

Types of records appropriate for University Archives

Policy documents

Meeting minutes

Photographs (preferably with identifying information if possible)

Video produced by departments/offices/organizations (original content)

Ephemeral material from events (handouts, flyers, etc.)

Internal publications

Memos

Correspondence (electronic or print)

Reports

Syllabi/curriculum planning materials

Memorabilia

Types of records inappropriate for University Archives

Photocopies/duplicates

Plaques/awards

Published material (magazines, books, etc)

Receipts/Vouchers/Bank statements/Financial forms

Student records (grades, student work, Banner printouts, class rosters)

Research materials (copies of articles or archival material)

Offprints