

Webster University Office/department Records Checklist

Name of office/department:

Campus location (if other than Webster Groves):

Type of historical materials that are in your office	Format		
	Paper	Electronic	Other
Artifacts (3-D objects)			
Audiovisual			
Budget/financial reports			
Correspondence			
Events programs and related materials			
Images (e.g. photographs)			
Meeting minutes			
Miscellaneous subject or program files			
Newsletters			
Policy/procedure manuals and handbooks			
Promotional material (e.g. brochures, flyers)			
Reports			
Self-studies			
Unit history, organizational charts, etc.			
Other (please explain):			

Should we want to follow up with your office or department, please provide a contact person:

Name: _____

Phone: _____

Email: _____

Please return this form to:

Kathy Gaynor
Webster University Library
470 E. Lockwood Ave.
St. Louis, MO 63119
kgaynor@webster.edu