

## **Guidelines for Transfer of Records to the University Archives**

**The Archives preserves records in all formats (e.g., printed, electronic, audio-visual, etc.) with enduring historical, legal, fiscal and/or administrative value to the University. Please contact the University Archives (718-990-1465) or [archives@stjohns.edu](mailto:archives@stjohns.edu) for more information. Additionally, refer to the Human Resources Policy Manual, Policies #907 and #1029, and the online Records Retention Schedule.**

Only authorized materials on the history of the University may be deposited into the University Archives for archival purposes. Please reach out to the Office of the Provost for written approval.

### **The following are examples of materials that should be sent to the Archives:**

- Files documenting policies, decisions, program/curriculum development, initiatives, projects, and activities; committee and task force minutes, proceedings, and reports
- Correspondence, memoranda (main copy from issuing office), reports and subject files of academic department heads (chairs and directors), program heads, and senior administrators documenting projects, activities and functions
- Official copy of programs and publications from commencements, convocations, and other major events; speeches, press clippings, press releases, and certain memorabilia from those events
- Self-studies and accreditation reports (e.g. Middle States)
- Institutional/departmental histories, and oral histories of past and present employees and students
- University/Departmental publications such as handbooks, bulletins, programs, media guides and releases, newspapers, newsletters, journals, magazines, brochures and posters, as well as certain memorabilia
- Constitutions and by-laws
- Student publications; historical records (including rosters) of student organizations/clubs and athletic teams
- Audio-visuals in all formats relating to St. John's: photographs (preferably identified), sound, and video recordings
- Blueprints and architectural renderings

### **Active Records**

“Active” records should be retained in your office. Once those records are no longer in regular use, they should be transferred to the University Archives or the Records Management department as specified in these guidelines.

**The following are examples of materials not appropriate for the Archives, and should be securely disposed of when longer needed:**

- Non-personally addressed correspondence (mass mailings) such as "Supervisors and Managers" memoranda (except for one record copy from the issuing office)
- Records of routine matters (e.g., requests for leave, routine letters/memos of transmittal and acknowledgment)
- Replies to questionnaires and surveys (if the results are recorded in a report)
- Drafts of documents
- Student exams, papers and grades
- Teaching evaluations
- Research data and notes
- Reprints and books of non-St. John's faculty and non-university publications
- Vendor catalogs, equipment manuals

**Other types of records are handled by the Records Management department. Please consult with the Records Manager (x2018) for more assistance. Additionally, refer to the Human Resources Policy Manual, Policies #907 and #1029, and the online Records Retention Schedule.**

- Personnel and student records
- Medical records
- Accounting records of specific financial transactions (purchase orders, invoices) and budget files
- Unfunded or rejected grant proposals and files
- Blank forms (see Records Destruction section)

## **Procedures**

**Please observe the following procedures when transferring records to the Archives:**

1. Call the University Archives at 718-990-1465 or email [archives@stjohns.edu](mailto:archives@stjohns.edu) in advance to discuss the transfer of the materials.
2. Paper records should be in labeled folders.
3. Place the folders in records storage boxes in the same order in which they were maintained in your filing system. Do not overstuff the box (leave enough room for a fist to fit between the files and the box wall).
4. Label the front of the box with your department/office name and the number of the box (e.g. Psychology Department, Box 1 of 2).
5. Prepare a list of the folder titles in each box or a brief description of the contents of each box. Send an electronic copy of this list with the name of a contact person in your department, a phone number and the date to [archives@stjohns.edu](mailto:archives@stjohns.edu). Keep a copy for your own records. This will help you keep track of the materials that have been sent to the Archives.
6. Schedule a time to send the boxes to the University Archives, Library, Room B-20, Queens Campus.