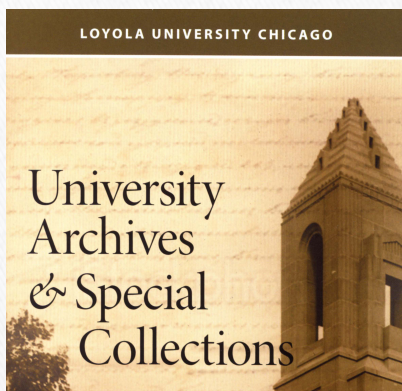


## Student Organization Records in the University Archives



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### Does the University Archives really want student organization records?

Yes, the University Archives wants your records! Students are an important part of Loyola, but student organizations are underrepresented at the University Archives. To ensure that the history of student life at Loyola, is as fully documented as possible by students themselves, student organizations should donate their inactive records to University Archives. These records are essential to fully documenting and understanding the history, both good and bad, of Loyola University Chicago.

At the University Archives these records will be preserved and made accessible to future Ramblers, historians, and other researchers interested in student life at Loyola. Transferring records to the University Archives ensures that all your organization's records are centrally located and accessible. You will not have to fear potential loss of records due to officer rotation or relocation. Both physical and digital records are accepted and will be preserved at the University Archives.

### What student organization records does University Archives collect?

- charters
- by-laws
- mission statements
- founding documents
- histories
- meeting minutes and agendas
- newsletters
- scrapbooks
- correspondence
- certificates of recognition/awards
- publications produced by the student organization
- link to the website created for the organization
- promotional and recruitment materials including flyers, brochures, posters, etc.
- buttons, t-shirts, reusable water bottles and any other items made for the organization, especially with the organization's logo
- photographs of the organization, members, meetings, and events
- membership lists and membership registers
- sound recordings or videos of organization events

### Have questions or want to transfer your records to the University Archives?

Contact the archivists! We are here to help you and answer any of your questions. We can help your organization transfer records to the University Archives or create procedures for transferring your organization's records at the end of every academic year. Archivists are available to assess your organization's records; assist in transferring them to the University Archives; and speaking to your organization about the importance of preserving your history in the University Archives.