

## *NORWICH UNIVERSITY*

### **Archives and Records Transfer Guidelines: Non-current Office Records**

The Norwich University Archives is the repository for all non-current, inactive official University records that have sufficient value to warrant their long-term preservation. No University records should be discarded, destroyed or transferred from the custody of the University without consulting Archives staff to evaluate their potential value for long-term preservation.

1. Records commonly transferred to the Norwich University Archives include:
  - ❑ Constitution and by-laws, minutes and proceedings, transcripts, lists of officers of University corporate bodies
  - ❑ Office files: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities and functions
  - ❑ Historical files documenting policies, decisions, committee and task force reports, questionnaires
  - ❑ Publications: one copy of all programs, journals, monographs, newsletters, brochures, posters and announcements issued by Norwich University or its subdivisions. The Norwich University Archives should be placed on college, departmental and office mailing lists to receive all future publications
  - ❑ Personal papers of students, faculty and staff that relate to the University's work
2. Materials should be transferred in the order in which the records' creator maintained them. A [Records Transfer Form](#) should be submitted with the transfer of all records to the University Archives
3. Records **should not be transferred** if they are still required for the day-to-day operations of the administrative unit or office. Once transferred to the Archives, records will be treated as non-current and inactive and administered according to archival standards and best practices.

Official University records eligible for transfer **do not include** the following:

- Records of specific financial transactions
- Routine letters of transmittal and acknowledgment
- Non-personally addressed correspondence such as "Faculty and Staff" memoranda, except for one copy from the issuing office or officer
- Requests for publications or information after the requests have been filled
- Replies to questionnaires if the results are recorded and preserved in the Norwich University Archives or in a published report
- All stationery, blank forms and unused printed or duplicate materials
- All other duplicate materials. Keep only the original copy and annotated copies
- Papers, reports, work-papers and drafts that have been published

March 2006; Revised June 2008; Revised August 2013

4. 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.

**WHEN IN DOUBT, DO NOT THROW IT OUT!** This document is intended only as a general guide. If there are questions about records not listed here, please contact the Archives staff at [archives@norwich.edu](mailto:archives@norwich.edu) or x2947