Archives and Records Management

A Guide to Donating Your Records to the Georgia Tech Archives

The mission of the Archives and Records Management Department at the Georgia Institute of Technology is to collect and preserve the history of the campus, faculty, alumni, and students for future generations.

What can the Georgia Tech Archives offer your department?

The Georgia Tech Archives employs archivists trained in the care and preservation of historical materials. The Archives offers safe, controlled storage and access to the materials they collect. Archives' collections provide a permanent record of your organization for future officers and students.

What documents should be placed in the Georgia Tech Archives?

Items donated to the Archives should not be those continuously used in the daily operation of the organization. It is important in archival work to preserve the original organization of records so it is always a good idea to have the archivist visit the records you wish to donate prior to boxing them and sending them to the archives. The archivist will talk with you about the types of materials collected by the Archives. Some of the types of items the Archives may be interested in are:

Architectural record
Articles of incorporation,
    bylaws, charters, constitutions, etc.
Audio and visual records
Clippings
Correspondence of officers
Directories
Financial records
Handbooks
Legal documents

Minutes of meetings
Membership lists
Organizational charts
Photographs and scrapbooks
Printed Materials
    (newsletter, brochures, fliers, etc.)
Press releases
Reports (annual, committee, etc.)
Speeches
Subject files

In some cases, the materials you wish to donate may be better suited for Georgia Tech's digital repository, SMARTech. In that instance, the archivist will make a recommendation and put you in touch with the appropriate person to discuss adding the records to SMARTech.

How to donate

When donating a collection, it's best to contact the Archives in advance. The archivist will meet with the organizations' officers and go over how to prepare a collection for donation. Access to a collection will be determined by discussion between the archivists and the officers.

Contact the Archives

If your organization is interested in donating collections to the Archives, please contact:

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www.library.gatech.edu/archives

A portion of this brochure was borrowed from SAA's "A Guide to Donating Your Organizational Records to A Repository," C 1995 Society of American Archivists.