

NORWICH UNIVERSITY

Archives and Records Transfer Guidelines: Personal papers of Faculty, Staff and Alumni

The Norwich University Archives is the depository for all records related to the University having research or historical value. In addition to official University records as described above, this includes the manuscripts and personal papers of faculty, staff, students, alumni, affiliates and affiliated organizations. The following guidelines will assist in identification of papers that are appropriate for accessioning into the University Archives.

Items likely to be of interest include:

- Biographical information: resumes, memoirs, published and manuscript biographical sketches
- Papers and files relating to a former or ongoing relationship with Norwich University
- Papers relating to university business, including committee minutes, reports and files
- Papers and files reflecting career path and professional relationships with colleagues, professional organizations, etc.
- Still photographic images (preference will be given to images that can be identified)
- Personal and family correspondence, diaries, scrapbooks
- One copy only of published and unpublished writings (speeches, lectures, papers, articles, reports, etc.)

Materials should be transferred in the order in which the creator maintained them. A description of the material, its date range and the context of its creation should be communicated at the time of transfer. A deed of gift transferring ownership to Norwich University will be prepared by the Archives and must be signed at the time of donation.

Records should not be transferred if the donor still wishes to make regular use of them. Once transferred, records become property of Norwich University and will be treated as noncurrent and administered according to archival standards and best practices. Except in circumstances where access restrictions have been imposed from which the donor is exempt, donors will be subject to the same access policies as the general public.

Records that **should not be transferred** to the Archives without prior consultation with Archives staff include:

- Detailed financial records, canceled checks, and receipts
- Non-personally addressed mail and letters of routine solicitation or acknowledgment
- Duplicates and multiple copies of writings and publications
- Typescripts, galleys and drafts of publications and speeches unless the final publication or presentation copy is unavailable.
- Books, research papers, journal articles and reprints written by other persons
- Research notes and data if a summary of the data is available, and bibliographic notes and notes on reading
- Still photographic images without contextual information
- Blank stationery and forms

Contact the **Sullivan Museum and History Center** (802-485-2183) to discuss the transfer of textiles, objects, artwork, maps, architectural drawings and audiovisual recordings.

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WHEN IN DOUBT, DO NOT THROW IT OUT! *This list is intended only as a general guide.*
If there are questions about records not listed here please contact the Norwich University
Archives at 802-485-2947