

Donating Materials to the NSAA

Duplicates

Only one copy of a particular document, report or publication will be maintained by the NSAA.

Three-Dimensional Items

Due to limited storage space and preservation considerations, for both institutional and personal collections three-dimensional artifacts, oversized banners, table-top presentations, plaques and framed awards must be appraised by the NSAA archivist before being added to the collection. Digital copies of large 3-D items may be requested. Please contact the NSAA before sending these items.

External Storage Devices: Disks/DVDs/CDs/ Flash Drives

Storage devices are wonderful for purposes of access and ease of delivery of records to the NSAA, but not for preservation of the records they contain because most will become obsolete within five to eight years along with the software and hardware required to access the information on them. Rather than maintaining these devices in the NSAA collections, past practice has consisted of printing out digital content, though future plans include storage on digital platforms and making the records available to researchers in their original electronic format. As a result, we see both paper and electronic resources co-existing at the NSAA and will work with you to determine what formats will best achieve our goal of permanent preservation of your valuable archival records.

Donate Regularly

If your organization already has a collection at the NSAA or wishes to create one, periodic donations to keep it up to date are recommended and preferred. These could be yearly, biannually, or in some other regular fashion that would work best for both your organization and the NSAA. Please communicate with the NSAA prior to sending any materials to ensure they are appropriate for archiving. To provide the necessary continuum of records transfers to the NSAA, it is recommended that responsibility for periodically transferring inactive records become the assigned duty of a particular organizational officer. All shipping containers must be under 30 pounds.



CENTER FOR ARCHIVAL COLLECTIONS

5th Floor, William T. Jerome Library

Bowling Green State University

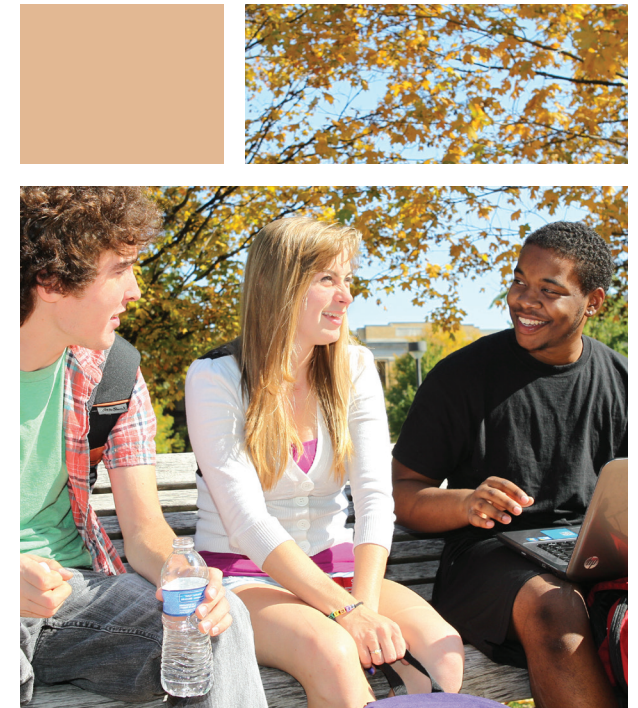
Bowling Green, OH 43403

archive@bgsu.edu | nsaa@bgsu.edu

NATIONAL STUDENT AFFAIRS ARCHIVES

AT BOWLING GREEN STATE UNIVERSITY

Center for Archival Collections



UNIVERSITY LIBRARIES

BGSU | National Student
Affairs Archives

BOWLING GREEN STATE UNIVERSITY



The National Student Affairs Archives (NSAA) is dedicated to collecting, preserving and providing access to the records of student affairs and higher education professional organizations and professionals. The Center for Archival Collections (CAC) at Bowling Green State University (BGSU) established the NSAA in 1982 in recognition of BGSU's strong historical contributions to research, education and professional training in the fields of student affairs and higher education administration. Since that time, the NSAA has developed into a major repository for the historical records of national, regional and state professional organizations in student affairs and higher education. Additional materials include the private collections of individuals who have been active in the field and relevant books and pamphlets. While NSAA acquisition decisions are not based on a specific time period, current materials in this division date from approximately 1903 to the present day.

Spotlight on the National Student Affairs Archives

As of January 2017, the NSAA holds the records of over 20 national and international professional associations, 12 regional and state professional associations, and the personal papers of about 14 individuals who were or still are active in the profession. These personal papers provide insight into the roles that both practitioners and teachers played in the development of the profession. The earliest records date from the first decades of the 20th century and document the activities, interests and concerns of the deans of women and the deans of men as they each organized into a professional group to meet, confer, and eventually form friendships and networks reaching across the nation. Soon, other associations formed around specific areas of responsibility in student affairs work, such as admissions, advising and counseling, campus activities, Greek life, orientation, residential programs, student conduct and student health. Today, the NSAA is a special collection rich in documentation on these many and varied professional associations.

The Student Affairs History Project

The Student Affairs History Project (SAHP) website is a cooperative effort between the Division of Higher Education and Student Affairs and the CAC at BGSU. The SAHP is intended for use by those with an interest in studying the student affairs profession and provides a starting point for projects; offers resources to help historical researchers use their time and resources well; and is meant to be a collaborative space for those teaching, studying and seeking understanding about the profession's past and future. The website also offers advice on what constitutes a professional association or personal archives and what to consider when donating papers to an archival institution. For information on the SAHP, visit: www2.bgsu.edu/sahp.

Organizational Records

The NSAA currently holds over 30 collections from state, regional, national and international organizations involved in student affairs and higher education administration. These collections document the histories of organizations in the field and provide researchers with perspectives on how the profession has evolved over time and the role specific organizations have played in it.

Organizational records of interest to the NSAA include:

- Minutes and agenda documents (executive, business, general, committee)
- Constitutions/bylaws/articles of incorporation
- Committee correspondence and reports (includes task force and ad hoc committees)
- Division/commission/network/region minutes, correspondence and reports
- Officer and committee rosters
- Correspondence pertaining to policies and procedures including final policy or procedure
- Conference proceedings, abstracts and programs and all summary reports
- Membership directories
- Financial reports (annual and for board meetings)
- Resolutions and position statements
- Publications (journals, newsletters, monographs, pamphlets and brochures)
- Speeches/conference papers
- Award files including lists of awardees
- Photographs and DVDs
- Video and audio recordings

Organizational records not considered archival or of interest to the NSAA:

These following records have no long-term historical value and can be disposed of by your organization after the appropriate audit periods have expired or once they are no longer of administrative value to the organization.

- Financial documents such as bills, invoices, receipts, bank statements, check books
- Conference registrations, individual evaluation forms, routine planning materials and correspondence
- Ballots
- Membership applications
- Routine memos and correspondence (paper or electronic format)
- Documents from outside the association, unless directly related to a project or publication

Personal Papers

The NSAA has about 14 collections that are comprised of the records of individuals who have been active in student affairs and higher education administration. These collections of personal papers offer insight into the careers of those who have worked in the profession and their contributions to the field. Personal papers of interest to the NSAA include:

- Publications, including manuscripts and research files
- Professional correspondence and personal correspondence if appropriate
- Documentation on professional career
- Curriculum materials
- Documentation of awards and honors
- Photographs
- Video and audio recordings



Alice Manicur, first female president of the National Association of Student Personnel Administrators