

**Indiana University Kokomo Library/Archives**  
**Records of Student Organizations and Student Life**  
**Guidelines on Types of Records to Send to the Campus Archives**

The primary mission of the Indiana University Kokomo Archives is to collect, organize, make accessible and preserve records documenting the campus' origins and development and the activities and achievements of its officers, faculty, students, alumni and benefactors. Documenting IU Kokomo student organizations and student life is a major objective of the Archives.

The following guidelines will assist student organizations in identifying those portions of their files that are appropriate for transfer to the Archives. This listing is based on the retention and destruction schedule approved by the IU Archives Department in Bloomington. Records commonly transferred to the Archives include, but are not limited to, the following material:

1. Key documents of departments, committees, divisions, organizations, clubs and programs of the campus: a.) constitutions and by-laws, b.) meeting minutes and proceedings, c.) meeting transcripts, d.) lists of officers;
2. Office files: correspondence, memoranda, and e-mails (incoming and outgoing) concerning administration of the organizations, projects, activities and functions of the organizations, and subject files concerning projects, activities and functions;
3. Historical files documenting policies, decisions, committee and task force reports and proceedings, questionnaires;
4. Publications: two copies of all newsletters, journals, newspapers, brochures, monographs, programs, posters, and announcements issued by the organization or its subdivisions; the Archives should be placed on organizations' mailing lists to receive all future publications;
5. Audio-visuals: photographs, digital images, films, and sound and video recordings.

**Note:** *All information formats (e.g., published, typescript, audio-visual, and electronic data, such as computer disks and files) are appropriate for consideration for transfer. For documents in formats requiring any form of machine intervention, such as videotapes and all computer files, consideration should be given to converting the documents to a format accessible to the Archives' users. Early consultation with the Library staff is encouraged for all such materials.*

Records which generally should not be transferred but scheduled for disposal after consultation with Library staff include:

1. Records of specific financial transactions;
2. Routine letters of transmittal and acknowledgment;
3. Non-personally addressed correspondence;
4. Requests for publications or information after the requests have been filled;
5. Replies to questionnaires if the results are recorded and preserved either in the Archives or in a published report.

These lists are intended as general guides. If there are questions about records not listed here or questions about the retention or disposal of specific record series, please telephone the Indiana University Kokomo Library 765-455-9521 or e-mail the Library at [iuklib@iuk.edu](mailto:iuklib@iuk.edu).

The disposition of records should be managed according to a records disposition schedule. Please do not send records to IU Kokomo Library / Archives without first consulting with the Library staff. An annual transfer of records is preferred.

**WHEN IN DOUBT, PLEASE DO NOT THROW IT OUT! CONTACT THE IU KOKOMO LIBRARY!**