

ARCHIVING AND THE METHODIST SCHOOLS

The primary purpose of an Archive is to preserve the life and traditions of the school, such that future generations will understand and appreciate the past, and be able to make *informed* decisions about new directions – without being chained to the past.

Managing the archives which have a historical, legal, research and administrative value will strengthen a school's sense of history and tradition.

- **What are some of the materials/information that can be systematically archived?**
 - School magazines
 - Commemorative magazines
 - School publications
 - Significant news about the school
 - Examination results
 - Teachers' records
 - Students' records
 - Donations / Contributions received
 - Photos and pictures, properly identified

- **Who will be the users of these records?**
 - Students
 - Teachers
 - Administrators
 - Parent-Teachers Association
 - School Board Members
 - Writers
 - Media feature writers
 - Reporters
 - Scholars
 - Artists
 - Architects
 - Alumnae
 - Genealogists

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