

**Union College
Institutional Archives Procedures**

I. Preparing Records for Transfer to the Archives. (Acquisitions)

The departmental records coordinators and college archivist will work together to determine the most appropriate organization for the records from each department. Generally, as much as possible records should retain the original order in which they functioned within the office. In order to maintain security and confidentiality, records coordinators will be responsible for re-housing records for preservation. However, if time is an issue and there is no objection from the department, library staff or volunteers may assist with this process.

1. The records coordinator will identify the records to be transferred, first removing documents which do not need to be retained, and obtain acid free folders and boxes from the college archivist. See appendices for more information on what to retain and what to discard.
2. All documents which are to be retained permanently will need to be transferred from their original folders to new acid-free folders. Labels should be copied verbatim in pencil on the new acid-free folders.
3. Move documents from old to new folders in exact order. Original order is important in maintaining the historical record. Staples, paperclips, and other non-paper objects should be removed. If the non-paper object is significant, consult with the college archivist.
4. If newspaper clippings are included in the files, replace the newsprint with a photocopy. The newsprint may be discarded because it is highly acidic and will damage the other items in the folder.
5. As each box is prepared for transfer attach the *Records Inventory and Transfer Form* documenting the contents by department or committee of origin, series, and date range of the documents enclosed.

The records are now ready to travel to the archival facility.

II. Processing

Once the records have been delivered to the archive, the college archivist will consult with the departmental records coordinator to verify that all of the proper preservation steps have been taken. The records will then be processed into the appropriate records (closed) or archives (open) collections. Each box will be labeled with the following information:

Union College
Institutional Archives
Department or Committee
Series
Date

Records Inventory and Transfer Form will be kept on file.

III. Approval and Procedure Review

President's Council approved October 8, 2009.

This policy will be reviewed annually by the Union College Archives Committee. Minor changes may be made by the committee. Substantive changes should be recommended to President's Council.

Appendix I

Note: These categories are intended to start the records management/archival process. As record series are established, this table will be edited to match. It may also be reorganized by department.

Codes: 00=years
 U = useful life
 PERM = permanent
 Archives = Institutional Archives
 D = discard/erase
 R = review for later decision
 AR = Academic Records

Title of Record Series	Retention in Office	Retention Closed Records	Final Disposal	Comments
Administrative Procedure Manuals			Archives	
Advancement Reports			Archives	
Annual budgets / audits Financial statements			Archives	
Assessment reports			Archives	
Brochures and programs for concerts, plays, exhibits, or other events			Archives	
Calendars			Archives	
Class schedules			Archives	
Constituting documents			Archives	
Correspondence			Archives	
Enrollment records			Archives	
Enrollment reports			Archives	
Faculty vitae			Archives	
Game Schedules			Archives	Varsity Sports
Graduation Rosters			AR	
Grant Records			Archives	
Health & Immunization Records	10 yrs	--	D	Includes student medical reports
Institutional research reports			Archives	
Minutes			Archives	
Newsletters, magazines, and/or journals			Archives	
Notes from meetings			Archives	
Other records of student organizations			Archives	

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Other reports			Archives	
Personnel records (retired, resigned, terminated, or deceased) Payroll records		PERM		
Policy statements / reports			Archives	
Public relations reports			Archives	
Research projects			Archives	
Sample test questions	U	--	D	
Self-studies			Archives	
Student files (departmental)	U+3	--	D	Academic & employment
Subject files	U		Archives	
Substantive memoranda			Archives	
Surveys			Archives	
Syllabi			Archives	
Team Rosters			Archives	Varsity sports
Transcripts	PERM	--	AR	
Vital Records				
Web Site	U	--	Archives	
Work orders	U	--	D	

Appendix II

What Can I Throw Away?

All duplicate copies, masters, and supplies should be eliminated from the files after first making sure a good copy of records remain. The following items are usually without value and can be discarded once their useful life is past:

- Announcements (keep announcements in form of a program if generated by your entity)
- Applications (except admissions and employees)
- Appointments, letters and memos setting up appointments
- Ballots (be sure to keep record of final vote)
- Budget draft papers (keep the final copy)
- Checks, canceled
- Class materials: textbooks, workbooks, handouts, etc., but keep syllabi and course outlines
- Copies of widely circulated documents, including e-mail: agendas, lists, minutes, manuals, reports, and memoranda, unless your office is the office of origin
Copy or final draft for publication (programs, calendars, reports, etc.—after publication)
- Covering letters and memos
- Directives and instructions received
- Drafts—once the final paper, report, program, budget, publication, etc. has been issued or published.

Note exceptions: Those drafts which could add significant insight into the creators thought processes as he/she worked on the material, especially speeches, addresses. Major planning documents, save preliminary discussion documents, background reports, and drafts which contain substantive differences from the final version.

- Financial records, routine and interim—a year old: cash receipt, delivery slips, purchase orders, requisitions, invoices, statements of telephone calls, etc.
- Forms, blank (send 2 copies to the archives)
- Invitations and notices for events not hosted by your department
- Invoices after payment
- Letters and memos setting up appointments
- Memoranda asking for comments (after comments have been received)
- Multiple copies of a single original document—keep only two for the archives
- Off-campus periodicals and publications, e.g. catalogs, newsletters, bulletins, reports, manuals, magazines, books, etc.

Note: unless there is a clear connection of them with the officer of the entity.

- Orders, financial: textbooks, teaching materials, office supplies, etc.
- Payroll deductions, authorizations and notices, time cards
- Proofs for publication (after publication—see also Draft)
- Property/equipment inventories and related forms (including releases)

- Routine acknowledgments, circulars, notifications, requests, reminders
- Receipts
- Releases
- Reservations and Confirmations for meetings, travel, etc.
- Sales literature received from vendors
- Travel requests, arrangements, tickets, reimbursements
- Work orders, papers (from plant service and outside vendors)

Worksheets