

WHAT TO KEEP

How your department can contribute to the continuity and completeness of the story of the University of Puget Sound.

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Introduction

The Archives & Special Collections, housed in Collins Memorial Library, contains the historical record of the University of Puget Sound in tangible form. It contains printed materials produced by the campus throughout its history, a fairly extensive photograph collection, and many other items that help tell the story of the university. It's an impressive collection of irreplaceable items that are the memory of the institution.

There is no comprehensive, campus-wide collection program and little has been added to the archives during the past several decades.

Generally, only a fraction of the materials a department produces are of historical value but it's important that they are identified and preserved. The guidelines relate only to the materials departments have that are of historical value and not records that must be kept for administrative, financial or legal purposes.

Below you will find guidelines to help you determine what materials may be valuable.

Identifying materials of historical value

Deciding what items are of historical value is more an art than a science. Materials that describe the purpose, activities, history, values and character of a department should be kept. Materials of historical value describe

- when, why, how the department was formed;
- who provided guidance and leadership over time;
- who has been a part of the department over time;
- how the department has grown, evolved, and changed focus over time;
- what milestones, achievements, unusual or outstanding events have occurred over time;

-what anecdotes, stories, and people embody the essence of the department at a particular point in time.

Traditionally, the types of materials that address these points and merit archival retention include those listed below. Each department is different and you are encouraged to develop a customized list based on the items suggested below. Since the Archives & Special Collections does not have the capability of preserving electronic files at this time, departments should print a paper copy of the electronic item to transfer to the Archives & Special Collections.

<i>Accreditation reports</i>	<i>Organizational charts</i>
<i>Announcements</i>	<i>Photographs & slides of faculty, students, special events, or other notable happenings</i>
<i>Annual reports</i>	<i>Planning documents</i>
<i>Brochures and fliers</i>	<i>Posters</i>
<i>Calendars and timelines</i>	<i>Publications</i>
<i>Correspondence relating to key issues and decision-making</i>	<i>Publicity materials</i>
<i>Goals and objectives</i>	<i>Reports</i>
<i>Handbooks</i>	<i>Scrapbooks</i>
<i>Histories</i>	<i>Special event invitations/announcements</i>
<i>Minutes of meetings</i>	<i>Speeches</i>
	<i>Videotapes</i>

For example, Keith Ward and Carole Christensen used these guidelines and developed the following list of materials for the School of Music to retain and store.

- *School of Music DIS (off web beginning 2004)*
- *Brochures of the School of Music*
- *Poster of the School of Music*
- *Curriculum Reviews*
- *School of Music recruitment media: record, cassette, CD, and CD-Rom*
- *Photographs in digital files*
- *Press Releases (from Public Events)*
- *Scrapbooks (Adelphians)*
- *NASM Reviews*
- *Concert Programs (also from Public Events)*
- *Annual Welcome Back memo from the Director*
- *Faculty meeting minutes*

Retiring faculty and staff

It's likely that much interesting and valuable historical information about a department resides only in the heads of people that have been there a while. At some point, this

information should be recorded. It can be a very significant and substantial part of the department's history. Perhaps retiring faculty or staff could be interviewed and recorded, or asked to write up a brief memoir of their time at UPS for the Archives & Special Collections. At the very least, departments are encouraged to ask if the faculty or staff member would like to contribute a *select* amount of materials, stories, documents, etc., to the department history and/or the Archives & Special Collections.

Transferring Materials

Be aware that material that may seem dated to you may not be to the Archives & Special Collections. Very little has been added to the Archives & Special Collections over the past several decades.

Please discuss this with your department and develop a process for identifying and retaining materials that may be of historical value to the university. Once a list of items to keep is drafted, it will be a fairly simple task to assemble your materials and contact the Archives & Special Collections for transfer.

When your department is ready to transfer records, you can fill out an Archives Transfer Request form found [here](#). If you have any questions about university records or the transfer process, please contact the Archives & Special Collections at archives@pugetsound.edu or call 253-879-2669. We are available for consultations to assist with identifying your historical records.