

How Does One Prepare Materials for Transfer to the Archives?

The materials must be packed in State Records Center storage cartons (Materials Distribution Service # Stock No. 3189) and accompanied by a completed University Archives Information Resources Inventory form. The material, if paper records, must be in file folders (please do not send hanging files; transfer the material to labeled manila folders), along with an inventory.

What are Faculty Obligations for Records Scheduling?

In Wisconsin, all state agencies are required to file a records schedule or Records Retention Disposition Authorization (RDA) with the Public Records Board prior to disposing of any records. Administrative and research records may need to be scheduled (appraised to determine appropriate retention and disposition decisions). Traditionally, the faculty papers at this institution have been treated as personal property, not institutional property, and have not required scheduling.

What About Your Research Records?

Research records can be quite complex and voluminous. They are of value both to support continuing research and to document past accomplishments. The University Archives will—within the limits of its limited resources—provide assistance to faculty members in the disposition of research materials. Scheduling research records so that they can be legally stored off site can be very beneficial both to the creating office and to the Archives in its efforts to preserve materials of enduring value.

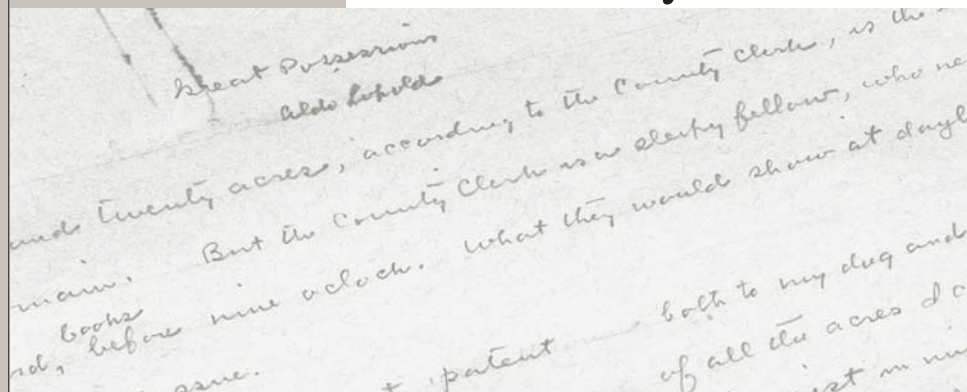
Some legal obligations to retain research records may apply. Faculty policies relating to misconduct in scholarly research (Faculty Legislation, II, 314) obligate the university to investigate claims for a period of seven years. In addition, funding agencies and professional associations may have retention requirements for research records.

The Archives can assist emeritus faculty (and other individuals who no longer have access to departmental services or staff) in preparing their papers for transfer.

More Information

Archives and Records Management Services
B134 Memorial Library
728 State Street
Madison, WI 53706-1494
Phone (608) 262-5629
FAX (608) 265-2754
E-mail:
uwarchiv@library.wisc.edu

Faculty Papers & University Archives



University Archives and Records Management Services

Faculty papers are fundamental to documenting the historical development of the University. The nature of academic institutions is such that individuals play a key role in shaping policy. Operational and departmental lines of authority are often blurred within the university and, given this institution's strong tradition of faculty governance, understanding and documenting the work of faculty members in all facets of the university is essential.

What faculty governance and committee records do we collect?

We emphasize collecting those records which are particularly important to the history of the university, and we seek your assistance (especially from departmental and committee chairs and others serving in administrative capacities) in collecting materials such as:

- standing and *ad hoc* faculty committee chair's files
- departmental executive committee meeting minutes and actions
- divisional committee minutes and actions
- departmental faculty meeting minutes
- departmental chair correspondence and subject files
- course proposals.

What else should faculty members retain for the Archives?

We urge that those faculty members who have made major contributions to their discipline and/or to the university to contact the Archives. We are particularly interested in materials that:

- document an individual's career at the University of Wisconsin-Madison
- expand on the faculty member's relationships with his or her colleagues in the academic discipline at other institutions
- preserve a record of committee responsibilities or other activities within the university community
- support research discoveries or projects
- document teaching (e.g., one copy of lecture notes, syllabi, course outlines, reading lists, exams and correspondence with students).

Materials may be in a variety of types and formats (including electronic) such as: correspondence, subject files, reports (whether printed or not), diaries, photographs and slides, lab notebooks, scrapbooks, sound recordings, and artifacts.

What *Doesn't* the Archives Collect from faculty?

A depository for primary source documents, the University Archives generally does not collect secondary or published materials. While many faculty members have extensive reprint or book collections, unless items are of unusual significance (e.g. annotated by a major scholar in the field) the Archives does not retain them. We urge faculty members to work with the General Library System, their departmental library, or with their professional associations to find appropriate homes for their reprint or book collections.

Nor do we generally collect materials related to people's personal or family lives, including such things as personal financial records, cancelled checks, or correspondence with family and children. Other documents are captured directly from the relevant offices, so we are not interested in student academic information, grades, class rosters, etc. We also have limited facilities for preserving large artifacts or memorabilia.

Naturally, each case is different. A person whose career spanned several institutions may wish to consolidate his or her collection in a single place; at times a professional society may offer a more appropriate repository. A faculty member's personal and family papers may be so closely related to his or her career that it is best to maintain the entire collection in the Archives.

So if you are uncertain about whether to incorporate a particular record item with your papers, or if you have questions about an appropriate repository, please contact the University Archives. We are always happy to advise you about the disposition of your papers.

When to transfer records?

A faculty member's

personal papers are

normally transferred at

the time of the

individual's retirement

or departure from the

university or death. If

you are involved in

extensive research

projects, you may wish

to contact the Archives to

arrange for the periodic

disposition of materials.

When in doubt,

please don't throw it out.

Contact the University

Archives first.