



# Historical Archives

*Strong foundations for a strong future*



## Examples of UniSQ Memorabilia

The items considered for donation must relate to the University's history. All potential collection items are subject to appraisal processes before being accepted or declined by the Historical Archives.

### ADMINISTRATIVE, FINANCIAL AND LEGAL RECORDS

- Annual reports
- Other high-level reports
- Early history and founding documents
- Operating plans, charters, by-laws, etc
- Official correspondence
- Records of University properties and locations (including blueprints)
- Meeting minutes

### MARKETING MATERIAL

- Ephemera (including brochures, posters, pamphlets, postcards, invitations, etc.)
- University magazines, newsletters, gazettes
- Advertising correspondence
- Related external published articles (newspaper, magazine and advertisement)

### CHANCELLOR/VICE-CHANCELLOR/EXECUTIVE FILES

- Speeches
- Correspondence
- Position/opinion papers

### RESEARCH AND INTELLECTUAL PROPERTY

- Inventions models, designs, research (samples from all business and teaching areas of the University)
- Paperwork about patents, copyrights and other records of research and invention testing

### AUDIO-VISUAL MATERIALS

Film, tape, video, CDs and DVDs recording:

- Interviews, training, promotions, events, etc.
- TV commercials and other advertising
- News coverage
- Oral history interviews or other recorded history projects

### PHOTO FILES

- Foundation construction, buildings, facilities and landscaping
- Early history: photos of founding staff/students
- Professional photos: marketing and advertising photos, open days, community engagement
- Photos of employee celebrations, student graduations, milestone events, special occasions

### DIGITAL FILES

- Website backup and records of past sites

- Digitization of existing records, especially film and video recording that cannot easily be played in the original form

#### CORPORATE & COMMUNITY ENGAGEMENT HISTORY

- Documents and photos relating to the University's engagement in particular communities and with governments across towns, regions and countries
- Awards or recognition for employees, Schools, Offices, Divisions and other UniSQ entities
- Records, reports and correspondence of University giving/charity involvement including sponsorship and bursaries
- Awards for sustainability and environmentally responsible initiatives

#### OTHER ARTEFACTS

- Memorabilia and awards
- Official clothing including academic robes and 'branded' items
- Business machines – typewriters, adding machines, early computers
- Other machines and tools – used in research and teaching

**For donation offers or further information please contact:**

**University Archivist**

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