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| **GUIDELINES FOR RECORDS OF STUDENT ORGANIZATIONSCOLLEGE OF HUMAN ECOLOGY**The Cornell University Archives is available to preserve and make available, records of historical, legal, fiscal and/or administrative value to the university. It is the repository for non-current records of the university as well as for related organizations. The following guidelines will assist members of organizations in identifying those portions of their files that are appropriate for transfer to the University Archives. *Items to be transferred include:* * Official records: constitutions and by-laws, minutes and proceedings, transcripts, lists of officers and members
* Office files: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities and functions
* Historical files documenting policies, decisions, committee and task force reports, survey data
* Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters and announcements issued by the organization
* Audio-visuals: photographs, sound and video recordings and films
* Personal papers of members which relate directly to the organization's work.

*Records which should not be transferred to the Archives include:* * Records of specific financial and membership transactions
* Requests for publications or information after the requests have been filled
* All blank forms and unused printed and duplicated materials
* All duplicate material: keep only the original copy and annotated copies
* Papers, reports, work papers and drafts, which have been published
* Replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.

Materials should be transferred in the order in which the records' creator maintained them. An inventory of the contents (folder titles) and a letter briefly describing the activity to which they relate should accompany the transfer. This list is intended as a guide. To request archival boxes or folders and to ask questions about retention or disposal of specific record series, please contact the University Records Manager, Eileen Keating, by phone at 255-3530 or 255-6326 or by e-mail at eek2@cornell.edu, or the University Archivist, Elaine Engst, by phone at 255-3530 or by e-mail at ee11@cornell.edu.  |