

Collecting Recommendations: Organizations and Institutions

This list provides an overview of the types of records that could have historical value for your organization or institution and that should be considered for permanent preservation.

GENERAL

- External Correspondence (with customers, general public, notable figures) & Internal Correspondence (memos, announcements, departmental)
- Event documentation (conferences, trainings, awards, community projects)
- Company history records and anniversary project files (published or unpublished)
- Materials related to the company founder, or founders (photographs, biographies, etc.)
- Military Records (e.g., defense projects, employees who enlisted, wartime efforts)

AUDIO/VISUAL/OBJECTS

- Photographs (company history, facilities, stores/branches, employees, employee events, milestones, awards, Board of Directors, executives, etc.)
- Audio-visual material produced by or for the organization (training videos, ads, professional or non-professional footage of work place/ events, recorded oral histories)
- Artifacts, machines, memorabilia, or artwork related to company

BUSINESS OPERATIONS/FINANCIAL

- Strategic and operational planning documents
- Annual reports
- Financial reports and records (audits, revenue reports, ledgers, accounting reports)
- Inventory reports, logistical planning
- Philanthropic grant files (applications, correspondence, and reports)

COMMUNITY / PUBLIC RELATIONS

- Philanthropic or community activities
- Press/news releases and announcements
- Presentations, promotional event materials

DIGITAL

- Website designs and updates
- Social media accounts and activity
- All digital files which fall into any other categories on this list

FACILITIES

- Lists of branches or production facilities (addresses, interior/exterior photographs, etc.)
- Sales stores, including development information, such as prototypes, layouts, and blueprints
- Office layouts, floorplans, seating charts, or photographs
- Plans/projects for proposed or existing facilities
- Equipment or machinery (inventories, purchase, photographs)

GOVERNANCE/MANAGEMENT

- Board of Directors (minutes, membership, meeting material)
- Executive files (speeches, correspondence, biographies)
- Organizational charts

HUMAN RESOURCES / PERSONNEL / LABOR

- HR training material
- Recruitment brochures and job descriptions
- Policies & procedures (employee handbooks, manuals, etc.)
- Internal telephone/contact directories
- Organized labor (union handbooks, correspondence, etc.)

LEGAL

- Founding documents, incorporation materials (including incorporation items for subsidiaries/facilities that may or may not be in Ohio)
- Acquisition and merger records or reports
- Real Estate records (lease agreements, property titles, etc.)

MARKETING/SALES

- Company newsletters or magazines
- Advertisements, campaigns, project files
- Marketing cost analysis and reports
- Brochures, pamphlets, menus, and product catalogs
- Logo or branding development and changes
- Sales forecasts and/or reports

PRODUCTS AND SERVICES

- Product files, recipes, assembly instructions
- Engineering drawings, blueprints, and specifications
- Client/customer presentations
- Project/Product/Service photographs
- Flow charts for specific processes or GANTT charts
- Patent or trademark applications, files (granted, rejected, and not submitted)
- Articles written by employees/organization (about project/product/industry or about the organization)

Items that WRHS may reject for donation or remove from collections:

- duplicates from within the donation or within the WRHS collections;
- materials unrelated to the subject matter of the collection;
- most published items unless unique in some way;
- materials damaged beyond usefulness;
- materials difficult to store or make available;
- plaques, trophies, or other awards;
- materials that do not have archival or enduring value