

Records to Transfer



UNIVERSITY ARCHIVES

The University Archives is the repository for all non-current, inactive official university records that have sufficient value to warrant their preservation. Records commonly transferred to the Archives include:

- 1) Constitutions and by-laws, minutes and proceedings, transcripts, organizational charts, lists of officers of University corporate bodies;
- 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, questionnaires;
- 4) Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the University or its subdivisions (the Archives should be placed on college, departmental, and office mailing lists to receive all future publications);
- 5) Audio-visuals: photographs, films, and sound and video recordings;
- 6) Artifacts of significance to the history of the university.