WHY YOU SHOULD ARCHIVE YOUR RECORDS
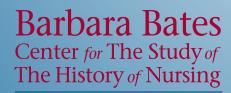
If you value your institutional
history, you must act to ensure
its legacy

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Why Should You Archive Your Records?

The heart of your personal or organization's memory is in its records. When you donate your personal or institutional records to an archive, your history becomes a part of the history of nursing and healthcare's collective memory. Through letters, reports, diaries, photographs, speeches, articles, and unpublished materials, whether they are written, audio, visual and/or electronic, researchers are able to study, assess, and evaluate questions through different historical lenses to contribute knowledge about people, communities, ideas, organizations as well as the history of societal trends about nursing and healthcare.

Why Should You Consider Donating?

An archive will provide an environmentally secure storage space for your historical records. It will provide research access to those records to members of your organization as well as to scholars and the general public. Without access to the records, the historical importance of your organization is harder for others to recognize your critical influence on nursing and healthcare. By placing your records, which you can still access, into an archive, it cements the legacy of your organization for future generations.

The Center has well-documented, international success of preserving the history of nursing and archival collections. For over 25 years, the Center has gained experience and developed proven success in preserving large organizational records, institutional records, and the personal papers of influential nursing leaders. The Center remains committed to preserving the history of nursing through fielding archival queries from outside organizations and individuals, and consulting on developing archival and record keeping policies. As an endowed Center, we have the continued support from the Dean of the School of Nursing to continue to grow and maintain our historical collections. We are privileged to have a dedicated archivist on staff and onsite and offsite storage facilities to continue to collect new records.

The legacy of your history is in its records

What Should You Consider Donating?

We accept donations of various sized. It can be as small as a couple of items or as large as dozens of boxes or TB of digital files. Your materials don't have to be organized or "old" to be considered historically valuable. We do prefer original items rather than copies, and a "collection" of materials rather than single items. But exceptions can be made. Photographs, tapes, and films should be identified. Digital items should have names that indicate the content or subject matter.

For institutions and organizations, the Center is interested in the records that best illustrate the purpose, activities, and policies of your organization. Such documents usually represent an end product- a final report instead of a draft- and may be inactive- that is, not used for routine business. We often work with your organization's records management policy or can help you create one. For active organizations, it is best to make regularly scheduled donations of records. Depending on the volume created, it could be every year or every 3-5 years. Records of defunct organizations are also of interest.

In order to accept your materials, you must contact the Center prior to mailing or dropping materials as we will need to evaluate the materials and have a completed and signed deed of gift, which formally signifies that the materials become the actual property of the archives. A discussion with the Center will cover the deed, access to materials, and rights, restrictions, and copyright.

When considering donating your papers, please do not "cull" the materials. There is research value in how papers were originally arranged. Please contact us before attempting any weeding, discarding, or reorganizing papers and records. If you need to remove some items to help us identify people or events in photographs, please limit how much is removed and keep track of where materials were shifted.

While the Center cannot accept everything for various reasons, we will gladly review the materials offered and decide what we can and cannot take. If there are items outside our collecting mission, we will try to advise you on other appropriate archives or repositories that may be able to take those items.

Monetary Donations

Arrangement and description of a collection is an expensive undertaking. Although not required, it is encouraged to provide funds to help defray the costs of arrangement, cataloging, and conservation of their donations.

What Records are Historically Valuable?

Listed below are types of materials that are often valuable to a researcher. This list, which is suggestive and not definitive, illustrates the wide range of documentation that is often useful for historical and administrative research.

Personal	Organizational
• Letters/email • Memoirs/reminiscences • Diaries/blogs • Scrapbooks/photo albums • Professional papers • Genealogical information • Speeches/lectures • Articles/essays • Subject files • Legal documents • Minutes/reports • Brochures and fliers • Awards/certificates • Photographs (with subjects and locations identified) • Films/videos/audio tapes (including identifying information) • Websites • Files relating to an individual's civic, business, religious, political, and social activities	• Architectural records • Articles of incorporation, charters • Audio recordings • Budgets • Bylaws and revisions • Clippings • Constitution and revisions • Correspondence/email of officers • Data sets • Directories • Financial statements • Handbooks • Legal documents • Memoranda • Minutes of meetings • Membership lists • Motion picture film, videotape, audio recordings, DVDs, and CDs • Newsletters and other publications (generated by the organization) • Organizational charts • Pamphlets, brochures, fliers, etc. • Photographs • Planning documents • Press releases • Reports (annual, committee, etc.) • Rosters • Scrapbooks • Speeches • Subject files • Tax returns • Websites/blogs/social media content

This list is for both physical and digital items. When donating digital records, please identify any that may contain passwords or will need a password to access. This includes any online activities and social sites (Twitter, etc.).