



Organizational Archives: What to collect

Vital/Foundational records:

- Articles of incorporation
- Status-changing documents (e.g. establishment as non-profit organization)
- Executive Committee and Board minutes
- By-laws and any changes

Executive and Board resolutions or policies not reflected in the minutes

Official publications (newsletters, brochures, membership directories; only up to 2 copies of each)

Mission/vision statements

Strategic planning (only need final plans, reports, or statements created from planning process)

Histories of the organization, presidential files

Clippings about the organization (newspaper/magazine)

Subject files: files that reflect specific initiatives and activities of the organization

Budgets: high-level, annual basic budgets—not detailed quarterly or monthly statements

Committees and Special Interest Groups (SIGs):

- Committee/ SIG charges (statements about the purpose or directives of each group)
- Meeting agendas
- Meeting minutes
- Significant publications
- Policy documents
- Committee/SIG handbooks
- Publications (e.g. special publications produced by a committee or sub-committee)

Event files (e.g. annual and regional conferences, meetings)

- Programs; schedules of events
- Brochures or flyers about the event

Photographs of people, events, etc. (identification of people and/or events is VERY helpful)

Audio-visual materials (films, audio recordings of organization events)

**IF IN DOUBT ABOUT WHETHER OR NOT TO KEEP SOMETHING
FOR THE ARCHIVES, PLEASE ASK US!**

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