

UNIVERSITY REPOSITORIES

FORMATS AND TYPES OF MATERIAL COLLECTED

FACULTY PAPERS

Iowa State University
University Libraries Special Collections
Ames, Iowa

The Papers of Iowa State University Faculty

As an important part of its mission of documenting the life of the Iowa State University community and placing it in a broader social context, the University Archives actively seeks to acquire, organize, and make available the personal and professional papers of the Iowa State University faculty. Faculty papers offer insight into the history and operation of the University that otherwise may be lost by relying only on official administrative records. They reveal professional interests and opinions that frequently clarify matters mentioned in the official records of the central administration. Faculty papers document the academic life of the University and relate one's academic career to his or her total interests, thereby constituting an important record. Personal viewpoints expressed in personal correspondence and documentation resulting from service on academic committees may provide a better basis for understanding the University than official records from administrative offices alone. Without a broad range of faculty papers available for consultation, the University Archives cannot provide a full complement of perspectives regarding the historical activities of Iowa State University.

Types and Formats

The following types of documentation reflect and illuminate the careers of the Iowa State University faculty and are sought by the University Archives: official, professional, and personal correspondence; biographical material; photographs; tape recordings; class lecture notes and syllabi; research files; departmental or committee minutes and records; drafts and manuscripts of articles and books written; and diaries, notebooks, and memorabilia.

The Iowa State University Archives is committed to preserving selected faculty papers and to making them available for research as soon as possible. At the same time, it has an obligation to guard against invasion of privacy and to protect the confidentiality in its records in accordance with law. Therefore, every private donor has the right to impose reasonable restrictions upon his or her papers to protect confidentiality for a reasonable period of time. Restrictions on access are for a fixed term and are determined at the time of donation. The University Archives does not accept agreements that restrict access to material in perpetuity or does not supply a specific date releasing the restriction. It encourages minimal access restrictions consistent with the legal rights of all concerned.

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

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

Acquisition of Faculty Papers

The University Archives acquires, processes and makes available for patrons the personal and professional papers of Texas Tech faculty, several of whom are also senior administrators within the organization.

The decision to accept faculty papers into the University Archives holdings is determined by the size and extent of the collection and the faculty member's:

- reputation and output as a scholar
- involvement in the academic, social and administrative life of the university
- involvement in related discipline organizations and institutions
- willingness to allow unrestricted access to the papers

Below are the types of materials sought after in each faculty collection. Please note that only 1 copy is needed of each type:

- Curriculum Vitae and other forms of biographical information
- Research and personal diaries and notebooks
- Final research results and reports
- Oral history interviews and other forms of sound recordings
- Off-prints and other scholarly publications produced by the faculty member, including speeches, presentations, technical reports, and unpublished articles
- Correspondence with colleagues
- Documents relating to the faculty member's professional and research organization involvement
- Grant proposals
- Teaching materials written by the faculty member such as lecture notes, course outlines, course syllabi, guidelines for research papers, lab manuals, and workbooks
- Photographs of the faculty member, including those of his colleagues, campus activities, research activities and equipment
- Memorabilia such as news clippings, scrapbooks and videos documenting the faculty member's professional and community work
- Committee and departmental meeting minutes and agendas

Below are the types of materials NOT sought after in each faculty collection, due to limited storage space and retention times set by the university's records retention schedule:

- Raw research data [consult the University Archivist first before disposal]
- Personal financial records such as bank statements and cancelled checks
- Travel vouchers and receipts
- Time sheets
- Student grades of any kind
- Medical records
- Trophies and plaques [consult the University Archivist first before disposal]
- Junk mail
- Miscellaneous reference materials such as popular magazines and newspapers [unless there is an article on or written by the faculty member]
- Faculty Papers in the University Archives

Currently, there are several collections of faculty papers residing in the University Archives. Most are listed under the name of the donor, which is generally the faculty member. [Click here](#) to go to the manuscript finding aids.

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ARTIFACTS

Iowa State University
University Libraries Special Collections
Ames, Iowa

Artifacts or Three-Dimensional Objects

The University Archives seeks to collect artifacts that further the Department's mission to identify, select, preserve, create access to, provide reference assistance for, and promote the use of rare and unique research materials that support major research areas of Iowa State University. This includes rare and unique objects pertaining to Iowa State University, agriculture and rural life, science, and technology. The Department will consider for inclusion in the collection artifacts that contain well-documented provenance (1) and are in fair and original condition. The Department will limit collecting to items that can be reasonably preserved, cared for, stored, and made accessible for research and exhibit purposes.

[1] *Provenance includes where, how, and by whom the item was created, acquired, and/or used; how the donor came to possess the artifact; and any other pertinent information regarding the object.*

Official Records

Iowa State University
University Libraries Special Collections
Ames, Iowa

Official Records, Papers, and Publications of Iowa State University

These records (which give evidence about the functions, policies, and decisions of the University) include among many different forms correspondence, reports, minutes, directives, announcements, publications, architectural and building plans, machine-readable files, and any other material produced by the University in pursuance of its functions. Faculty and professional & scientific personnel records are retained by the Provost's Office. The disposition of student records will be at the discretion of the Deans and the Registrar's Office. The University Archives also collects all publications, newsletters, or booklets distributed by Iowa State University including catalogs, yearbooks, student newspapers, University directories and faculty/staff rosters, faculty and administrative newsletters and publications, and alumni publications. Audiovisual records documenting the development of the University such as photographic prints and negatives, slides, motion picture film, oral history interviews, audio and video tape, discs, and recordings are solicited as well as dissertations and theses. Machine-readable data files generated for conducting University business will be considered for permanent retention as well. The University Archives may maintain security copies of microfilm produced by any vital records program. Maps, prints and drawings documenting the physical growth and development of the University form an important part of the collection and will be collected as well. The University Archives will consider retaining selected artifacts relating to the history of Iowa State University.

STUDENT ORGANIZATION PAPERS

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

Indiana University Student Organizations

Guidelines on types of records to send to the University Archives

The primary mission of the Office of University Archives and Records Management is to collect, organize, make accessible and preserve records documenting Indiana University's origins and development and

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

the activities and achievements of its officers, faculty, students, alumni and benefactors. Documenting IU student organizations/student life is a major objective of the Archives.

The following guidelines will assist student organizations in identifying those portions of their files that are appropriate for transfer to the Archives. Records commonly transferred to the Archives include, but are not limited to, the following material:

1. Constitutions and by-laws, minutes and proceedings, transcripts, lists of officers;
2. Office Files: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities and functions;
3. Historical files documenting policies, decisions, committee and task force reports and proceedings, questionnaires;
4. Publications: three record copies of all newsletters, journals, brochures, monographs, programs, posters, and announcements issued by the organization or its subdivisions; the Archives should be placed on organization's mailing lists to receive all future publications;
5. Audio-visuals: photographs, digital images, films, and sound and video recordings;

Note: All information formats (e.g., published, typescript, audio-visual, and electronic data, such as computer disks and files) are appropriate for consideration for transfer. For documents in formats requiring any form of machine intervention, such as videotapes and all computer files, consideration should be given to converting the documents to a format accessible to the Archives' users. Early consultation with the Archivist is strongly encouraged for all such materials.

Records which generally should not be transferred but scheduled for disposal after consultation with the Archivist include:

1. Records of specific financial transactions;
2. Routine letters of transmittal and acknowledgment;
3. Non-personally addressed correspondence;
4. Requests for publications or information after the requests have been filled;
5. Replies to questionnaires if the results are recorded and preserved either in the Archives or in a published report.

These lists are intended as general guides. If there are questions about records not listed here or questions about the retention or disposal of specific record series, please e-mail the Archives at archives@indiana.edu.

When ready to transfer records, please review and follow the procedures outlined in the Procedures for Transfer of University Records.

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

ADMINISTRATIVE PAPERS

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

Office records of campus administrative and academic units

Guidelines on types of records to send to the University Archives

The Office of University Archives and Records Management is the official repository for the records of Indiana University that have long-term historical, legal, fiscal and administrative value. The mission of the Archives is to manage and make accessible these information resources in support of administration, teaching, research and service. When ready to transfer records, please review and follow the procedures outlined in the Procedures for Transfer of University Records.

UNIVERSITY REPOSITORIES FORMATS AND TYPES OF MATERIAL COLLECTED

The following guidelines will assist administrators, faculty and staff in identifying those portions of their files that are appropriate for transfer to the Archives. Records commonly transferred to the Archives include, but are not limited to, the following material:

- Constitutions and by-laws, minutes and proceedings, transcripts, lists of officers of University corporate bodies;
- Office Files: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities and functions;
- Historical files documenting policies, decisions, committee and task force reports, questionnaires;
- Publications: three record copies of all newsletters, journals, brochures, monographs, programs, posters, and announcements issued by the University or its subdivisions; the Archives should be placed on college, department, and office mailing lists to receive all future publications;
- Audio-visuals: photographs, digital images, films, and sound and video recordings; Personal papers of students, faculty, and staff that relate to the University's work.

NOTE: All information formats (e.g., published, typescript, audio-visual, and electronic data, such as computer disks and files) are appropriate for consideration for transfer. For documents in formats requiring any form of machine intervention, such as videotapes, kinescopes, and all computer files, consideration should be given to transferring the equipment needed to access the documents or, preferably, converting the documents to a format accessible to the Archives' users. Early consultation with the Archivist is strongly encouraged for all such materials.

Records which generally should not be transferred but scheduled for disposal after consultation with the Archivist include:

- Records of specific financial transactions;
- Routine letters of transmittal and acknowledgment;
- Non-personally addressed correspondence such as "Deans and Directors" memoranda (except for one record copy from the issuing office)
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires if the results are recorded and preserved either in the Archives or in a published report.

These lists are intended as general guides. If there are questions about records not listed here or questions about the retention or disposal of specific record series, please e-mail the Archives at archives@indiana.edu.

IF RECORDS ARE NOT LISTED ON A RECORDS DISPOSITION SCHEDULE, DO NOT THROW THEM OUT! PLEASE FIRST CONTACT THE UNIVERSITY ARCHIVES!