

**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](mailto: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.