

University for the Common Good

Your Story – Your Archive

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Archives are full of stories



Why create an archive?

Providing resources for

- Putting together funding applications, annual reports
- Strategy planning and decision making
- Marketing or events

Ensuring safety of

- Records essential for legal and statutory purposes
- Key documents for business continuity

Creating a bank of definitive master files

- Less time spent looking for records, or most upto-date version
- Less storage space required







Welcome to the Social Enterprise Archiving Toolkit

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The Scottish Government funded Social Enterprise Archiving Toolkit (SEAT) helps people value and share their stories and ensure that they are kept safe for futur generations

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Social Enterprise Archiving Toolkit

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Collecting and sharing stories benefits everyone

- Understanding of the past
- Sense of belonging
- Emotional connection
- Evidence
- Learning from the past
- Inspiration





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