



## ***Donating to the Arkansas State Archives: Frequently Asked Questions***

### **What can I donate?**

The Arkansas State Archives takes archival material that is culturally and historically significant to Arkansas. Archival material includes: state agency records, family papers, business or organizational records, county and school records, ledgers, newspapers, photographs, compiled family histories, scrapbooks, film, negatives, electronic records, art, artifacts, and more. The ASA collaborates with the Black History Commission of Arkansas (BHCA) to acquire historically significant material on black communities across the state.

### **How can I determine if what I have is culturally or historically significant?**

If your material uniquely helps tell part of the story of Arkansas and can benefit historians or genealogists it may qualify! We would love to hear from you if you need additional guidance. We encourage you to call, email, or use the "Donate Materials" form on our website and talk to a staff member about how to donate your materials.

### **What is the donation process?**

Typically the first step is for an archivist to perform a quick assessment of your materials. Then we may ask you to fill out a deed of gift which legally transfers the material to the ASA. A copy of the deed will be sent to you once it has all the appropriate signatures. Depending on where you are located and how much you are donating, we will work with you to move the material to the appropriate ASA facility.

### **There's more than one AHC location?**

Yes. The Arkansas State Archives' main offices are located in Little Rock near the State Capitol; but the agency maintains two regional archives. The Northeast Arkansas Regional Archives (NEARA) at Powhatan collects material on a 16-county region in northeast Arkansas. The Southwest Arkansas Regional Archives (SARA) collects material on a 12-county region in southwest Arkansas.

### **What happens to my donated material?**

Your donation is carefully processed by trained staff members to ensure its longevity. Using archival standards, the material is then described and made available for research.

### **What if I'm not ready to hand over my material yet?**

We understand that your materials may be very important to your family or organization. The ASA has options for copying your materials including microfilming and scanning. Another option is to include the ASA, NEARA, SARA, or BHCA in your will as the recipient of your records or artifacts.

**Arkansas State Archives**  
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501-682-6900

**Northeast Arkansas Regional Archives**  
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northeast.archives@arkansas.gov  
870-878-6521

**Southwest Arkansas Regional Archives**  
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201 Highway 195 South, Washington, AR 71862  
southwest.archives@arkansas.gov  
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