

NEIU UNIVERSITY ARCHIVES

Guidelines for Transfer of Records to the Archives

PROCEDURE: When an office or department has identified records it wants to dispose of, a staff member should contact the University Archives at x4402 for an assessment. Assessments may be conducted on-site or by email, as the circumstances warrant. Once it has been determined that records are appropriate for transfer to the University Archives, the attached and printable Intake form (UA Form 1) should be completed. The completed form must accompany the records during transfer to the Archives.

The Archives retains the right to determine what will be added to the collection, and to discard donations which are duplicates or extraneous.

PREPARATION: The following are general guidelines for the preparation of records for transfer to the University Archives. Compliance is voluntary; however, where time and staffing permit, following these guidelines will facilitate the processing of the records once they reach the Archives and will help us make them available to users sooner rather than later.

- All files should be boxed in the order in which they appear in the file drawer. That is, when removing files from a file cabinet to a box, please ensure that the files remain in their original filing order.
- Boxes should be full – that is, with less than ½ inch of space remaining. *(PLEASE DO NOT OVER STUFF BOXES)*
- Replace hanging (Pendaflex) folders with plain manila folders, whenever possible.
- Remove extraneous fasteners (e.g., binder clips, rubber bands and paper clips) wherever possible. Ideally, materials housed in binders should be removed from the binder and placed in a folder prior to boxing.
- All boxes should be numbered in sequential order and by reference to the total number of boxes to be transferred (e.g., 1 of 10, 2 of 10, etc.)

If there are any questions, please do not hesitate to contact us by email or phone.

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