

Archiving Recommendations for CALS Departments and Centers

From CALS History Work Group

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Purpose

Today's accomplishments build on the work of preceding generations. Creating future histories on the evolution of programs, facilities, events, and disciplines, within the department or center requires retention of historically important materials across generations.

Department/Center Policy

CALS departments and centers are urged to create and maintain a written policy for retaining and archiving historically important materials. The policy should identify: a) the individuals responsible for retaining and archiving materials, b) the specific kinds of materials that should be retained and archived, c) location(s) where materials should be stored within the department, and d) elapsed time after creation of each type of document when it should be transferred to UW Archives.

Individuals responsible for storing and archiving should include an overseer (faculty or senior staff) having a long-term association with the department/center as well as the individuals who routinely store, access, and maintain the files. Different kinds of documents may have different intervals between creation and archiving.

Recommendations for Archiving Materials

Digital as well as physical files may be archived provided that a long-term process is provided to keep digital materials current with changes in software and storage media.

Annual or short-term items

- Minutes and related documents of faculty and executive committee meetings
- Annual professional activities reports
- Newsletters
- Newspaper and magazine clippings
- Changes in faculty and academic staff – new appointments and departures

Periodic or intermediate term items

- Documents supporting promotions for faculty and academic staff
- Departmental review or accreditation documents and reports
- New course proposals – whether or not they were approved at campus level
- Courses offered, instructors, enrollment summaries, syllabi (e. g., 5 year intervals)
- Emeritus recommendations for faculty and academic staff
- Memorial resolutions for deceased faculty
- Individual or group photographs of faculty, staff, grad students, facilities, etc.

Occasional or long term items

- Major equipment acquisitions or upgrades – correspondence, photos, etc.
- New facilities or major remodeling projects – correspondence, funding sources, photos, etc.
- Major reorganizations of the unit – mergers, divisions, etc.

How Materials are Archived

UW Archives categorizes items by department and stores them in boxes. An inventory of the contents of each box should be included upon delivery of the items to UW Archives. Photos should include a description (people, places, events, etc.) written in pencil on the back of the photo.

Resources

<http://www.library.wisc.edu/archives/archives/donate-your-materials/campus-partners/>

<http://www.library.wisc.edu/archives/archives/donate-your-materials/>

<http://www.library.wisc.edu/archives/archives/oral-history-program/>

UW Archives Contacts

David Null, University Archivist, david.null@wisc.edu, 265-1988

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