters, and tapes, as well as traditional paper documents.
9. Get to know the staff of the Whitman College Archives: Melissa Salrin, Archivist, 526-5922, salrinmm@whitman.edu and Bill Huntington, Archives Assistant, 526-5922, archives@whitman.edu.
10. WHEN IN DOUBT, DON'T THROW IT OUT!

2) In what format should materials be submitted?

Please transfer material in the order in which it was maintained. Completion and submission of a [Records Transfer Form](#) will help us determine how records or personal papers can be best preserved. Also, an inventory stored as a Word processing or text file should accompany the transfer.

If only hard copy is available, send or drop by the Archives located on the ground level of Penrose Library. Burn CD of electronic copies/photos and send to Archives.

Please be sure to include your name and contact information on the materials you submit in case there are questions.