



Don't throw it away! Here's a list of campus "treasures" that must be kept forever

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Have you ever wondered what would happen if, in fifty years, someone wanted to write about the history of our campus, but the proof of its establishment had become a packet of peanuts? Or, what if there are successful alumni who need to verify their diplomas but the data is lost to the earth?

In the world of archival management according to ANRI standards, there are documents classified as "**Static Archives**," also known as **Permanent Records**. These documents hold historical, legal, and collective memory value and have no expiration date.

Go check your desk or your faculty's storage room! If you come across any of the documents listed below, secure them and never even think about destroying them.

1. The "Birth Certificate" of the Campus & Academic Program

These are the cornerstone documents. Without them, an institution is considered illegal.

- **Decree on the Establishment of a Higher Education Institution:** An official letter from the minister or government.
- **Decree on the Establishment of an Academic Program:** Proof that the program is recognized by the state.
- **Campus Statutes:** Your campus's "Constitution."

2. Alumni Academic Records (Master Data)

Don't take this lightly, as it affects the lives of many people!

- **Student Register:** A list containing the complete history of students from admission to graduation.
- **Transcripts & Diploma Copies:** The master data for graduation. This is the last line of defense in the event of future diploma disputes.
- **Old Syllabi & Curricula:** Believe it or not, these are important for tracking the evolution of knowledge over time.

3. The "Face" of Leadership & Strategic Policies

Who leads and what they decide will shape the character of the campus.

- **Rector/Dean Appointment Decrees:** The lineage of campus leadership.
- **Senate Meeting Minutes:** Records of key discussions behind the creation of major campus policies.
- **International Memorandums of Understanding (MoUs):** Evidence of the campus's footprint on the global stage.

4. Documentation of Historic Events

Archives aren't always just stiff text on yellowed paper.

- **Building Inauguration Photos:** Visuals showing how the campus transformed from a forest or vacant lot into a magnificent campus.

- **Recordings of Speeches by Key Figures:** For example, when the campus hosts state guests or world leaders.
- **Legendary Achievements:** From the first accreditation certificate to international awards won by students or faculty.

5. World-Changing Research Findings

For public universities specifically, research results are intellectual assets.

- **Final Reports on Flagship Research:** Especially research that results in patents or intellectual property rights (IPR).

Simple Tip: "Secure It Now or Regret It Later"

If you find the documents listed above still scattered on open shelves or even just stored on a personal *flash drive*, immediately do these two things:

1. **Digitize:** Scan them at high resolution and upload them to the **Srikandi** app to ensure their digital records are secure.
2. **Submit to the Archives Unit:** Don't keep them in your desk drawer. Submit them to the Central Archives Unit on your campus so they can be stored according to proper temperature and humidity standards.

Archives are like insurance; they may seem like a hassle to manage, but they'll be a lifesaver when we need evidence in the future. So, are you ready to become your campus's "Hero of History" today?

Tags

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