

UAM TAYLOR LIBRARY SPECIAL COLLECTIONS AND ARCHIVES

TRANSFER GUIDELINES FOR RECORDS OF STUDENT, FACULTY, AND STAFF ORGANIZATIONS

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 advisors and members of organizations 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: constitutions and by-laws, minutes and proceedings, transcripts, lists of officers and members;
- 2) Subject files concerning highly significant projects, activities, and functions;
- 3) Publications: one record copy of newsletters, brochures, and announcements
- 4) Photographs and scrapbooks
- 5) Personal papers of members which relate directly to the organization's work;

Records which are not of interest include:

- 1) Records of specific financial and membership transactions;
- 2) All blank forms and unused printed or duplicated materials;
- 3) All duplicate material: keep only the original copy and annotated copies;
- 4) Drafts of reports and working papers, which have been published
- 5) Gradebooks

This list is intended as a general guide. If there are further questions, please contact the Special Collections Librarian 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