

## **NORWICH UNIVERSITY**

### **Archives Accessions and Acquisitions Policy**

- 1) The Archives is the repository for all non-current, inactive official records of Norwich University that have sufficient value to warrant their long-term preservation as well as all records of affiliated persons and organization that may be given to the Archives for preservation and access.
- 2) In selecting records, priority will be given to records and papers that meet at least one of the following criteria:
  - ❑ The records should document the development and growth of Norwich University
  - ❑ The records should reflect the development and activities of those Norwich University offices and committees that cut across departmental divisions and that formulate or approve university-wide or department-wide policy as well as faculty and administrative involvement in those activities
  - ❑ The records should document the activities of or significant events involving Norwich University staff, students, trustees or alumni
- 3) The Norwich University Archives may accept records and papers in imminent danger of loss or destruction for temporary storage pending a decision on ultimate disposition
- 4) Any type of record already collected by the Archives (e.g. correspondence, photographs) will be accepted in electronic format if that is the original format of the record.
- 5) The Sullivan Museum and History Center at Norwich University is responsible for collecting, preserving and providing access to historical materials that include, but are not limited to the following formats: textiles, objects, artwork, maps, architectural drawings and audiovisual recordings.

#### Collecting Areas

Archives staff have final discretion with regard to collecting priorities. Factors influencing the decision to accept records for inclusion in the collection may include: time period; relative significance to University history and existing collections; and the content of collections at other relevant repositories

#### Official Records of Norwich University

- ✚ The University's *Archives and Records Policy* defines official University records as "written documents and still photographic images, regardless of format, produced or received by any department, officer or employee of the University in the conduct of its business."
- ✚ Examples of records often accepted include correspondence, subject files, financial statements and electronic data and files
- ✚ Included in this collecting area are still photographic prints, negatives, slides and digital images that constitute official University records.
- ✚ Refer below to the Examples of University Records Recommended for Transfer to the Archives for more detailed information.

### Manuscript Collections

- ✦ Personal papers of students, faculty, staff, alumni and affiliates
- ✦ Records of student and other affiliated organizations
- ✦ Student theses, dissertations and other academic work products deemed to have research or historical value
- ✦ Still photographic prints, negatives, slides and digital images that are included in the above types of records

### Publications

- ✦ Yearbooks (the *War Whoop*)
- ✦ Student and alumni newspapers (the *Guidon* and *Record*)
- ✦ Other publications such as newsletters issued by University offices
- ✦ Other publications relating to Norwich and/or its students, faculty, staff, alumni and affiliates

### Examples of University Records Recommended for Transfer

This list is not intended to be exhaustive, but rather to demonstrate some types of records that are appropriate for transfer to the Archives. Documentation need not be restricted to these areas. The Norwich University Archives reserves the right to dispose of duplicate, redundant or otherwise unsuitable materials

#### Board of Trustees and Office of the President

- ✦ Correspondence
- ✦ Meeting minutes
- ✦ Memoranda
- ✦ Reports
- ✦ Subject files

#### Cabinet-level Offices

- ✦ Accreditation reports and supporting documentation
- ✦ Annual budgets
- ✦ Correspondence
- ✦ Financial audits
- ✦ Reports
- ✦ Subject files

#### All University Offices

- ✦ Research and grant records
- ✦ Publications, newsletters or booklets distributed in the name of Norwich University
- ✦ Security copies of microfilm from vital records projects

#### All Academic Units and Committees

- ✦ Correspondence
- ✦ Committee meeting minutes
- ✦ Memoranda
- ✦ Reports
- ✦ Sample test questions
- ✦ Subject files

✚ Syllabi

All Non-academic Units and Committees (including those individually listed below)

- ✚ Correspondence
- ✚ Committee meeting minutes
- ✚ Memoranda
- ✚ Reports
- ✚ Subject files

Registrar

- ✚ Timetables and class schedules
- ✚ Non-current student records and transcripts
- ✚ Enrollment reports
- ✚ Graduation rosters
- ✚ All reports issued on a regular basis

Student Affairs

- ✚ Records of student organizations

Alumni Office

- ✚ Files pertaining to deceased alumni
- ✚ Alumni Association meeting minutes

Human Resources

- ✚ Personnel records of retired, resigned or deceased personnel