



Managing and Archiving Student Group Records

Celia Caust-Ellenbogen, Archive Associate, Friends Historical Library
Stefanie Ramsay, Digital Collections Librarian, McCabe Library

Swarthmore College
October 30, 2017

AGENDA 12:30-1:00pm

- 1. Records management**
- 2. Digital preservation**
- 3. Donating to the archives**

Records management is important!



Phoenix staff, circa 1950.

What is records management?

- Every day YOU generate records.
- Most things are only needed for a short period period of time, and a small percentage should be kept forever.
- Records management is organizing what you have and, on a regular schedule, throwing away what you don't need



Why manage records?

- Make your life easier - find files faster
- Easy transition to your successors
- Share your story for the future

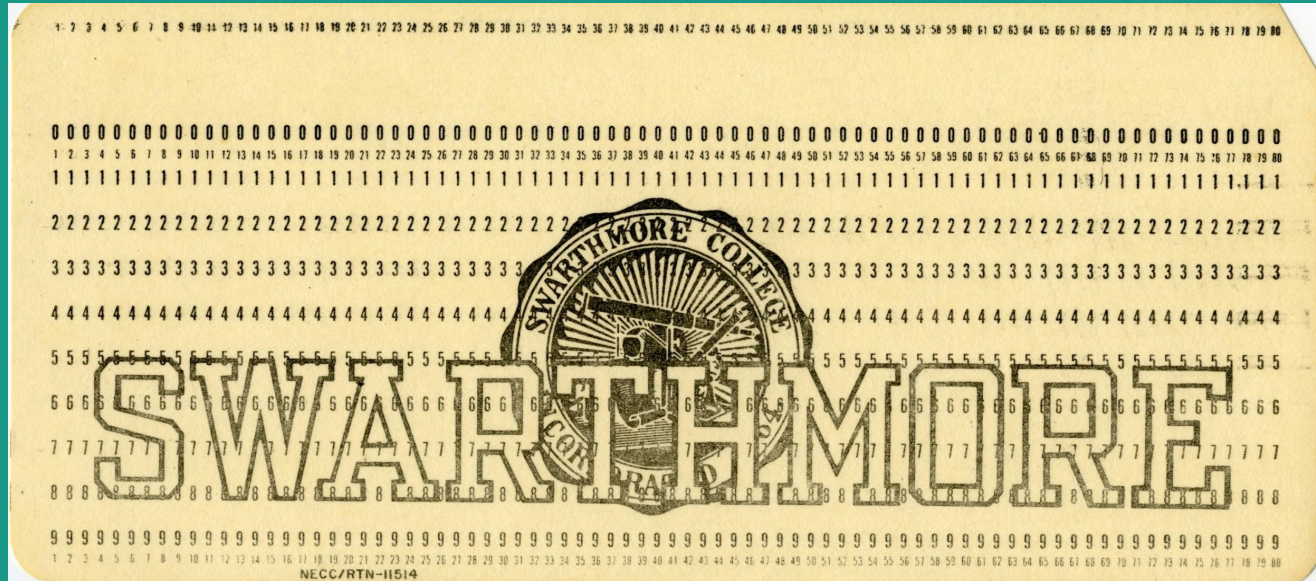


Checklist

1. Where is your information?
2. What is most important to you?
3. Are you organized? Could someone else find what they're looking for in your files?
4. Do you have backups?
5. Are your copies viable short- and long-term?
6. Can you get information in/out of your system?



Managing digital records



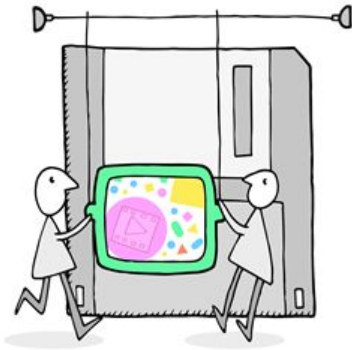
Good organization and filenames

- Clean and consistent
- Avoid special characters (%\$*@) or spaces.
 - You can use _underscores_ or -dashes-
- Write the date in the document and in filename



Digital file maintenance

- 3-2-1 Rule: three copies, in two storage types, including one in a different geographical location
- Is the file format, and storage medium, still accessible?



Organizational Google Drive (AODocs)

- File owned by group, not individual, so it will stay even after that person graduates and their Swarthmore email is deleted
- Need faculty/staff sponsor
- <https://kb.swarthmore.edu:8443/x/YACAAQ>



Donating to the College Archives



SASS from *Black at Swarthmore* brochure, 1973

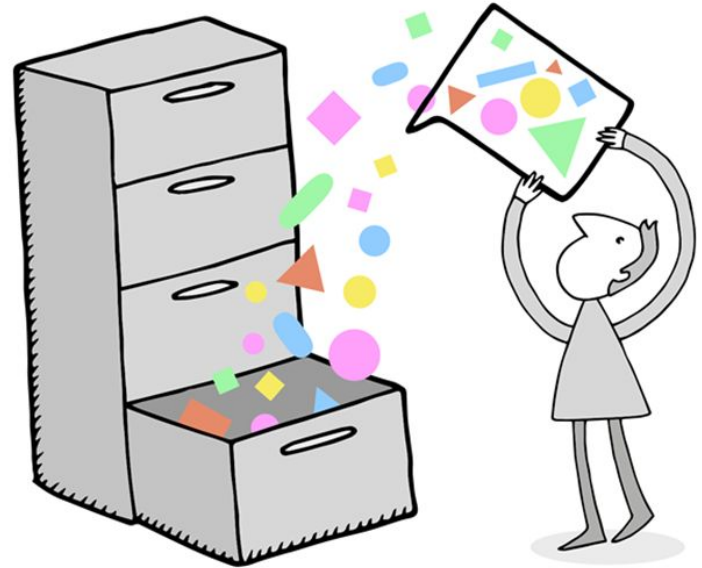
What to send to College Archives

- Anything that is important to you or the group
- Constitution, bylaws, member handbooks, and policy statements
- Meeting minutes, reports
- Websites, e-newsletters/email lists, social media
- Flyers, posters, photographs
- Brochures, publications, newsletters



What NOT to send to College Archives

- Stuff that isn't important but you just don't know what else to do with it
- Rough drafts and duplicates
- Newspaper clippings and reference materials
- Routine correspondence and routine financial documents, like picking a meeting time, receipts, scribbles, etc.



How to donate

- Visit <http://swarthmore.edu/archive-my-stuff>
- Electronic form to fill out
 - Who you are and that you're empowered to donate
 - Grant permission to archive
 - Specify materials open to any researcher or restrict access
- List of types of materials you might donate



Where are the materials you'd like to transfer? *

- ☐ I have paper records
- ☐ I have electronic files stored in Google Drive
- ☐ I have electronic files stored in other locations (DropBox, thumb drive, etc.)
- ☐ I have emails to download from my email account
- ☐ We have a listserv or e-newsletter that archives@swarthmore.edu should subscribe to
- ☐ We have a websites or social media accounts to preserve
- ☐ Other: _____

What is/are the more specific location(s)?

If the records are in Google Drive, please go in through Google Drive and share the folder with fhl-staff-perms@swarthmore.edu as VIEW ONLY. Please also put the link to view the folder here. If the records are in other locations, specify where, and we'll follow-up with you about the best way to collect the records.

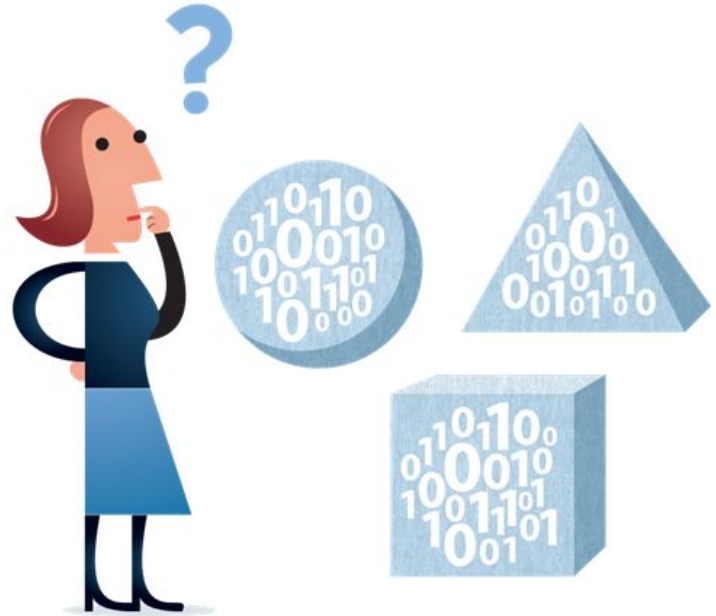
Your answer _____

Do I need to prepare the materials first?

Short answer: **No.**

Long answer: **Yes, please.** But not if it's a deterrent to you completing the donation.

- Date documents and flyers
- Identify people in photographs
- Organize documents
- Make sure filenames are meaningful



Questions?

archives@swarthmore.edu

<http://swarthmore.edu/archive-my-stuff>

Celia Caust-Ellenbogen, Friends Historical Library, ccauste1@swarthmore.edu

Stefanie Ramsay, McCabe Library, sramsay1@swarthmore.edu

Credits: Clip art borrowed from, and content adapted from, Society of Georgia Archivists “Personal Digital Archiving” presentation