

The Kaldron
Raymond P. Shafer

Search Merrick Archives



[Click here for printable version of table](#)

IDEAS Center Records

Description	Examples	Notes	Due at Archives
Records of Student Organizations	African Students Assoc., A5, Gender and Sexuality Alliance, ABC, Assoc. for Caribbean Students, South Asian Club, Union LatinX	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)	At time of publication
Records of Key Programs	Event program and Publicity documents		At time of publication
Reports	Annual Report to Dean of Students	Not currently produced, see Dean of Students for Schedule	Collected and sent by Dean of Students Office

[Edit this entry.](#)