

## Procedure for sending Records to the University of Pittsburgh Archives

### Introduction

The University Archives works to retain and preserve University records that have permanent historical or evidential value. The Archives does not store records that are scheduled for destruction. The Records Management program handles those records that must be kept for a specified period of time and then discarded. Records Retention Schedules determine which records are retained permanently and which records are kept for a limited time.

Under normal procedures, materials coming to the Archives should arrive as a result of a Records Retention Schedule. In some circumstances, materials may be deposited directly to the University Archives when a schedule does not apply or when there is a transition to implementing a schedule.

Examples of such materials:

- Records, publications and artifacts that are dated prior to 1970. Please notify the Archivist before sending any material to avoid duplication of collections.
- Records from special projects that would not normally find their way to the Archives via the regular department office files. Please consult either your schedule or the University General Schedule (see the Archives web page) to determine what KINDS of records should be kept permanently from these projects. Consult with the Archivist or Records Manager if there is any doubt as to what should be kept.
- Artifacts of the University, such as coins, medals, buttons, commemorative items made or printed for a particular event, items ordered as mementos or give-aways for special events (tee shirts, key chains, pens/pencils, umbrellas, hats etc.), programs, posters or songbooks of events, University organizations or classes, building artifacts such as plaques, time capsules, bricks (if the items are large, please check with the archivist first), photographs or other images of the university buildings, people, events, sports, etc.
- Current publications issued by a department of the University such as magazines or pamphlets that are not likely to be included in the office files of a department of unit.
- Poster, photographs and artifacts that have been used in an exhibit or display that is being "retired". (Check with the Archivist first if items are very large)
- Any other items that you believe documents the administrative, academic or social history of the University of Pittsburgh
- For a deposit of Faculty Papers, please contact the University Archivist.

It is highly recommended that one staff member in the office be given the duties of organizing and preparing records for transfer to either the Archives or to Records Management storage (currently BRM). It is advisable that this person is a permanent staff member and thoroughly familiar with the operation of your department or unit.

## Identification and Inventory

1. All records sent to the Archives must have an accompanying inventory. Due to the volume of records generated by the University, the Archives and Records Management staff are able to do inventories. Please create the inventory as a word processing file listing Box number, file number and title of file. You may use the form called UA Inventory if you are not able to do the inventory on a computer.

2. Please identify each file in the box unless a summary statement sufficiently describes several files or an entire box. An example might be that if file folders 1-10 are all FY 2000 meeting minutes then list 1-10 as "FY 2000 minutes of Faculty Affairs Committee" and 11- as whatever comes next. However these files are described at the time of inventory is the way that these files will be accessible in the future. If there are important names, events or programs please include them in the file description if possible. Also give dates or date spans for boxes.

3. Number the boxes in each shipment and place a paper copy of the inventory in each carton so that if one goes astray, it can be identified. Please send an electronic copy (disk or email) of the inventory to the Archives prior to shipping so that we have some idea of the volume of materials coming to the Archives and to facilitate the inventory's entry into the Archives database. All the inventories for one shipment should be in a single file.

4. Please number each carton in the shipment and provide either a shipping date or packing date to differentiate this shipment from others you may make from the same office. If no date is assigned the Archives will date the shipment when it arrives.

5. Please keep a copy of the inventory and include the above-mentioned shipping or packing date for your files.

6. If the records being sent have student or personnel information, social security numbers, medical histories or other personal information, please mark these confidential on the inventory.

7. All records sent to the University Archives must have a filled out Records Transmittal form.

### **The University Archives must know the following about every shipment:**

- name of transmitting office
- titles of records
- dates or date span of records
- volume of records (number of boxes)
- name/address/phone of person preparing shipment
- notification if confidential records are enclosed.

## **Packing and Shipping**

All records sent to the Archives must be in Record Center boxes (available from BRM) or Archive boxes (Hollinger or similar). These boxes are 1 cubic foot in volume and can accommodate both letter and legal size files. Do not ship materials in photocopy paper boxes or other boxes.

All loose papers and small pamphlets should be in file folders. Books and more substantial publications can be a separate file and remain unfolded. Do not place records in brown or campus envelopes.

Please remove all hanging file folders and replace with regular file folders if necessary. These damage the storage boxes and are not suitable for long term storage.

Please fill the cartons but do not overfill them. These cartons must be able to be lifted by their handles and not be so heavy that Archives Staff and Students cannot move them.

Label the boxes with the office of origin and the date.

It is not necessary to tape the BRM or the Hollinger type cartons for shipping (unless the files have confidentiality restrictions).

Contact the University Archives when you are ready to ship the boxes.

For artifacts, non-print materials or very small paper shipments that are being sent to the Archives please contact the University Archivist for how to pack and ship.

## **Questions**

Contact Marianne Kasica at 412-648-3148 or [marianne@pitt.edu](mailto:marianne@pitt.edu) with any questions about University Archives.

The General Retention Schedule is located online at:

[http://www.library.pitt.edu/other/files/pdf/asc/Pitt\\_General\\_Retention\\_Schedule.pdf](http://www.library.pitt.edu/other/files/pdf/asc/Pitt_General_Retention_Schedule.pdf)

You can also get there via the University Library System homepage by clicking on "Libraries and Collections " and then "Archives Service Center" and then "Records Management". There will then be a link to the General Schedule.

The Financial Records Retention Schedule is located online at:

<http://www.bc.pitt.edu/frs/FinancialRecordRetentionSchedule.html>