

UNIVERSITY ARCHIVES 101

The Basics

What is the UNIVERSITY ARCHIVES?

takes custody of inactive records with enduring historical value.

provides inventories, access to your files and/or research services.

collects, describes, preserves and, where appropriate, makes University records available to administrators, researchers, and the general public.

*****All administrative records received by the University Archives are available to the originating office, but are automatically restricted for a period of 25 years from the date of creation for outside researchers.*****

UNIVERSITY ARCHIVES

What to
keep

PERMANENT OR ARCHIVAL

Publications, annual reports, newsletters, bulletins, promotional materials for University events and programs

Faculty, department, advisory board, committee, commission, or task force materials such as agendas, minutes, reports, findings, membership lists, constitutions and by-laws

Policy statements, press releases

Speeches, lectures

Course records such as proposals, syllabi, outlines, lecture notes, handouts, (blank) exams and assignments, reading lists, and other classroom materials

PERMANENT OR ARCHIVAL

Academic program establishment and accreditation review records

Project and/or grant files (accepted proposals, final reports, etc.)

Department and/or administrative memos and correspondence

Audio, video and photographs which provide a visual record of the University and its activities, ideally dated and photo subjects and/or events identified.

What We Can't Accept

Personal libraries, unannotated photocopies of book chapters, articles

Professional correspondence related to specific individuals: letters of recommendations, tenure review assessments, performance evaluations

Grades and evaluations of students; class rosters, grade reports, graded assignments, exams or papers; course evaluations

Medical and legal records

Financial records: invoices, receipts, tax returns, pay stubs, bank statements, cancelled checks, royalty statements

QUESTIONS?

If you have any questions about records management and / or the Columbia University Archives, please contact us.

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