Transferring and Donating Materials to the Archives

Transferring College Records to the Archives

The Archives is charged with collecting and preserving the records of administrative units as well as academic or instructional departments and programs. Records that are listed in the Records Retention Schedule as having a disposition of archives or review for historical value are transferred directly into the Archives from the creating department, office, or program at the end of the retention period.

Transferring College Records to the Archives - Procedures

The institutional records of a college office, department, or program are transferred to the Archives by means of the Records Disposal form, available on myclarkstate under Forms.

- A copy of the Records Disposal form should be sent with the transferred records.
- Records should be transferred in boxes or folders.
- Records should be transferred to the Archives when they are no longer used in the daily operation of the office and have passed their retention period.
- Records can be sent to the Archives at any time.

Donating Personal Papers to the Archives

The Archives accepts donations of personal papers or manuscripts that document the careers and contributions of individual board members, faculty, administrators, staff, students, and alumni of the college. Records of organizations that are related to the college and its mission are also accepted.

Types of Personal Papers with Archival Value

- Correspondence with colleagues, professional organizations, and former students, including related files and attachments
- Teaching materials: lecture notes, syllabi, course outlines, etc
- Publications: articles, books, reviews, works of art and music, speeches, professional papers, presentations
- Program development records
- College committee minutes, correspondence, or reports
- Honors and awards
- Résumés or vitae
- Photographs, slides, video and sound tapes

Approved 09/08/17 by Jason Wearly, Archivist, and Dr. Sterling Coleman, Director of Library Services
Donating Personal Papers to the Archives - Procedures

When individual faculty, administrators, board members, students, or staff donate their personal or professional papers to the Archives, this donation is documented with a Deed of Gift Release Form. Personal papers or manuscripts may be sent to the Archives at any time. Donors are encouraged to consult with the Archivist to determine whether the Archives is an appropriate place for donations.