

The Archives would like to help you with document and file organization, retention, disposition and storage concerns!

While the Archives is primarily focused on the retention of historical documents & artifacts of the College, it is also seeking ways to assist the campus in applying best practices for organizing and retaining official records, correspondence, meeting minutes, photographs, artifacts, etc.

The hope is eventually to create a campus-wide records management (RM) program to alleviate the extra time, money and space allocated to RM within each individual unit, but first we need to know where the campus stands in its current practices in order to know where to start the new process. The immediate concern is assisting those of you moving to the Ferguson Building this summer in weeding through your records and finding the space to store those records deemed necessary to keep.

Please answer the following questions to the best of your knowledge and send the completed survey to Jennie Thomas, Archivist – KC #4693 or drop it off to her in Mudd room 303. If you have any questions concerning the survey or need assistance in completing it, please contact Jennie at ext.0487 or jthomas@albion.edu. **The entire survey should take around 20 minutes to complete.**

Thank you for your assistance!

1. Where are your records stored?
(answer as many as apply)

Filing Cabinet Drawers?
(estimate total number)

Boxes?
(estimate total number)

- | | | |
|-------------------------------------|-------|-------|
| • Unit Office | _____ | _____ |
| • Faculty/Staff Office(s) | _____ | _____ |
| • Storage Closet(s) | _____ | _____ |
| • Cage(s) in the Mudd Library Attic | _____ | _____ |
| • Other _____ | _____ | _____ |
| • Other _____ | _____ | _____ |

2. How old are the records that are kept on hand in your Unit/Office? _____

3. Do you have difficulty locating older files and/or records? Yes or No (Please circle one)

4. Please check all types of records that are kept by your Unit/Office and note if they have Restricted Use or Retention Periods based on federal or state regulations or fiscal/other needs. Please list any document types not here that are kept in your unit/office on the following blank sheet.

Type of Document	Kept by Your Unit/Office? <i>(Yes or No)</i>	Restricted Use? <i>(Yes or No)</i>	Who Has Access? <i>(person's name/title)</i>	Specific Retention Period? <i>(No. of years)</i>	Why Retention Period? <i>(List whether federal or state law, fiscal concern, etc.)</i>
• Legal or constituting documents (e.g., charters, constitutions, by-laws)	_____	_____	_____	_____	_____
• Reports/Self-Studies (along with supporting documentation)	_____	_____	_____	_____	_____
• Meeting Minutes (i.e., departmental, committees)	_____	_____	_____	_____	_____
• Memoranda (i.e., internal and/or campus-wide)	_____	_____	_____	_____	_____
• Electronic Documents (e.g., email, Web pages, online publications)	_____	_____	_____	_____	_____
• Official Correspondence	_____	_____	_____	_____	_____
• Annual Budgets/Reports	_____	_____	_____	_____	_____
• Enrollment Records	_____	_____	_____	_____	_____
• Publications (about or distributed in the name of the College)	_____	_____	_____	_____	_____
• Syllabi	_____	_____	_____	_____	_____
• Faculty Vitae	_____	_____	_____	_____	_____
• Class Schedules	_____	_____	_____	_____	_____
• Audiovisual Materials (e.g., photos, slides, negatives, film, blueprints)	_____	_____	_____	_____	_____
• Artifacts (relating to or created by the institution)	_____	_____	_____	_____	_____
• Transcripts of Speeches/Presentations/Lectures (e.g., graduation, convocations)	_____	_____	_____	_____	_____
• Records/Papers Produced by Individuals Connected with the College (e.g., private papers, books & articles by faculty/staff past & present)	_____	_____	_____	_____	_____
• Honors Theses	_____	_____	_____	_____	_____
• Student Transcripts	_____	_____	_____	_____	_____
• Graduation Rosters	_____	_____	_____	_____	_____
• Records of Student Academic, Honorary, Service & Social Organizations	_____	_____	_____	_____	_____
• Student Health Records	_____	_____	_____	_____	_____
• Records of Other Units/Departments	_____	_____	_____	_____	_____

