WIDENER UNIVERSITY ARCHIVES

Transfer of Materials to the Widener University Archives

1. **Contact us with questions.** Contact us by phone (610-499-4591 or 610-499-4376) if you would like us to assist you in preparing for materials to be transferred to the Archives or if you have any questions. To email the Archives, click on Ask Us from the library’s homepage.* **Note:** When asking a question, enter the word ARCHIVES before the question.

2. **What to send.** Review our *Collection Development Policy* to help you decide what records the Archives would like to receive from your office or department. Make sure that what you are transferring has permanent institutional value and/or historical significance to the University. Contact us if you have any questions.

3. **We do not collect** the following materials:
   a. Duplicate copies of reports or publications, with the exception of materials listed in the Collection Development Policy where we specifically ask for multiple copies of a given publication.
   b. Materials not directly related to Widener University activities. Examples of this would include:
      i. Materials collected by a Widener employee in relation to their serving on the board of an outside institution
      ii. Publications created by an outside organization and distributed to a Widener employee attending a conference sponsored by that organization.
   c. Financial documents such as vouchers, cancelled checks, and receipts.
   d. Time Sheets and other routine documents.
   e. Routine correspondence of no historical significance.
   f. Blank forms.
   g. Drafts of publications or reports when a final version of the publication or report is included in the materials being transferred.

4. **Handling Confidential Materials.**
   a. Identify all materials that your office requests to remain confidential.
   b. The Archives will label these materials as CONFIDENTIAL in the database and on the document themselves.

5. **Boxes.** After you have determined how much material you would like to transfer to the Archives, contact us and we will provide you with the boxes you need for the transfer.
6. **Place items in the boxes neatly.** Pack the files and folders of materials into the boxes in the order in which you kept them in your office.
   a. Make sure each folder is clearly labeled with its contents and the date of its contents.
   b. Place any loose papers into clearly labeled folders.
   c. If you collect copies of publications specifically for the Archives, place them into folders in date order.
   d. Label any CDs, DVDs and other electronic storage media so that the contents are clearly indicated.
   e. Do not put so many folders in the box that a folder cannot be easily removed; yet be sure that there are enough folders in the box so the folders do not fall over.

7. **Label the boxes.** Using a pencil, label each box with a number, and put your office or department's name on the box.

8. **Request a transfer of the records.** Contact the Maintenance Department. They will transfer the boxes to the Archives. Then contact the Archives so that we know when to expect the materials.

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