

Transferring Permanent College Records and Memorabilia to the Archives Policy

December 11, 2007

Background: Permanent records have either artifactual or informational value which makes them desirable to keep in perpetuity. These artifactual or information records and materials are typically sent to the Archives.

Policy: Permanent records should be transferred to the Archives when they are no longer used in daily operation of the office and are seldom referred to. Records can be sent to the Archives at any time, but prior arrangements shall be made with Archives staff so the shipment will be expected.

Types of college records with archival value:

- Letters of incorporation;
- Annual Reports
- Policy statements;
- Correspondence about policy, programs, and major events that record the history of the department or office; includes related files and attachments;
- Reports, surveys, planning documents;
- Procedure manuals and guidelines,
- Meeting agendas, minutes, and reports for staff, advisory and other committees or groups;
- Professional association and organization records that document faculty or staff involvement;
- Press releases and newspaper clippings;
- Faculty, staff, student and alumni publications;
- Official publications;
- Photographs, slides, audio and videotapes and discs;
- Brochures, pamphlets, and posters;
- Grant final reports;
- Program accreditation records;
- Celebration and special event records.
- Architectural Drawings
- Vital Records

Procedure: When transferring archival print materials to the College Archives, please follow these procedures:

1. Conduct a Records Survey to identify and separate active records or ephemeral material.
2. Obtain boxes for your records (see *Appendix D*)
3. Fill boxes (from front to back)
4. Make a list of box contents/inventory
5. Complete the first page of the Archives Accession Form (*Appendix C*)
6. Contact the College Archives in advance of delivery so we know it is coming.

7. Put in a work order to arrange delivery to the College Archives (Locked) Cage on the 3rd floor of Shain Library. Please do not leave archival materials outside the Archives door or on the Shain Library loading dock.
8. Upon delivery, notification will be sent to originating office.

When transferring digital records to the Archives, please contact the Archives and Special Collections Librarian for instructions.