



SYRACUSE UNIVERSITY
ARCHIVES AND RECORDS MANAGEMENT

Syracuse University Archives Collection Policy

The mission of the Syracuse University Archives is to preserve records that document the history, organization, policies, activities, and people of the University and make those records available to researchers.

Materials donated to and kept by the Archives must have enduring or historical value. Records of enduring value are those that document the University's organization, function, policies, decisions, procedures, operations, or other activities.

Records may be in any physical format including but not limited to paper, microforms, photographs, drawings and other visual materials, maps and architectural plans, motion picture film and other audiovisual materials, and electronic records.

The Archives holds collections that may include opposing viewpoints, but it does not endorse any specific viewpoint within its holdings.

The University Archives receives deposits from University schools, colleges, departments and other campus offices. In addition, the Archives accepts donated gifts from the public that are relevant to the mission of the Archives.

Materials selection lies with the University Archivist, and, under his or her direction, in staff members who are qualified due to education and training.

Categories of materials with enduring value include, but are not limited to:

-Academic/administrative units

- Agendas and meeting minutes
- Reports and publications generated by academic or administrative unit
- Official outgoing (copies and/or drafts) and incoming letters and memoranda generated in the course of conducting University business
- Photographs of significant academic or administrative unit events (prints, negatives, slides, and digital images with identifying information)
- Objects and other memorabilia related to academic or administrative unit
- Audiovisual Material: Recordings of academic or administrative unit-supported symposia, lectures, speeches, discussions

Selected archival records with permanent retentions are listed on the University's online records retention schedule at <http://rm.syr.edu/retention.html>

-Student activities and organizations

- Records of past and current student organizations: minutes, publications, correspondence, reports
- Student publications: newspapers, magazines, newsletters
- Materials relating to student life at Syracuse University: memorabilia, photographs, and other documentation

-Alumni papers and alumni organization records

On occasion the Archives accepts the papers of University alumni. Normally these records relate to the alumnus' or alumna's involvement with the University. Although the Archives does not have the space or resources to accept personal and family papers, it can assist in finding a proper home for those types of materials.

- Biographical Material: Biographical and autobiographical sketches, chronologies, newspaper clippings, and memoirs
- Committee Records: Correspondence, reports and other data related to work done for the University
- Student Activities: Records relating to activities at the University while a student or alumni, educational or social
- Photographs: Prints, negatives, and slides related to Syracuse University, with identifying information
- Memorabilia related to Syracuse University

The Archives also collects materials relating to alumni organizations, including minutes, publications, correspondence, reports, photographs, and memorabilia relating to reunions and University-related events.

-Faculty and staff papers

The Archives seeks to document the professional careers of the University's prominent faculty and staff. Although the Archives does not have the space or resources to accept personal and family papers of faculty and staff, it can assist in finding a proper home for those types of materials.

The following are the types of records that are actively sought by the University Archives:

- Biographical Material: Resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, newspaper clippings, and memoirs
- Correspondence: Official outgoing (copies and/or drafts) and incoming letters and memoranda generated in the course of conducting University business
- Diaries, Notebooks and Journals reflecting work done for Syracuse University
- Classroom Material: Lecture notes, syllabi, course outlines, reading lists, examinations, and evaluations
- Research Files: Outlines, research designs, notes, analyses, and reports of findings for projects worked on at the University
- Departmental or Committee Records: Agenda, minutes, reports, correspondence, and related material when chair of a committee or primary drafter of the report

- Audiovisual Material: Recordings of lectures, speeches, discussions, interviews; videotapes, motion pictures, architectural drawings, examples of creative work
- Photographs: Prints, negatives, slides, and digital images with identifying information
- Memorabilia related to Syracuse University
- Published articles and books written or annotated by the faculty/staff member may be accepted, but keep in mind that the Archives seeks to retain one-of-a-kind materials. Please consider that published materials may be available elsewhere, such as another archival repository or a public library. Donors are welcome to include a bibliography of the faculty/staff member's published works in place of the works themselves.

Categories of materials the Archives does not collect include, but are not limited to:

-**Transitory records** such as routine correspondence or other documents that have short-term value and should be destroyed after serving their purpose. Examples would be bank statements, invoices, appointment books, or reading files.

-Personal or family papers that have **no connection to the University**.

-Books and other materials **not written or annotated by the faculty/staff member and which can be found elsewhere**, such as another archival repository or a public library.

-Materials for which the Archives believes it cannot take custody due to **housing or preservation needs**.

-**Duplicate materials** (the Archives generally will not accept more than two exact copies of materials, such as photographs, publications, and other materials that are widely distributed).

-**Raw data** generated for surveys or research projects when final reports are available

-Any **materials that donors may want returned** to them. The Archives is for permanent storage only.

All items that are received by the Archives become the property of Syracuse University. Archives employees are responsible for managing gifted items in compliance with University policies as well as state and federal law. Gifted items will be acknowledged with a deed of gift, signed upon donation.

The Archives complies with all IRS regulations regarding charitable donations. The Archives cannot assess the value of donated materials; however, it can provide information about the number and type of material donated. The responsibility of ascertaining the correct fiscal amount to use for income tax deduction lies with the donor.

There is no required cash gift associated with the donation of materials, but preserving collections, re-housing them in acid-free folders and boxes, storing them in an environmentally-controlled facility, and creating finding aids for them are costly tasks. Support from individuals who donate records is always appreciated.

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