

IDENTIFYING ARCHIVAL MATERIALS IN YOUR FILES

The following is a list of materials that have archival significance in documenting the history, development, and major activities of Amherst College. These types of records are important for maintaining a complete record of the past and can be important to work done today. These files should be maintained in each office or in the Archives, if appropriate. Remember that this list is general; each office must identify and maintain materials which meet its specific needs.

1. Annual reports
2. Minutes of department or committee meetings, whichever is appropriate to the office
3. Policy statements and related documents
4. Materials documenting name changes, organizational or structural changes of the unit
5. Major planning documents
6. Histories of the department or activity
7. Curriculum related material such as syllabi, records of innovative programs, or major changes in programs
8. Major reports produced by the department or committee
9. Departmental publications
10. Final grant reports
11. Letters of praise
12. Procedures (until superceded)
13. Inventories (of books or equipment, until superceded)
14. Unique photographs or memorabilia
15. Some administrative correspondence

The following materials are duplicates and extraneous records. They have no value after they have served their initial purpose. They should not end up in your administrative files:

1. Supplies!
2. Large quantities of duplicate materials
3. Reproduction materials such as stencils
4. Routing slips or telephone message slips
5. Catalogues, journals, and other printed materials from non-college agencies which have no administrative use and are for information purposes only
6. Routine letters of transmittal and "For your information" notes
7. Notices or memoranda that give only timely information such as a change in the time and date of a meeting
8. Procedures, once updated
9. Notes or working papers, once a document or project is completed, unless they include a more complete form of the information
10. Scraps!