

Archives Transfer Policy

1. All records of permanent value will be transferred to the archives when the College official/archivist decides the material is no longer needed by the originating office or department.

"Official records" include:

- Charter, statutes, and deeds
- Maps and blueprints which document the growth of the College
- Minutes and reports of the Boards of Trustees (overseers/governors)
- Presidential correspondence and reports
- Correspondence and reports of all administrator offices, faculty senate, and academic departments
- Minutes, memoranda, and reports of all committees
- Reports of student organizations and activities
- Curriculum information
- Catalogues and bulletins
- Reports to the College generated by external agencies

"Unofficial records" include:

- Photographs
- Programs
- Publications, speeches, and papers delivered at professional meetings of faculty, students, and alumni
- Newspaper clippings and scrapbooks
- Reports of the Alumni Association

2. The person in the originating office/department will divide the documents into two groups: Records which must be permanently maintained; Records over which the archivist may exercise discretion.

3. Offices and departments may request their archival material when needed.

Materials that are not transferred

The archives do not serve as the depository for financial, legal, or operating material pertaining to student accounts or personal employment information.

This information is maintained by other departments as part of their ongoing responsibility. If items such as these are mistakenly transferred, every effort will be made to return them to the office of origin. As a final resort they are shredded.

Accessibility

In order to ensure confidentiality, records will be divided into the following categories:

Open: Research/usage is permitted within the archives

Restricted: Limited access, dependent on president's permission

Sealed: Unavailable for a specified number of years

Use of archival materials

- No coats, book bags, or briefcases are to be brought into the archives.
- The holdings of the archives are available to any authorized user of the College library. Outside researchers may receive permission from the archivist to use the archives on an individual basis.
- Each researcher is asked to fill out the "LOG" stating the purpose of the research and the topic(s) to be consulted.
- As a general rule, no letter, memorandum, or document written by a person still living may be quoted, paraphrased or used in any way without the permission of the author.
- The use of certain documents may be restricted by the office of origin or by request of the donor.

Handling of archival materials

- Materials must be handled with care. They should not be marked upon. Ink or ballpoint pens are not permitted. Lead pencils only are to be used and will be made available.
- If there is need for the reproduction of materials, the process will be done by the archivist or by a designated person. Permission to reproduce does not constitute permission to publish.
- If permission is given for the use of materials for publication, a copy of the publication should be sent to the archives. A thesis or dissertation is considered a publication.
- No book, document, manuscript, or other item may be removed from the archives.
- Materials may be identified by the archivist as appropriate for use in College exhibits but security must be assured.

If you have any questions, please contact Sister Mary George O'Toole at 207-893-7708.