

Guidelines for Records Transfer to Benedictine University Archives

Preserving the records of university's activities and operations is vital to honoring the work done by the faculty, staff, and administrators who have served and for providing good service to current and future students. Transferring records in both physical and electronic formats to the university is essential and also in keeping with university policy. Items to be transferred are materials created, received, or accumulated by an office, unity, or employee of Benedictine University in the conduct of University business. In general, these records include files maintained by central administrative offices, schools and colleges, centers, departments, committees, and all other units of the University. Such files include, but are not limited to, correspondence, memoranda, minutes, working papers, audio and video recordings, photographs, and publications. Formats include:

- All electronic files (.jpg, tif, Microsoft office documents, pdf, powerpoint, etc).
- Flash drives, floppy disks, and other portable storage devices regardless of recency
- All paper-based materials, including documents, photographs, and bound volumes

Examples of Materials to Be Collected and Transferred

This list is by no means definitive or exhaustive. It is intended as a general approximation of materials that reflect and illuminate the careers of Benedictine University faculty and administrators. Materials not specifically cited here which contribute toward documenting individual careers are always welcome. Examples of materials to be collected and transferred include:

- Meeting minutes and agendas from offices, departments, and committees
- Newsletters and any other office or departmental publications
- Memos and correspondence
- Notes
- Planning documents for daily operations and special events, including calendars, schedules, notes, agendas
- Photographs and images
- Publicity materials for events and programs and for the university, such as notices, posters, announcements, and flyers

- Budgets and financial planning documents
- Records of academic offerings and programs, such as syllabi and course planning documents
- Team rosters, memorabilia, game schedules/calendars, team statistics, photographs, and other Athletics records
- Campus publications including books, annual reports, magazines, catalogs, and brochures

Additional Guidelines and Suggestions

BIOGRAPHICAL MATERIAL

Resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, genealogies, newspapers clippings, memoirs and financial records

CORRESPONDENCE

- **Official:** outgoing (copies and/or drafts) and incoming letters and memoranda generated in the course of conducting university business
- **Professional:** outgoing and incoming letters relating to all facets of one's academic career, including correspondence with colleagues, publishers, professional organizations and students
- **Personal:** letters to and from friends, relatives and business associates

DIARIES, NOTEBOOKS AND APPOINTMENT CALENDARS

CLASSROOM MATERIAL

Lecture notes, syllabi, course outlines, reading lists, examinations, student papers and evaluations

RESEARCH FILES

Outlines, research designs, raw data, notes, analyses and reports of findings

DEPARTMENTAL AND COMMITTEE RECORDS

Agenda, minutes, reports, correspondence and related material

DRAFTS AND MANUSCRIPTS OF ARTICLES, BOOKS, REVIEWS AND SPEECHES

PUBLISHED ARTICLES AND MONOGRAPHS

AUDIOVISUAL MATERIAL

Tapes of lectures, speeches, discussions, interviews; videotapes and motion pictures

PHOTOGRAPHS

Prints, negatives and slides

AWARDS, CERTIFICATES, AND ARTIFACTS

When in Doubt, Don't Throw it Out!

If you are unsure about whether something is appropriate for the archives, err on the side of inclusion. The risk of losing valuable information far outweighs whatever time it takes for archives staff to assess the materials.

Arranging for Transfer of Materials

Paper and physical materials, including portable electronic storage devices, can be boxed and labeled with department of origin. If possible, provide a description of the contents or label identifying the item's main contents, particularly for the portable electronic storage devices. Arrangements can be made with the university archives for transfer of electronic materials on the network or that are not contained on portable devices.

Benedictine University Archives

630-829-6064

ldegreve@ben.edu