

# **University Archives**

## **University of Kansas Libraries**

### **Guidelines for the Donation of the Personal Papers of Faculty and Staff**

The University Archives is the repository for the personal papers of faculty and staff as well as for the records of the University. The Archives preserves and makes these materials available to aid in research in the history of the institution and on the development of academic disciplines. The personal papers of faculty and staff provide a rich source for historical research. The following guidelines will assist faculty and staff in identifying those portions of their files that are appropriate for placement in the Archives.

#### Items likely to be of archival interest:

1. Biographical information: resumes, vita, bibliographies, memoirs, genealogies, published and manuscript biographical sketches;
2. Official University correspondence and files: outgoing and incoming letters and memoranda relating to departmental and University business, committee minutes, reports, and files;
3. Professional correspondence (outgoing and incoming): with colleagues, publishers, professional organizations, and former students; speeches and presentations;
4. Teaching material: one copy of lecture notes, syllabi, course outlines, reading lists, and examinations;
5. Research material: field notes, photographs, drawings, travel notes;
6. Publications: **one** copy of all articles, books, reviews;
7. Audio-visuals: photographs, negatives, slides, films, and sound and video recordings;
8. Personal and family correspondence, histories, diaries, photographs;
9. Ephemera: scrapbooks, memorabilia.

#### Items not suitable for donation:

Items which generally should not be donated without prior consultation with the Archivist include:

1. Detailed financial records, canceled checks, and receipts;
2. Routine correspondence especially non-personally addressed mail and routine letters of transmittal and acknowledgement;
3. Grade books and class rosters;
4. Duplicates and multiple copies of publications, course materials, all other duplicate material: keep only the original and heavily annotated copies;

5. Typescripts, drafts, and galleys of publications and speeches unless the final publication or presentation copy is unavailable;
6. Books, research papers, journal articles, and reprints written by other persons;
7. Research notes and data if a summary of the data is available and transferred; bibliographic notes and notes on readings. Because of the wide variation in the nature of research data; it is best to consult with the Archivist before discarding research notes and data.
8. Large items such as statues or works of art

Materials should be transferred in the order in which the faculty or staff member maintained them. A letter briefly identifying the material and describing the activity to which they relate should accompany the donation.

Increasingly records of all types exist in electronic form, e-mail, documents, data files, etc. The University is in the process of developing guidelines for the proper creation, handling, management, and disposition of information in these formats. Inform the Archivist at the time of the donation if information in electronic formats is included with the material being donated.

This list is intended as a general guide. Because of broad variations in personal papers, it is advisable to consult with the Archivist to determine how your own files relate to these guidelines. Exceptions often are made after a review of the condition under which the documents were generated and their potential usefulness.

## **WHEN IN DOUBT, DO NOT THROW IT OUT!**

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