



Student in shark mask reading *The Paisano*.  
University Archives Acc. 1998-028 (box 48).

# GOT RECORDS?

## The University Archives wants them!

Student activities and traditions are the heart of university life. The University Archives is committed to documenting the history and development of our university, and we look to student organizations to document student life at UTSA.

### What kinds of records does the University Archives want?

- Correspondence (paper or email)
- Newsletters
- Bylaws/Charters
- Meeting minutes or reports of meetings and committees
- Photographs (print or digital)
- Reports
- Histories
- Subject files about projects, activities, and functions
- Videos or other a/v material
- Scrapbooks
- Membership lists
- Publications and publicity materials – flyers, brochures

### What happens to the records once they're at the Archives?

When materials arrive at the Archives, they will receive any necessary preservation treatments and be housed in appropriate archival storage containers. Kept in a secured environment, they will be inventoried and made available for research. In some cases, materials will be featured in exhibits, both physical and online. Please contact the Archives if you have any questions about accessing records at the Archives.

### We have records to donate!

If you would like to discuss donating your organization's records to the University Archives, please contact Mark Shelstad, Head of Archives and Special Collections, at **(210) 458-2385** or [mark.shelstad@utsa.edu](mailto:mark.shelstad@utsa.edu).



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