

Approved 

Feb 06, 2007

NORWICH UNIVERSITY

Archives and Records Policy

The Norwich University Archives is the repository for all non-current, inactive official University records that have sufficient value to warrant their preservation.

1. For the purposes of this policy records are defined as documents, regardless of format, produced or received by any department, officer or employee of the University in the conduct of its business.

Documents include all forms of recorded information, such as:

- Correspondence
- Files
- Financial statements
- Manuscripts
- Publications
- Electronic data and files
- All and any other material bearing upon the activities and functions of the University, its officers and employees

Not included in the definition of records as used in this policy are:

- Faculty research notes
- Library material made or acquired for reference, research or exhibition
- Museum material made or acquired for reference, research or exhibition
- Specimen material made or acquired for reference, research or exhibition
- Duplicate copies of publications
- Duplicate copies of documents

2) Records produced or received by any department or employee of the University in the transaction of University business becomes University property and subject to University policy for retention or disposal, access, and publication. Records produced or received by faculty in administrative and University committee service capacities are University records and subject to this policy.

3) No University records shall be discarded, destroyed or transferred from the custody of the University except upon the finding and recommendation of the administrative unit involved that such records have no further administrative, legal or accounting value.

4) The Norwich University Archives is the depository for records having research or historical value. The Norwich University Archives also includes professional and personal manuscripts of members of the academic and administrative staffs and records of faculty and student organizations that may be given to the University for preservation and use.

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: artifacts; art; prints; scrapbooks; audiovisual materials documenting the development of Norwich University such as still photographs and negatives, motion picture films, oral history interviews and video or audio tapes; maps; and architectural prints and plans documenting Norwich University's growth and development

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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 preservation.

Records recommended for **transfer 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

Materials should be transferred in the order in which the records' creator maintained them. A letter briefly identifying the material and describing the activity to which it relates should accompany the transfer.

Records that **should not be transferred**, but scheduled for disposal according to administrative, legal and accounting mandates include:

- 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

Items that **may be discarded** directly from the office when they are no longer needed for administrative purposes include:

- 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

The **Sullivan Museum and History Center** at Norwich University (x2379) is responsible for collecting, preserving and providing access to historical materials that include, but are not limited to, the following formats: artifacts; art; prints; scrapbooks; audiovisual materials documenting the development of Norwich University such as still photographs and negatives, motion picture films, oral history interviews and video or audio tapes; maps; and architectural prints and plans documenting Norwich University's growth and development.

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 x2722*