

UNIVERSITY REPOSITORIES

ADMINISTRATIVE PROCEDURES

MISSION STATEMENT

New York University
New York University Libraries
New York, New York

I. Introduction

The New York University Archives serves as the final repository for the historical records of New York University. Its primary purpose is to document the history of the University and to provide source material for administrators, faculty, students, alumni, and other members of the University community, as well as scholars, authors, and other interested persons who seek to evaluate the impact of the University's activities on the history of American social, cultural, and intellectual development.

II. Core Mission

The core mission of the University Archives is as follows:

- To appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to New York University
- To provide adequate facilities for the retention and preservation of such records
- To provide information services that will assist the operation of the University
- To serve as a resource and laboratory to stimulate and nourish creative teaching and learning
- To serve research and scholarship by making available and encouraging the use of its collections by members of the University and the community at large
- To promote knowledge and understanding of the origins, aims, programs, and goals of the University, and of the development of these aims, goals, and programs
- To implement records management by formulating policy and procedures that will ensure the collection and preservation of archival materials.

Texas Tech University
Southwest Collections/Special Collections Library
Lubbock, Texas

Mission Statement

The University Archives serves as the institutional memory for Texas Tech University by collecting, preserving and making accessible to researchers such materials as administrative and faculty records, publications, photographs, video and audio materials. These materials document the legal, historical, fiscal, administrative and intellectual aspects of the university, as well as the cultural and social aspects of student life.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

TRANSFER GUIDELINES

Iowa State University
University Libraries Special Collections
Ames, Iowa

Procedures:

A. Transfer of Records—The transfer of University records to the University Archives must be in accordance with the “Iowa State University Schedule for Records Retention and Disposition.” The University Archives will accept University records which are scheduled for permanent retention only. It will not accept records which are scheduled for destruction. University records considered for transmittal to the University Archives for permanent retention must be reviewed and appraised by the Head, Special Collections, prior to transfer acceptance. All transfer of records must be placed in acid-free records cartons (supplied by the University Archives) and accompanied by a listing of the contents. Please consult the University Archives’ Policy and Procedure for Transfer of University Records for procedure explanation and compliance.

B. Deed of Gift/Transfer of Records Forms—The University Archives will not accept materials without a legal transfer of title through a deed of gift, deposit agreement, transfer of records form, or other official acknowledgement. All transmittal forms must be signed by the Head, Special Collections, and the donor/official from the transferring office.

C. Loans and Deposits—Materials loaned or deposited with the University Archives will be accepted when the conditions for acceptance are favorable to the University Archives and the Iowa State University Library.

D. Closed Collections—The University Archives will not accept materials that are closed to the public in perpetuity.

E. Deaccessioning—Duplicates and materials that do not reflect the University Archives’ collecting areas or do not possess sufficient archival value may be deaccessioned, subject to the documented terms of acquisition, University regulations, and state and federal laws.

F. Revision of Policy—The University Archives reserves the right to amend its collection development policy at any time.

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Transferring Materials to the University Archives

All university records should adhere to the records retention schedule. Once records become inactive, only those that have been determined as having permanent value should be transferred to the University Archives. All others should be disposed of according to the manner cited in the records retention schedule. When in doubt, don’t throw it out but rather call the University Archivist for help.

When sending items to the University Archives, records should be kept in their original order and folder [i.e., never loosely dumped], boxed in a sturdy container, and have attached a sheet stating who is the sender/department, a contact phone number and a listing of what records are enclosed. Preferably, materials should not be sent without first making contact with the University Archivist.

Donors not currently affiliated with Texas Tech, such as alumni, should contact the University Archivist directly.

UNIVERSITY REPOSITORIES ADMINISTRATIVE PROCEDURES

Indiana University Bloomington
Office of University Archives and Records Management
Bloomington, Indiana

Transfer guidelines for personal papers of faculty and staff

The Office of University Archives and Records Management is the repository on the IU Bloomington campus primarily responsible for collecting the personal papers of prominent Indiana University faculty and staff. The personal papers of faculty and staff provide a rich source for historical research. If you are interested in discussing the transfer of your papers, please contact...

The following guidelines will assist faculty and staff in identifying those portions of their files that are appropriate for transfer to the Archives. This list is by no means definitive or exhaustive. It is intended as a general approximation of materials that reflect and illuminate the careers of Indiana University faculty and staff members. Materials not specifically cited below that contribute toward documenting faculty and staff careers are, of course, welcome.

Papers commonly transferred to the Archives include, but are not limited to, the following materials:

Biographical material

Resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, genealogies, and newspaper clippings

Correspondence

Official: outgoing (copies and/or drafts) and incoming letters and memoranda generated in the course of conducting university business

Professional: outgoing and incoming letters relating to all facets of one's academic career, including correspondence with colleagues, publishers, professional organizations and students

Personal: letters to and from friends, relatives and business associates

Diaries, notebooks and appointment calendars

Classroom material

Lecture notes, overheads, slides, syllabi, course outlines, reading lists, examinations, and student papers

Research files

Outlines, research designs, raw data, notes, analyses and reports of findings

Departmental and committee records

Agenda, minutes, reports, correspondence and related material

Drafts and manuscripts of articles, books, reviews and speeches

Published articles and monographs

Audiovisual material

Tapes, videotapes and films documenting personal and professional activities and/or Indiana University events or subject matter

Photographs

Prints, negatives, slides and digital images documenting personal and professional activities and/or Indiana University events or subject matter.

Memorabilia

Documents which generally should not be transferred without prior consultation with the Archivist include:

Detailed financial records, canceled checks, and receipts

Non-personally addressed mail and routine letters of transmittal and acknowledgment (i.e., "Junk Mail")

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Duplicates and multiple copies of publications, course materials; all other duplicate material: transfer only the original and heavily annotated copies

Reference collections of books, research papers, journal articles, and reprints written by other persons
However, any of these publications that contain your annotated remarks or notes should be transferred to the Archives.

WHEN IN DOUBT, PLEASE DO NOT THROW IT OUT! CONTACT THE UNIVERSITY ARCHIVES!