Webster University
General Guidelines for Archiving of University Records
Original draft by the Ad Hoc Committee on Archiving Materials, April 2000
Revised April 2013

The categories of materials below represent the typical types of materials that are often sent to university archives. Please note that due to space and staffing limitations, we must restrict the types and quantities of materials we can accept. All transfers must be approved in advance. Contact Kathy Gaynor at (314) 246-7811 or kgaynor@webster.edu for more information.

Accreditation Records
For departments, programs, and the institution as a whole. Keep self-studies, evaluation reports, and related documentation.

Alumni information (selected)
Especially interested in the papers of eminent alumni with national or international reputations or service to the community or alumni who have played a significant role in the development of the university. Note: the Archives generally does not collect family papers or genealogy.

Artifacts (selected)
Interested in artifacts that illustrate aspects of the university’s history and development.

Athletics
Game films, programs, squad lists, NCAA files, recruiting policies and procedures, contest results.

Awards
Awards to faculty, students, staff, and alumni. Retain policies, lists of winners, biographical information of winners, publicity, history of award.

Bond Documentation

Budgets/Audits/Ledgers
Annual financial statements.

Buildings and Property/Deed files
Records of property acquired, sold, leased, and/or rented by the institution. Reports and significant documents, including drawings, construction and remodeling records, etc.

Calendars

Catalogs/Schedules
Committees/Organizations/Task Forces
Minutes, agendas, reports, official correspondence.

Cooperative Programs, Inter/Intra-institutional
Documents related to cooperative programs, including agreements, minutes, policy documents, etc.

Correspondence, Official
Related to the major functions of the office, especially discussions of the planning and evaluation of the unit’s activities. Such correspondence would include information on policies and major decisions, important events, etc. Not retained: incidental memos and correspondence of short-term value, of a personal nature, unrelated to Webster, or which would not shed historical light on the development of the office.

Crisis/Disaster Records
Related to the university, e.g. reports, photographs, correspondence, and related documentation.

Exhibition Records
Correspondence, publications, designs, and related significant documents.

Faculty information (selected)
Especially interested in the papers of faculty which help to fully document the functions and development of the university. Note: the Archives generally does not collect family papers or genealogy.

Gifts
Retain correspondence, letters of agreement or estate documents, documentation of extent and amount of gift.

Graduation Lists

Grants (awarded)

Handbooks
Student, faculty, staff, etc.

History/Memorabilia (selected)
Oral and written histories, school song, logo, etc.

Lectures/Special Events
Biographical data, publicity, programs, related on-campus activities, presentation transcripts or recordings.
Media
Interested in media that illustrate aspects of the university’s history and development.

Minutes/Agendas

Organizational Charts

Photographs

Planning Documents
  Retain final reports, goal statements, and related significant documentation.

Policy/Procedure Documents

Posters, etc. of university events

Publications/Programs
  One-time and serial publications, such as pamphlets, newsletters, magazines, brochures, programs, fact books, media guides, directories, etc.

Publicity/Press releases

Reports/Studies
  Mainly annual or final summary reports.

Research Projects
  Student, faculty, or staff projects related to Webster U., e.g. history, organizational characteristics, etc. Final report, significant correspondence, minutes, media presentations, etc.

Speeches/Presentations (administration)
  Documents related to speeches or presentations given as part of official duties. Accept final, official versions only.

Staff Information (selected)
  Especially interested in the papers of staff as they relate to the history and development of the university. Note: the Archives generally does not collect family papers or genealogy.

Statistics
  Summaries re organizational characteristics, e.g. enrollment, placement, employees, etc.

Subject files
  Office/department files on subjects of historical significance.
Surveys/Questionnaires
Summaries, sample questionnaires, correspondence.

Trustee information (selected)
Especially interested in the papers of trustees as they relate to the history and development of the university. Note: the Archives generally does not collect family papers or genealogy.