

# Transferring Records to the Archives

This handout will assist you in determining which records to transfer from your department to the University Archives and how to do so. Please follow the attached Records Transfer Guidelines and complete a Records Transfer Form for each set of records transferred to the Archives.

## What Records Should be Transferred to the University Archives?

The Archives serves as the institutional memory of St. Catherine University and includes records of permanent value related to its history and development. Records transferred to the Archives should document the main functions of the University and its departments, and how those functions were determined, developed, and implemented.

Below is a checklist of types of records the University Archives seeks to collect. This list is not all inclusive. Please contact Deborah Kloiber, University Archivist, with any questions:

651.690.6599 or 651.690.6553 / [archives@stkate.edu](mailto:archives@stkate.edu)

- **Accreditation** self-studies, reports, reviews, and supporting documentation, for the University and individual programs
- Constitution and by-laws, minutes, annual reports, correspondence, reports and planning documents, member lists, and other significant documents of the **Board of Trustees** and its committees
- Annual reports, correspondence (other than routine thank-yous and acknowledgements), policy statements, planning documents, reports, speeches, publicity materials, business files, memoranda, and other significant documents of the **President, Vice Presidents, Deans, and Associate Deans** offices
- Minutes, memoranda, reports, and constitution/by-laws/charge of all academic, administrative, and university **committees, councils, and task forces**, such as University Council, Deans' Council, and the Faculty and its committees. Also strategic plans and any other documents related to policy development and implementation
- Annual reports, correspondence, policy statements, reports and planning documents, department meeting minutes, final grant reports, and other significant documents of **academic departments, programs, centers, institutes**, etc.
- Annual reports, correspondence, policy statements, reports and planning documents, and other significant documents of all **administrative offices**
- Records of **student organizations and governance**, including: constitution and bylaws; minutes; lists of officers and members; correspondence; flyers, posters, or other materials documenting events; publications and publicity materials; and identified visual materials such as photographs, scrapbooks, video, etc.
- **Publications** distributed in the name of the University including: catalogs, newspapers, directories, magazines, handbooks, manuals, newsletters, brochures, programs, posters, calendars, flyers.
- **Photographs and audio-visual materials** that document the history of St. Catherine. All materials must be dated and identified (event or occasion, people depicted, etc.). Photos of buildings and of faculty and significant administrative staff are of particular value. To be retained by the University Archives,

photographs must contain enough information and visual interest such that they could be considered for publication.

- **Artifacts and memorabilia** (of reasonable size) of St. Catherine, such as banners, posters, buttons/pins, etc.
- **Biographical information** of faculty, administrators, and staff. Biographical files should include: a dated head shot photograph; a dated curriculum vitae or resume; any additional information as to scholarly interests and pursuits; obituary.
- **Publications produced by faculty** members during their tenure at St. Catherine. This may include books, journal articles, and other scholarly or creative work.
- **Personal papers** of retiring faculty and high-level administrators, or of any employee who is known nationally in their field, documenting their career at St. Catherine and their scholarly research, publications, or creative activities.

## **What Records Should Not be Transferred to the University Archives?**

### **Operational Records**

Day-to-day activities of all units or functions

- Correspondence or other files documenting routine activities such as information requests, work orders, travel arrangements, room reservations, catering orders, etc.
- Correspondence not personally addressed or not related to University business
- Routine financial records such as invoices, receipts, purchase orders
- Monthly budget reports
- Raw statistical data

### **Unidentified Audio-Visual Materials**

Unidentified, undated, or miscellaneous candid photographs, audio/video tapes, CDs, DVDs, and other items.

### **Reference Copies**

Documents distributed to the University, but not created by your office. The originating office is responsible for sending a copy to the Archives.

### **Draft Copies**

Preliminary versions of plans, reports, working papers, etc.

### **External Publications**

Publications and brochures created outside the University but kept in your office for reference purposes. An exception may be made for external publications in your personal records that are collected as background for your own research or professional activities.

### **Blank Stationery, Envelopes, Forms, etc.**

Never transfer these to the Archives.

## Records Transfer Guidelines

Following these procedures will help minimize physical damage to the records and ensure they can be retrieved easily following transfer. These guidelines do not apply to electronic records.

**Obtain boxes:** Use standard size records cartons (12" x 15" x 10" high) such as banker's boxes. Boxes of different size may be difficult to place on Archives shelves and/or too heavy for staff to manage.

### Fill boxes:

- Maintain the original order of the files—Place folders in boxes from front to back in the order they were filed or otherwise stored.
- Label all folders—All files should be in folders with legible labels and the folders should be packed facing the front of the box.
- Do not use hanging folders—If materials are loose in hanging files, place them in a labeled regular manila folder.
- You may combine records series in the same box—It is not necessary to use a new box for each series or category of records; Separate different series with a labeled sheet of paper.
- Do not overfill boxes—Boxes should be full but not overfull. Leave an inch of space at the back. If the last box is not full, pad it with crumpled sheets of scratch paper.

### Prepare boxes for transfer:

- Create a box inventory—Make a list of all files in each box. Place the inventory in the first box, on top of the folders. Keep a copy for your records.
- Fill out a Records Transfer Form—Send the form and a copy of the inventory via email to the Archives ([archives@stkate.edu](mailto:archives@stkate.edu)).
- Put the lid on the box but do not tape it shut.
- Label the boxes—On the short end, label the boxes with your department name, the date, and a consecutive number (1 of 5, 2 of 5, etc.).

### Transfer boxes to the University Archives:

- Contact the Archives so we know to expect the delivery—[archives@stkate.edu](mailto:archives@stkate.edu); x6553 or x6599.
- Place a work order with Facilities to have the boxes picked up and delivered to the Archives, CDC 61.

Once the boxes have been delivered to Archives and accessioned you will receive back a copy of the Records Transfer Form with an accession number. You can use the accession number for later retrieval of the records, if needed.