

Records Collected for University Archives

The University Archives is the official repository for all non-current, inactive official records of Georgia State University and former Georgia Perimeter College campuses that have sufficient value to warrant their preservation. The University Archives collects documentation of high-profile university events, student life, alumni relations, athletics, campus planning and development, government and community relations, and changes and growth of the University.

The following types of records, in both physical and digital formats, are commonly transferred to the Archives.

Records Collected Comprehensively

- Accreditation reports and supporting documentation
- Annual reports of the university
- Annual budgets and audit reports
- Minutes, memoranda, correspondence and reports of the university's governing board
- All publications distributed in the name of the university and its subdivisions, including programs, journals, monographs, newsletters, brochures, posters, announcements, course catalogs, special bulletins, yearbooks, student newspapers, university directories and faculty/staff rosters, handbooks, fact books, and alumni magazines
- Correspondence, subject files, and reports produced by key administrative officers or their offices (e.g., chief executive, chief academic affairs officer, chief public relations officer, chief student affairs officer)
- Reports of the offices for institutional research, development, and admissions
- Minutes, memoranda, and reports of all major academic and administrative committees, including the faculty senate and its committees
- Constitutions and by-laws, minutes and proceedings, transcripts, organizational charts, and lists of officers of University corporate bodies
- High-level organizational charts and plans, including University-wide strategic, academic, marketing or public relations, affirmative action, and master campus plans

Records Collected Selectively

- Correspondence, subject files and reports of the chief officer of units of the school operating with a high degree of independence, such as colleges and major research institutes
- Audiovisual materials documenting the development of the institution, such as still photographs and negatives, motion picture films, oral history interviews, and audio and video tapes
- Alumni records, including minutes of the alumni association
- Departmental records, including minutes, reports, syllabi, and sample test questions

- Plans and organizational charts at the department or college level
- Personnel records of retired, resigned, or deceased faculty
- Reports of research projects, including grant records
- Records of student organizations
- 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
- Maps, plats, deeds, and other property records documenting physical growth and development
- Records of the registrar, including timetables and class schedules, noncurrent student transcripts, enrollment reports, graduation rosters, and other reports issued on a regular basis

Formats Accepted

The University Archives accepts historically significant records in many forms, including but not limited to the following:

- Print documents
- Electronic documents
- Photographs
- Sound and moving image recordings
- Microforms
- Emails
- Spreadsheets and databases
- Disks and drives
- Artifacts

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