

Donating Student Organization Records to the Yale University Archives

Help us document student life and tell future Yalies what it was like to be a student today!

The Yale University Archives is interested in collecting records (analog or digital) that document your group's organizational history! These include:

- Governance documents
- Meeting minutes, agendas, annual reports, member lists, correspondence, budgets.
- Activity related documents: posters, pamphlets, photographs, audiovisual recordings.
- Web sites and social media content.

Have records to transfer? Here's how it works:

- Contact University Archives staff at archives@yale.edu to set up a consultation
- Review materials with University Archives staff, who will help students determine what should be transferred to the archives
- Work with University Archives staff to fill out and sign a Deed of Gift (a written agreement documenting the details of the gift)
- Records are transferred to the University Archives for processing
 - Physical Records
 - University Archives will provide appropriate boxes and folders as needed
 - Students pack up records and create an inventory using the inventory template
 - Work with University Archives staff to transfer records
 - Digital Records
 - A Secure Box folder is created to transfer all identified digital records

We're here to help!

University Archives staff are happy to meet with you virtually or in person to discuss your records!

E-mail archives@yale.edu with any questions or concerns.