



The College Of
WILLIAM & MARY

**University Archives, Special Collections Research Center
Earl Gregg Swem Library**

10 TIPS FOR PRESERVING YOUR GROUP'S HISTORY

1. Document the activities of your group: keep minutes of meetings, save copies of publications and flyers.
2. Label your materials with names, dates, and descriptions of events or circumstances.
3. Keep your records together in one central place.
4. Develop a straightforward filing system. There is no one best way to do this, but stick with a system that works for you.
5. Store your records away from dampness, dust, excessive heat, and sun.
6. Develop a routine of transferring inactive records to the University Archives at the end of the semester, year, or leaders' term of office.
7. Consider the fate of your non-paper documents. Electronic records can pose software and hardware access problems. Save CDs, DVDs, websites, memorabilia, photographs, posters, as well as traditional paper documents.
8. Get to know the University Archivist (Amy Schindler, acschi@wm.edu or 221-3094) and the staff of the Special Collections Research Center in Swem Library.
9. Add the University Archives to your mailing list. Send copies of publications, flyers, or announcements to the University Archivist (acschi@wm.edu or Swem Library) as they are sent to your members.
10. **WHEN IN DOUBT, DON'T THROW IT OUT!**

Contact University Archivist Amy Schindler (acschi@wm.edu, 221-3094) to learn more about how to preserve your group's records or arrange a transfer of your records to the University Archives.