

**SAVE YOUR HISTORY!**  
**GUIDELINES FOR FLINDERS UNIVERSITY STUDENT ORGANIZATIONS**

**What to send to the Flinders University Archives:**

1. Send digital or analog (print) materials – the Archives collects both! But please contact the Manager, University Records & Archives about transfer options first.
2. Send the following kinds of items to the Archives:
  - 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 (only if containing significant organisation events/involvements)
  - Audio-visuals: photographs, films, and video tapes
3. Do not send:
  - Duplicate and blank forms
  - Detailed financial records, cancelled cheques, bank statements, and receipts
  - Plaques and trophies
  - Multiple copies of anything

**How to send your records to the Archives:**

1. Don't reorganize your material. Send it to us in the same way you kept it.
2. Contact the Manager, University Records & Archives to discuss transfer options ([bas.degroot@flinders.edu.au](mailto:bas.degroot@flinders.edu.au)).
3. Contact Archives staff ([archives@flinders.edu.au](mailto:archives@flinders.edu.au)) for boxes and practical tips.
4. Complete a transfer form and a brief inventory that identifies the records.
5. Contact Archives staff ([archives@flinders.edu.au](mailto:archives@flinders.edu.au)) to arrange a time to transfer materials.

We can also advise you about transferring digital items.

**How to document history as you make it**

The best way to save your history is to document your activities as they happen:

1. Keep minutes when you have meetings.
2. Save copies of publications and event flyers.
3. Label your materials with full names, dates, and descriptions of events or circumstances.
4. Keep your records together in one central place.
5. Develop a straightforward filing system that works for you.
6. Store your records away from dampness, excessive heat, and direct sunlight.

7. Develop a routine of transferring inactive records to the University Archives at the end of the year, or after specific periods of time. Another good time to send materials is when your leadership changes.
8. Don't forget your non-paper documents. Save those flash drives, DVDs, memorabilia, photographs, posters, and tapes, as well as traditional paper documents.
9. When in doubt, don't throw it out! Contact Archives staff at [archives@flinders.edu.au](mailto:archives@flinders.edu.au)

This guide was adapted from a Drexel University guideline.

# UNIVERSITY ARCHIVES TRANSFER INVENTORY FORM

Please complete all sections EXCEPT those marked in blue, the archivist will complete these and return a copy for your records.  
**PLEASE RETURN ELECTRONICALLY**

<b>TRANSFER NUMBER:</b> <b>FACULTY/DEPARTMENT:</b> <b>CONTACT PERSON:</b>
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Box No.	Offsite Box No.	Contents	Date Range	Disposal
1				
2				