



Records for Permanent Preservation in the Videogame Industry

Key Records

The following records are of historical interest both to the business and the wider research and archive community.

- Constitutions/Rules/Memorandum & Articles of Association
- Statutory registers e.g. register of directors
- Board and committee minutes
- AGM minutes and papers
- Annual reports and accounts
- Summary membership records
- Publications produced by the business
- Photographs and publicity materials
- Scrap books and albums
- Minutes of development meetings
- Shareholder Reports (including annual reports)
- Investor Reports (including game investment reports)

Other Record Types

The following records should also be selected for permanent retention. Records that:

- summarise the businesses key aims and objectives
- record key events in the business's history or local area
- document the company's ownership of assets
- illustrate the businesses relationship with key bodies such as the local Council or industry bodies

Breakdown of Key Record Types

Corporate/ Governance

Memorandum and Articles of Association	Business continuity plans	Major contracts and agreements
Minutes	Company prospectus	Business plan
Annual Reports	Register of directors	Business correspondence
Directors' Reports	Register of shareholders	Company structure
Board papers	Trademarks and patent files	
	Major project files	

Financial

Journal ledgers	Annual accounts	Balance sheets
Day books	External audit reports	Profit/ loss sheets
Nominal and Private ledgers	Finance minutes	Pre 1920s invoices (if detailed)

Production

Stock books	Job files (particularly significant projects)	Copyright (including infringement documentation and DMCA's)
Technical records	Photographs/negatives	Digital Rights Management (DRM) policies and guides
Product manuals	Design Manual/bible	
Product files	Initial Game Concepts	
Laboratory books		
Pattern books/ sample books		

Communications

Press cuttings and articles	Speeches	Circulars to shareholders
Key media events	Promotional brochures	Corporate correspondence
Corporate communications		

Human resources

Manuals and employee handbooks	Performance management	Non-Disclosure Agreements
Accident register	Training manuals and literature	
Organisational charts		

Staff records

Wages books

Staff photos

Staff clubs and societies

Internal Game Jams

Staff magazines and other publications

Committee minutes

Fanzines

Event photos (eg social, awards, sport)

Memorials/plaques

Staff Games

Property records

Property deeds

Asset registers

Photographs of premises

Architectural plans and

drawings of site/ buildings

Sales and marketing

Advertising material

Product packaging, samples, pattern books

Point of Sale

Marketing campaign literature

Marketing campaign material (released: online and press)

Brochures

Market research

Major customer files

Marketing plans (target customers etc)

Order books

Price lists

Press release packages

(including objects)

Product and service catalogues

Pitch Documents

Launch events

Sales figures

Technical records

Plans/drawings/photographs of products/processes

List of Easter Eggs

General arrangement/as built plans/final drawings

Videogame Manuals

Sketches (for 'significant' projects)

Concept Art and documents

Demos

Game Development Kit (plus documentation)

Vertical Slices

Game Code (including versions and engine code)

Test Levels/maps/code

Game Concepts

Videogame Prototypes

Character Art/reference sheets

Objects

Memorabilia

Point of sale objects

Trophies/awards/certificates

Signs

Advertising examples

Artwork

Game/Branded Merchandise

Game Consoles

Game Discs

Game Boxes

Special Edition game releases