

2-28-2023

## IV.i.h; 12-15 EMU Library University Archives Guidelines 2007

Betty L. Brown-Chappell PhD  
*Eastern Michigan University*

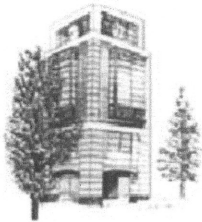
Follow this and additional works at: <https://commons.emich.edu/bbc-service>

---

### Recommended Citation

Betty Brown-Chappell papers, 010.BBC. Eastern Michigan University Archives.

This Archival Materials is brought to you for free and open access by the Betty Brown Chappell Collection at DigitalCommons@EMU. It has been accepted for inclusion in Service by an authorized administrator of DigitalCommons@EMU. For more information, please contact [lib-ir@emich.edu](mailto:lib-ir@emich.edu).



## GUIDELINES FOR TRANSFERRING RECORDS TO THE UNIVERSITY ARCHIVES

### Why transfer:

The University Archives serves as the institutional memory of the University by preserving and providing access to historical and administrative materials. By transferring records of permanent historical, administrative, fiscal and other records in a systematic manner, the University Archives can provide safe storage, quick retrieval of files when needed for information or research requests. Other advantages to offices and departments transferring records include the need for storage space, less time spent on servicing non-current files, and lower supply costs.

### What to transfer:

#### Administrative, College, and Department Records; and Records of the University Archives

- Constitutions and by-laws, minutes and proceedings, and other records of the University;
- Correspondence, subject, and speech files of key administrators;
- Academic program materials including internal reports, syllabi, and other materials;
- Policy development files relating to the creation and implementation of policies and procedures, etc.;
- Audio visual materials including official or promotional photographs, films and dvd's, sound recordings, etc.;
- Printed matter including student publications and publicity material;
- Records of official events including conferences and seminars, visits by dignitaries, commencements and convocations, building dedications, etc.;
- Reports of external bodies about University operations, including accreditation material, etc.;
- Records of student organizations including meeting minutes, publications, publicity materials, etc.;
- Artifacts and memorabilia that relate to the University's history and are manageable in physical size and condition;
- Two copies of all official publications including catalogs, class schedules, invitations, programs, journals, monographs, newsletters, brochures, posters and announcements issued by the University and its subdivisions.

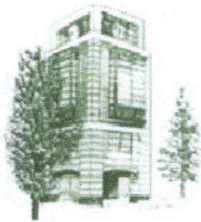
#### Faculty and Staff Documents and Records

Please don't wait until retirement, transfer material every few years so the Archives has a significant file of your accomplishments.

- Biographical information including resumes, vitae, bibliographies, memoirs, genealogies, etc.;
- Scholarly publications including two copies of all articles, brochures, posters, announcements and reviews, and a list of published books (the Library purchases two copies of each published title—one for circulation and one for the University Archives permanent collection);
- Materials relating to professional performance and service to the University, College, Department and/or community-at-large;
- Artifacts and memorabilia that relate to the University's history and are manageable in physical size and condition.

### PLEASE NOTE:

- **Materials should be transferred in the order in which the creator maintained them, with a typed inventory of the contents of each box.**
- **Make arrangements to have the boxes delivered to the Archives, 310 Halle Library, during normal hours of operation—Monday through Friday, 8:00 am to 4:00 pm.**
- **Please note that the above lists are intended as a general guide. If you have any questions about these guidelines, contact Rosina Tammany, University Archivist. Phone: 734-487-0020 ext. 2301 or Email: rtammany@emich.edu**



BBE - donated

## GUIDELINES FOR TRANSFERRING RECORDS TO THE UNIVERSITY ARCHIVES

### Why transfer:

The University Archives serves as the institutional memory of the University by preserving and providing access to historical and administrative materials. By transferring records of permanent historical, administrative, fiscal and other records in a systematic manner, the University Archives can provide safe storage, quick retrieval of files when needed for information or research requests. Other advantages to offices and departments transferring records include the need for storage space, less time spent on servicing non-current files, and lower supply costs.

### What to transfer:

#### Administrative, College, and Department Records; and Records of the University

- Constitutions and by-laws, minutes and proceedings, and other records of the University;
- Correspondence, subject, and speech files of key administrators;
- Academic program materials including internal reports, syllabi, and other materials;
- Policy development files relating to the creation of new programs, procedures, etc.;
- Audio visual materials including official or promotional photographs, films and dvd's, etc.;
- Printed matter including student publications and publicity material;
- Records of official events including conferences and seminars, visits by dignitaries, commencements and convocations, building dedications, etc.;
- Reports of external bodies about University operations, including accreditation material, etc.;
- Records of student organizations including meeting minutes, publications, publicity materials, etc.;
- Artifacts and memorabilia that relate to the University's history and are manageable in physical size and condition;
- Two copies of all official publications including catalogs, class schedules, invitations, programs, journals, monographs, newsletters, brochures, posters and announcements issued by the University and its subdivisions.

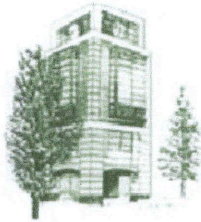
#### Faculty and Staff Documents and Records

Please don't wait until retirement, transfer material every few years so the Archives has a significant file of your accomplishments.

- Biographical information including resumes, vitae, bibliographies, memoirs, genealogies, etc.;
- Scholarly publications including two copies of all articles, brochures, posters, announcements and reviews, and a list of published books (the Library purchases two copies of each published title—one for circulation and one for the University Archives permanent collection);
- Materials relating to professional performance and service to the University, College, Department and/or community-at-large;
- Artifacts and memorabilia that relate to the University's history and are manageable in physical size and condition.

### PLEASE NOTE:

- **Materials should be transferred in the order in which the creator maintained them, with a typed inventory of the contents of each box.**
- **Make arrangements to have the boxes delivered to the Archives, 310 Halle Library, during normal hours of operation—Monday through Friday, 8:00 am to 4:00 pm.**
- **Please note that the above lists are intended as a general guide. If you have any questions about these guidelines, contact Rosina Tammany, University Archivist. Phone: 734-487-0020 ext. 2301 or Email: rtammany@emich.edu**



## GUIDELINES FOR TRANSFERRING RECORDS TO THE UNIVERSITY ARCHIVES

### **Why transfer:**

The University Archives serves as the institutional memory of the University by preserving a variety of records and materials. By transferring records of permanent historical, administrative, fiscal and/or legal value in an orderly manner, the University Archives can provide safe storage, quick retrieval of files when needed, and assistance with information or research requests. Other advantages to offices and departments transferring records include reduced need for storage space, less time spent on servicing non-current files, and lower supply and equipment costs.

### **What to transfer:**

#### **Administrative, College, and Department Records; and Records of Organizations**

- Constitutions and by-laws, minutes and proceedings, and reports of University Boards, committees or task forces;
- Correspondence, subject, and speech files of key administrators;
- Academic program materials including internal evaluations, curriculum changes, and proposals for new programs;
- Policy development files relating to the creation and revision of policies and procedures, handbooks, regulations, etc.;
- Audio visual materials including official or promotional photographs, films and dvd's, sound and cd recordings;
- Printed matter including student publications and publicity material;
- Records of official events including conferences and seminars, visits by dignitaries, commencements and convocations, building dedications, etc.;
- Reports of external bodies about University operations, including accreditation material, etc.;
- Records of student organizations including meeting minutes, publications, publicity materials, etc.;
- Artifacts and memorabilia that relate to the University's history and are manageable in physical size and condition;
- Two copies of all official publications including catalogs, class schedules, invitations, programs, journals, monographs, newsletters, brochures, posters and announcements issued by the University and its subdivisions.

#### **Faculty and Staff Documents and Records**

Please don't wait until retirement, transfer material every few years so the Archives has a significant file of your accomplishments.

- Biographical information including resumes, vitae, bibliographies, memoirs, genealogies, etc.;
- Scholarly publications including two copies of all articles, brochures, posters, announcements and reviews, and a list of published books (the Library purchases two copies of each published title—one for circulation and one for the University Archives permanent collection);
- Materials relating to professional performance and service to the University, College, Department and/or community-at-large;
- Artifacts and memorabilia that relate to the University's history and are manageable in physical size and condition.

### **PLEASE NOTE:**

- Materials should be transferred in the order in which the creator maintained them, with a typed inventory of the contents of each box.
- Make arrangements to have the boxes delivered to the Archives, 310 Halle Library, during normal hours of operation—Monday through Friday, 8:00 am to 4:00 pm.
- Please note that the above lists are intended as a general guide. If you have any questions about these guidelines, contact Rosina Tammany, University Archivist. Phone: 734-487-0020 ext. 2301 or Email: [rtammany@emich.edu](mailto:rtammany@emich.edu)