

Guidelines for Transferring Office Records or Faculty/Staff Papers to Archives

The following guidelines will assist faculty and staff in identifying portions of their files that are appropriate for transfer to the archives.

Records commonly transferred to the Archives include:

1. Minutes and proceedings;
2. Office Files: correspondence, memoranda and subject files concerning activities and functions;
3. Historical files documenting policies, decisions, committee and task force reports, questionnaires;
4. Publications: one record copy of all newsletters, brochures, programs, posters, and announcements issued by the college or its subdivisions; the Archives should be placed on mailing lists to receive all future publications;
5. Audio-visuals: photographs, films, and sound and video recordings;
6. Personal papers of students, faculty, and staff which relate to the college'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.

Records which generally should not be transferred include:

1. Records of specific financial transactions;
2. Routine letters of transmittal and acknowledgement;
3. Duplicate and blank forms;
4. All other duplicate material: keep only original copy and annotated copies;
5. Papers, reports, working papers and drafts, which have been published;
6. Requests for publications or information after the requests have been filled.

Materials should be transferred in the order in which they were created and maintained in the campus office. Completion and submission of a [Records Transfer Form](#) will help us determine how records or personal papers can be best preserved. Also, an inventory stored as a Word processing or text file should accompany the transfer. Before the records are processed, archives staff will contact your office to find out if there are restrictions on access for the records. Please note: if you have more than 2 boxes to send, please contact us before dropping them off in Room 130, Penrose Library.

This list is intended as a general guide. If there are questions about records not listed here, please contact Melissa Salrin, Archivist, at 526-4731, salrinmm@whitman.edu.

WHEN IN DOUBT, DON'T THROW IT OUT!