

# UAM TAYLOR LIBRARY SPECIAL COLLECTIONS AND ARCHIVES

## TRANSFER GUIDELINES FOR RECORDS OF ADMINISTRATION

The UAM Taylor Library Special Collections and Archives mission is to preserve the history of UAM. It also functions as a research center on the history of the institution and the activities of its students, faculty, staff, and alumni. The following guidelines will assist administrators in identifying those portions of their files that may be appropriate for preservation in the Library. Only documents of enduring historical value which can be made accessible to the public will be accepted. **Please contact the Special Collections Librarian to review the records for possible transfer.** Please be aware that the space in special collections is limited and it does not serve as a records center.

### **Items of interest to the Library include:**

- 1) Official records: minutes of meetings and lists of officers of University corporate bodies;
- 2) Office files: substantive correspondence (not daily correspondence) and subject files concerning projects, activities, and functions;
- 3) Historical files documenting policies, decisions, committee and task force reports
- 4) Publications: one record copy of reports, programs, journals, newsletters, brochures, posters, and announcements issued by the organization or its subdivisions; the Library should be placed on the mailing list to receive all future publications;
- 5) Photographs and scrapbooks
- 6) Personal papers of faculty and staff which relate to the University's work;

**Records which are not of interest include:**

- 1) Records of specific financial transactions;
- 2) Letters of transmittal where the date and routing information is on the document transmitted;
- 3) Requests for publications or information after the requests have been filled;
- 4) All blank forms and unused printed or duplicated materials;
- 5) All duplicate material: keep only the original copy and annotated copies;
- 6) Drafts of reports and work papers, which have been published;
- 7) Replies to questionnaires
- 8) Gradebooks

This list is intended as a general guide. Please contact the Special Collections Librarian with questions at 460-1581.

**WHEN IN DOUBT, DO NOT THROW IT OUT!**

Adopted August 2017

From *The Management of College and University Archives* by William J. Maher