



TEXAS A&M UNIVERSITY

Libraries

Archiving Your Records

Krista Oldham

University Archivist | Assistant Professor



TEXAS A&M UNIVERSITY
Libraries

HOWDY!



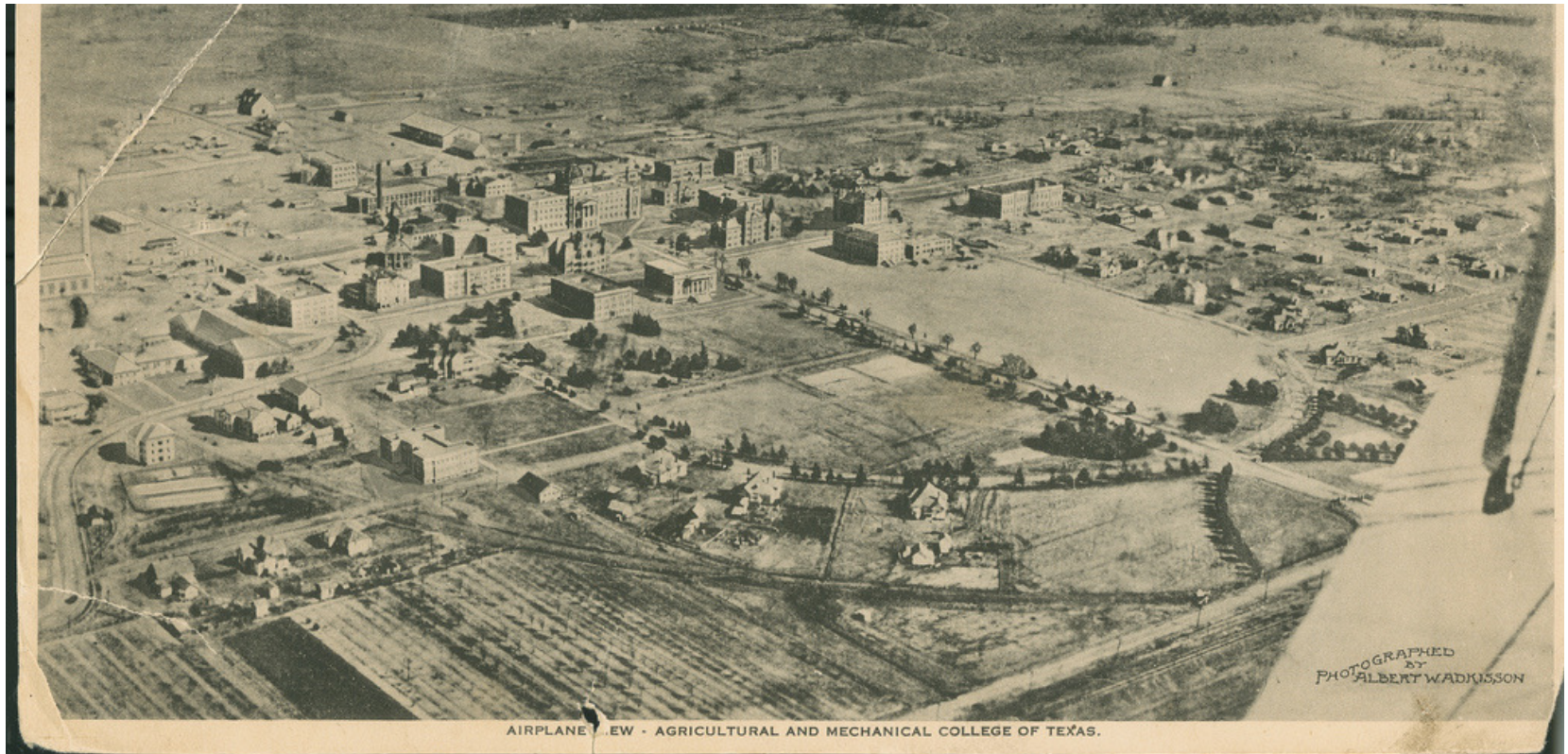
Overview

- What is the University Archives
- Texas A&M University Mothers' Clubs Records
- What happens to your records after they are donated
- How to access your records



TEXAS A&M UNIVERSITY
Libraries

University Archives, Est. 1950





What do we archive?

University and
Student
Publications

Administrative
Records

Athletics Programs

Former Student
Materials

Student

Scrapbooks

Photographs

A/V (Films, Oral
Histories)

Textiles (Uniforms)

Websites

Tweets

Texas A&M
University
Mother's Club
Record

Why do we archive?

- Historical Legacy
- Research
- Documentation of Texas A&M University History
- Documentation of Your Organization's Work





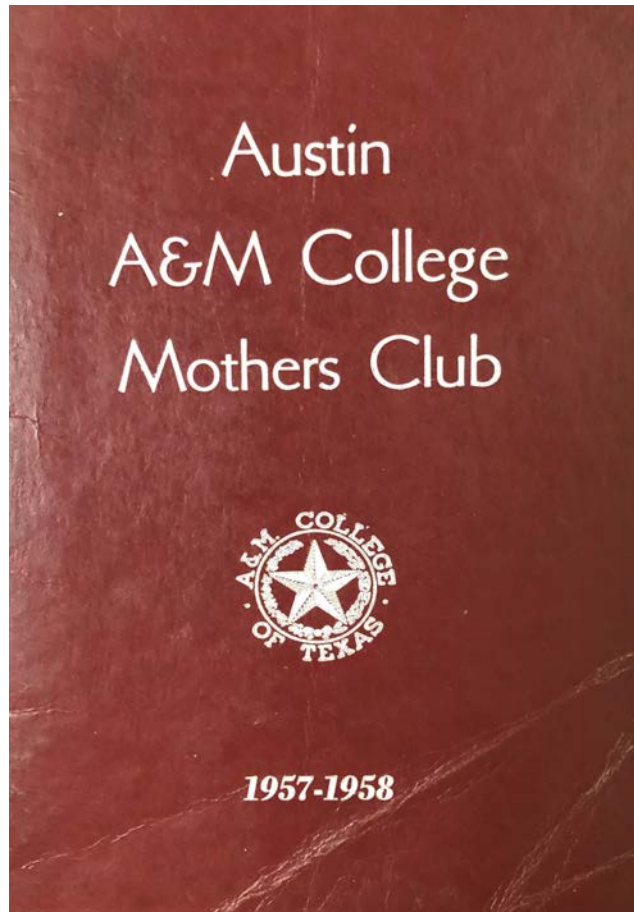
TEXAS A&M UNIVERSITY

Libraries

Texas A&M University Mothers' Clubs Records



Aggie Moms' Clubs Facts



The Federation of Texas A&M University Mothers' Clubs was the first to donate materials



Aggie Moms' Clubs started donating to the Archive 1972



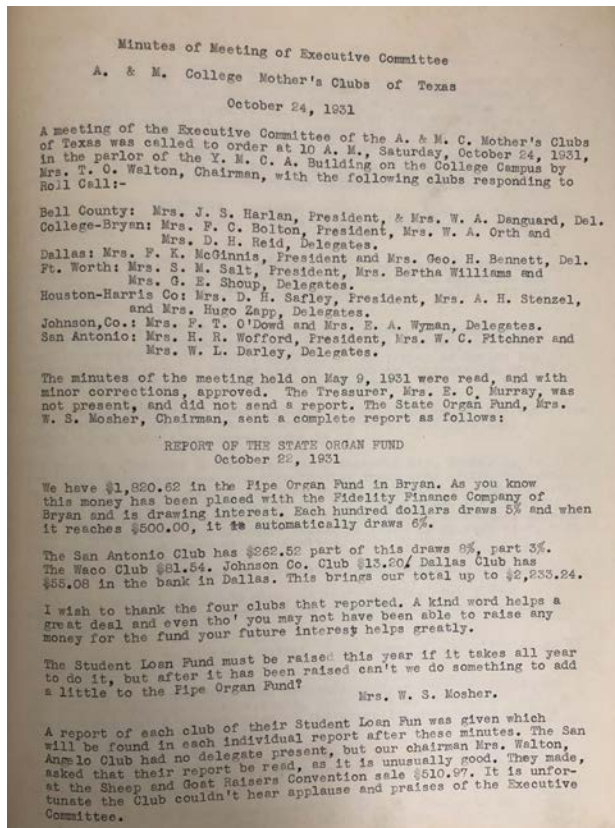
Over 35 Clubs have donated materials since 1972



Archives Fund



What We Collect



Governing Documents

- Constitutions, Bylaws, Standing Rules

Officer Files

- President
- Vice President(s)
- Secretary
- Treasurer
 - Annual Statements, reports, and audit
- Appointed Officers

Reports

- Treasurer's Report and Final Audit
- Historian's Report
- Parliamentarian's Report

Meeting Minutes

- All meeting minutes



What We Collect



Bound Items

- Scrapbooks
- Yearbooks
- Cookbooks
- Newsletters

Photographs

- Lists of Names, Dates, Event

Events and Program

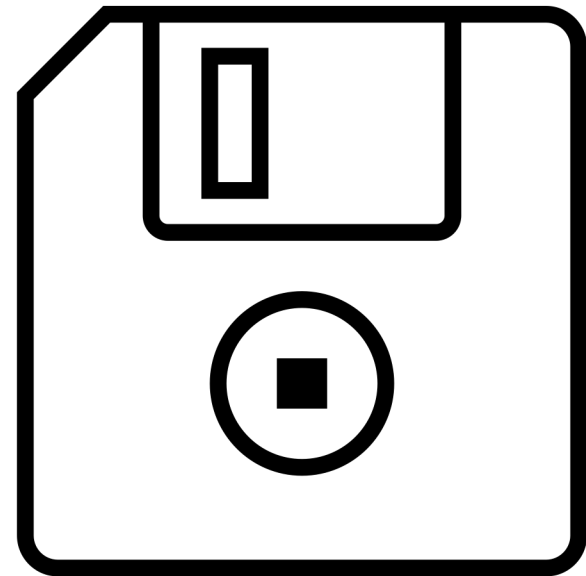
- Invitations
- Lists of Speakers, Special Guests
- Flyers, Posters

Philanthropy

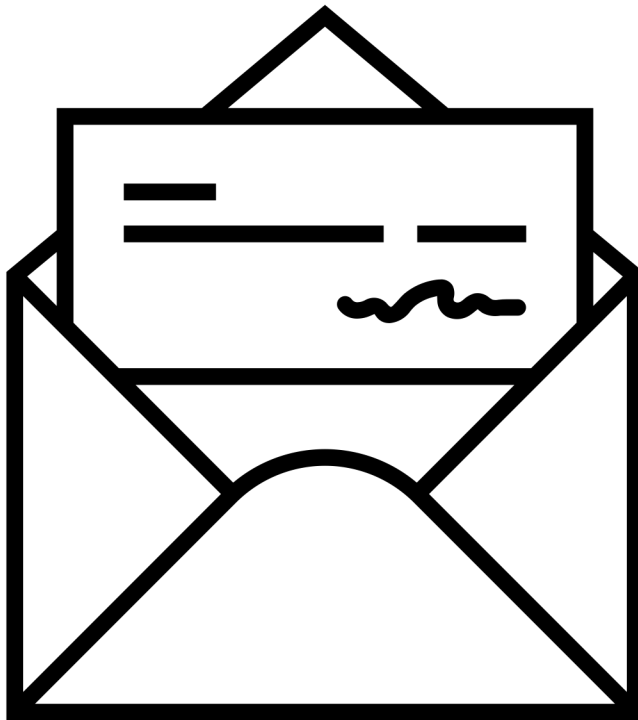
- Donation
- Fund Raisers
- Scholarships

What We Collect

- Electronic Records
 - Photographs
 - Video
 - Spreadsheets
 - Text Documents

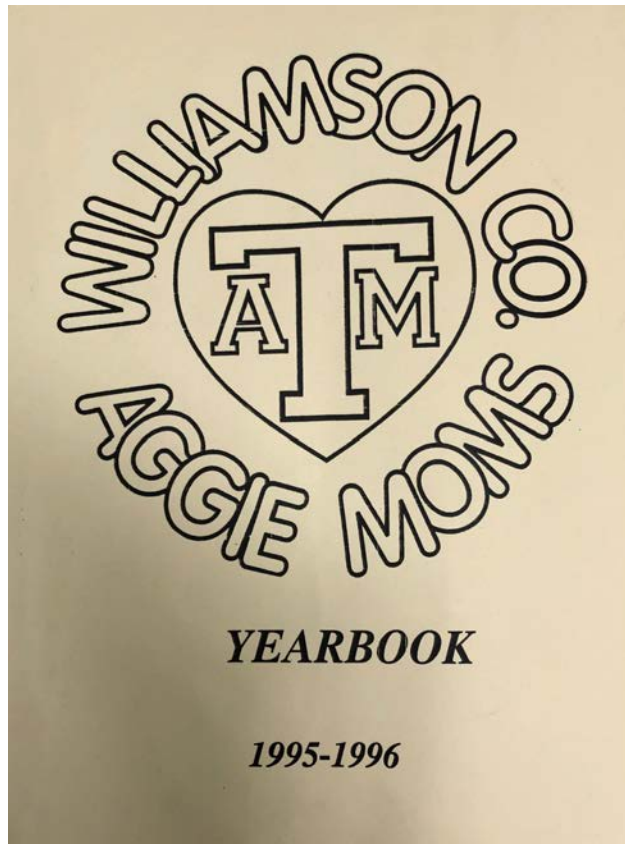


What We Don't Collect



- Routine Financial Records
 - Order and/or Receipts
- Blank Forms
- Non-Aggie Moms' Clubs Records
- Personal Records

Formats (Analog)



Scrapbooks

- Choose an album with acid- and lignin-free mounting pages.
- Avoid using adhesives. Instead use photo corners to hold items to the mounting page

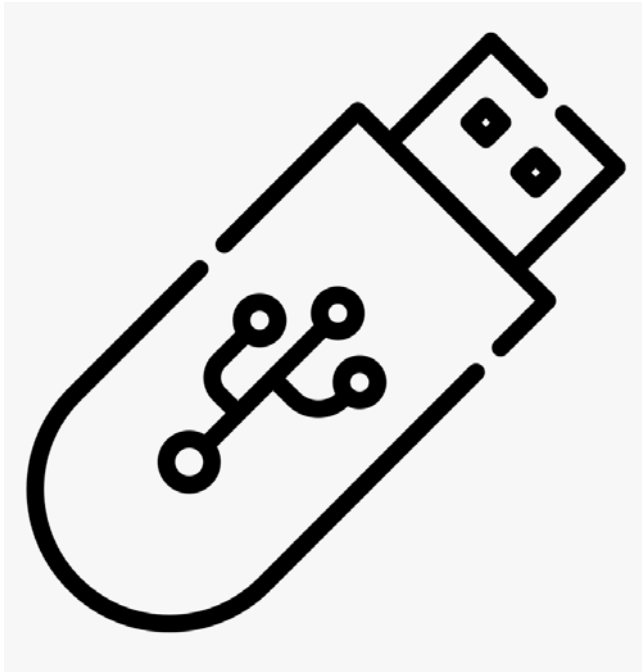
Photographs

- Include names, dates, and event

Binders

- Binders are OK, but not preferred. Instead remove items from binders and place in folders

Formats (Electronic)



Text Documents

- Save as either Word or PDF

Photographs & AV

- Include names, dates, and event

Spreadsheets

- Save as either Excel or CSV

USB/Thumb Drives

- USB/Thumb Drives are the preferred storage media to transfer electronic records

Cloud Platforms

- Cloud platforms like Google Drive, Dropbox, and Box are additional storage media that can be used to transfer electronic records



Donating Your Records



Gather Your Records



Folder and Box Your Records



Make an Inventory



Contact the University Archivist



Sign Deed of Gift



TEXAS A&M UNIVERSITY

Libraries

**What happens to your records
once they are donated to the
University Archive?**



TEXAS A&M UNIVERSITY
Libraries

Archival processing



Archival processing







Accessing Your Records

General Reference: cushingreference@library.tamu.edu

In-depth Reference: koldham@tamu.edu



TEXAS A&M UNIVERSITY
Libraries

Questions?



TEXAS A&M UNIVERSITY

Libraries

Krista Oldham
University Archivist

koldham@tamu.edu
979-845-6382