

Student Organization Archival Records

Why does University Archives want the records of student organization?

- It's part of our mission: document the activities of student organizations affiliated with university departments.
- To have a more complete, and accurate (inclusive), record of what all students are doing while at KU, because it's an important part of the history of the University.
- Researchers cannot use the records if we do not have them.

What types of records (paper or digital) document the activities of student organizations?

- Flyers
- Posters
- Photos
- Meeting Minutes
- Scrapbooks
- Videos

How do you transfer records to the Archives?

- Gather, and keep organized,* the records.
- Request to pick up boxes from the Archives if you need them.
- Complete a transfer form describing the records in the boxes being transferred.
- Email (preferred) or call Archives to arrange a date and time to bring the records to Spencer Research Library.
 - ljohnson18@ku.edu or 864-4188
 - Contact the Archives at least 1-2 days in advance so the Archives is open when you bring the boxes.

*The way you organize/keep your records is important and we like to maintain that order, but it's okay if there is no current organization to the records. We are happy to organize them, usually by date and/or subject.

What are the benefits of archiving their records to student organizations?

- There's no cost to the organizations.
- Records will be stored in an environmentally controlled location.
- The records will be preserved for future members of your organization.

*Organizations will still have access to their records.

Links to Information

- University Archives: <https://spencer.lib.ku.edu/collections/university-archives>
- Transfer Form: https://spencer.lib.ku.edu/sites/spencer.lib.ku.edu/files/docs/KUTransferForm_r08052014.docx
- Student Life Collection: <https://spencer.lib.ku.edu/collections/university-archives/student-life>