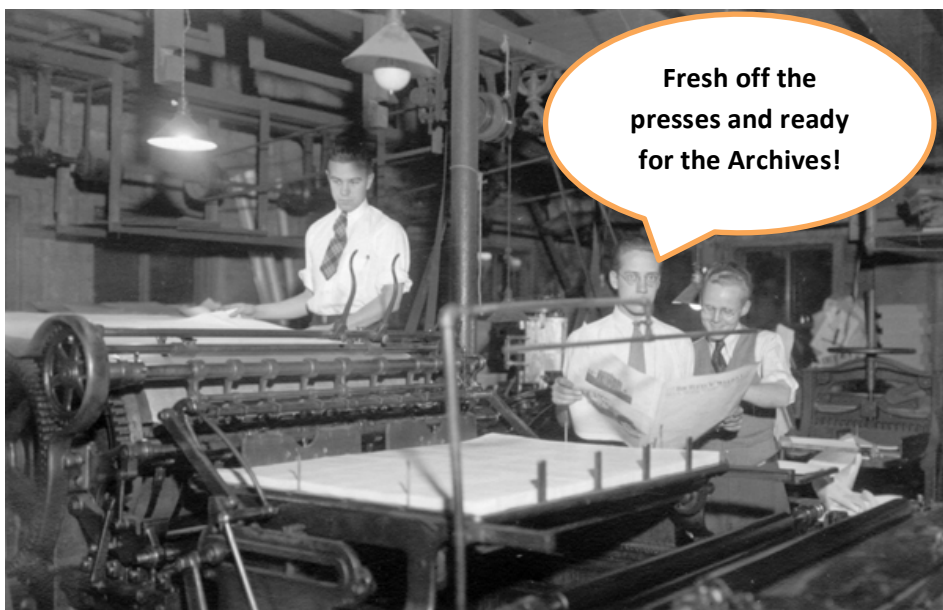


## VISIT DCA

Archivists are here to help with questions about your group's history.

When you need to consult your records, DCA staff can help you arrange a research visit to the Digital Collections and Archives Reading Room, located at Tisch Library, Level G. Your records may be stored off-site, so we may need a day or two of advance notice to prepare for your visit.

Contact us at [archives@tufts.edu](mailto:archives@tufts.edu) or **617-627-3737**.



Staff of the Tufts Weekly printing the most recent edition, ca. 1934-1935

# Digital Collections & Archives



Tufts Mountain Club, 1946

## WHAT DOES “ARCHIVING” YOUR ORGANIZATION’S RECORDS MEAN?

Digital Collections and Archives (DCA) collects "inactive" organizational records — that is, documents and other materials that you consult once a year or less, and preserves, describes, and makes accessible the records for future organization members and researchers

By transferring your group's inactive records to DCA, you'll ensure that future group members have a place to turn when they:

- Have questions about past projects and events
- Want to find historical facts or photos to promote the group
- Want to reach out to group alumni for reunions or fundraising

## WHAT DOES DCA COLLECT?

Documentation about your organization, its work, and its role in the Tufts community, including:

- Charters, constitutions, bylaws, and member handbooks
- Publications, such as newsletters, produced by your group
- Meeting minutes and agendas
- Correspondence (including email!)
- Membership lists
- Photographs (print and digital) of your group and events
- Audio and video (analog and digital) recordings of events
- Event fliers, posters, and promotional materials
- Scrapbooks
- Websites, blogs, and social media

## READY TO TRANSFER YOUR ORGANIZATION’S RECORDS?

**Step 1:** Contact DCA ([archives@tufts.edu](mailto:archives@tufts.edu)) for information and advice about transferring your group’s records. We may also ask you to sign a deed of gift form if this is your first time transferring records to us.

**Step 2:** Pack up and transfer physical records

- Pack your records in sturdy boxes with handles. Contact DCA if you need boxes
- Label each box with your organization’s name, the date, and the name of a contact person
- File any loose papers in folders
- Make a contents list for each box including titles of each folder/item and the start and ends dates of the material
- Schedule a time to drop off your boxes at DCA

**Step 3:** Transfer electronic records via Box

- Organize your electronic records just as you would your paper records. That means similar items, such as meeting minutes, should be kept in their own folder and clearly labeled. Create a standardized way of naming your organization's files
- Contact DCA to set up a Box folder. Simply drag and drop your files to upload contents to the DCA
- Contact DCA to arrange for archivists to collect your group’s web presence

**Step 4:** Share the plan with future officers and members

- Pass information about your records to your new members
- Create a schedule or policy for your organization that will prompt future group officers to transfer new records to DCA on a recurring basis (the end of each academic year)
- Designate a group historian or archivist to document your group’s work and serve as your liaison with DCA