

# Academics

# Archives and Special Collections

Records Liaison: Nicole Tourangeau

## **ArcvsSpCol1**      Researcher Registration Forms

*Form completed by researchers indicating name and address and area of interest. Form also includes agreement to follow rules and regulations of archives.*

Students: Retain three years from graduation. Non-student: Retain three years from date of last activity.

## **ArcvsSpCol2**      Daily Sign-In Forms

*Monthly forms documenting researchers' visits to the archives. Forms include but are not limited to date, researcher's name and collection of interest.*

Cut off at the end of the fiscal year and retain five years.

## **ArcvsSpCol3**      Receipt Log

*All information relating to the daily collection of information added to the archives*

Permanent.

## **ArcvsSpCol4**      Accession Forms

*Form indicating group of records received by department at the same time. Note: May be included in collection files.*

Permanent.

## **ArcvsSpCol5**      Donor Files/Agreements

*Files relating to donors of historical materials to the college. File may include but is not limited to correspondence, photographs, material descriptions.*

Permanent.

## **ArcvsSpCol6**      Reference Request Forms

*All information relating to a request for information from one of the archives' collections. Includes but is not limited to request forms, correspondence and other information related to request.*

Cut off at the end of fiscal year and retain two years.

## **ArcvsSpCol7**      Collection Files

*All information related to historical collections acquired by the College. File may include but is not limited to correspondence, preservation concerns and reports.*

Permanent.

## **ArcvsSpCol8**      Exhibit Files

*Files relating to exhibits/displays created by department. File may include but is not limited to research, promotional materials, and correspondence.*

Retain until no longer of administrative value, then transfer to Archives for final disposition.

**ArcvsSpCol9** Facility Files

*Files relating to facilities where archival materials are maintained. File may include but is not limited to correspondence, blueprints, floor load reports.*

Permanent.

**ArcvsSpCol10** Temperature and Humidity Reports

*Daily, weekly, monthly and or annual reports of temperature and humidity readings for archival facilities on campus.*

Permanent.

**ArcvsSpCol11** Disaster Reports

*Reports documenting disasters affecting archival materials.*

Permanent.