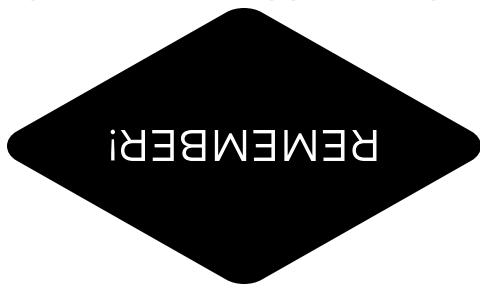


YOLO @ UA



Plan to add new stuff to the UA at least every few years. Create a guide so that future members will know what to do at archiving time!



Tell next year's leadership team about the documents you've archived as part of your transition.



We'll work with you to figure out the easiest way to transfer your files to us.



Got digital files?

Keep a list of what's in each box!



Got actual stuff? Get boxes from us and start packing!

READY TO ARCHIVE? Fill out the form at <http://bit.ly/YOLOform>

THE UNIVERSITY ARCHIVES COLLECTS DOCUMENTATION ABOUT DUKE'S HISTORY.



AND WE NEED YOUR HELP TO ENSURE YOUR GROUP IS PART OF THAT HISTORY!

TIP: This is a great job for a group historian!

- By-Laws & Constitutions
- Meeting Notes or Minutes
- Committee & Project Files
- Event & Publicity Stuff
- Photos & Video
- Correspondence / Email
- Group Website & . . .



*anything that tells your group's story!*

- Q:** Most of our group's records are digital. Do we have to print everything for the Archives?
- A:** Nope! We can archive digital documents. Talk to us about sending us stuff via Google Drive.
- Q:** Will we be able to access our records once they're archived?
- A:** Of course! You'll be able to access your group's records in the Rubenstein Library's reading room.
- Q:** Can anyone look at our records? What if some of the information is sensitive?
- A:** In general, yes, your records would be open for public research. We can talk about access restrictions--or whether or not the sensitive documents should be archived at all.



Find more info at <https://sites.duke.edu/yoloatual/>