

Organize Your Org

The NMU Archives greatly appreciates the donations of student organization records. While student orgs are part of the campus community, their records don't fall under the official umbrella of university records. This means it is imperative that executive members of each organization learn how to keep records, follow a donation schedule, and pass on that information to the club's next members. This sheet is an all-in-one document with instructions - please provide it to your organization's next leader!

❖ What To Keep

- Constitutions, bylaws, & administrative documents (e.g. CSE registration)
- Member lists & correspondence
- Meeting minutes & agendas
- Photos & videos (especially from special events)
- Social media posts, advertisements, & other significant materials

❖ Born-Digital Files, Digitization, and Back-Ups

- Organize your digital files into clearly named folders and have a consistent file naming system.
- Keep two copies of digital files in different locations (ex: a computer and the cloud or two different flash drives).
- Make sure to pass on your digital files to the next generation of students in your organization!
- If you want to digitize physical records, save files in common file formats and scan at a relatively high resolution. If you do not have access to digitization equipment, you can contact the Archives for assistance.
 - Text and Photos: TIF for preservation, PDF/A for text, JPEG for photos. Scan at 300 dpi for text and 600 dpi for photos if possible.
 - Audio: WAV for preservation, MP3 for access, 96000 kHz sampling rate if possible.
 - Video: MOV for preservation, MP4 for access.

Continued →

❖ **Donation Schedule**

- Transfer inactive records to the Archives two years from the date of creation.
- If your organization has a physical space, keep active records in the office instead of at home or on your personal computer. If not, make sure to keep them organized with labeled file folders & separated from other personal records.
- Do not donate records with restricted information, like financial or personnel files with social security numbers.

❖ **Accessing Donated Materials**

- The Archives are open to students, faculty, and the public. To access your donated records or to see existing collections for your student organization, send an inquiry email to archives@nmu.edu or stop in to the office at 126 Harden Hall.
- Advertise your collection! For anyone who is interested in your organization, let them know they can find your records in the Archives.