



Guidelines for Faculty Donors

Moakley Archive and Institute

www.suffolk.edu/moakley

archives@suffolk.edu

Guidelines for Faculty Donors

The Moakley Archive is committed to documenting the scholarly achievements of Suffolk University's faculty. The purpose of these guidelines is to assist faculty members in identifying records that might be suitable for long-term preservation in the Archive. Overall, records that meet these criteria are those that are generated by tenured faculty, or those who have spent a significant portion of their career at Suffolk University, that illustrate significant contributions made to the University, their profession or field of research, an affiliated organization, or another employing institution. Please consult the [Collection Development Policy](#) for more information.

Please note that records belonging to individuals are as varied as the careers that produce them; the context of their creation influences their content, form, arrangement, and usefulness for research. Generalizations about what records might have archival value are further complicated by the difficulty of predicting what might be of greatest value to future researchers. Material should be transferred in the order in which the faculty or staff member maintained them. A letter briefly identifying the material and describing the activity to which they relate should accompany the transfer.

If you are interested in discussing the transfer of your papers, please contact an archivist at (617) 305-6277, or by email at archives@suffolk.edu.

Personal Records considered for acquisition include:

- **Biographical material:** Resumes, vitae, biographical and autobiographical sketches, chronologies, genealogies, and newspaper clippings
- **Professional correspondence:** outgoing and incoming letters relating to one's academic career, including correspondence with colleagues, publishers, professional organizations and students
- **Professional records:** documents related to work with professional organizations, through non-Suffolk consulting, work with private and non-profit organizations, and records created through editorial activities.
- **Personal and family correspondence:** letters to and from friends, relatives and business associates
- **Diaries, notebooks and appointment calendars**
- **Teaching materials:** one copy of lecture notes, overheads, slides, syllabi, course outlines, reading lists, and student papers
- **Research files:** correspondence outlines, planning documents, research designs, raw and aggregated data, electronic research data and records, research, notes, surveys, analyses, reports of findings, systems documentation (systems overview, data dictionaries, code books, etc.)
- **Writings:** unpublished writings; drafts and manuscripts of published books, articles, reviews and speeches
- **Interviews and oral history:** recordings, transcripts, and release forms

- **Audiovisual materials:** tapes, videotapes and films (digital or analog) documenting personal and professional activities
- **Photographs:** Prints, negatives, slides and digital images documenting personal and professional activities

Institutional Records to be maintained by academic departments

Records created by faculty in the course of university business or in a major administrative role such as Dean or department chair are not considered personal papers. These records are governed by the University's Records Retention Schedule and should be maintained by the department and later transferred to the Archives according to date indicated on the Records Schedule.

- **Departmental and committee records:** agendas, meeting minutes, reports, correspondence and related material
- **Program administration records:** planning and development records related to curriculum and departmental activities
- **Official correspondence:** Outgoing and incoming letters and memoranda generated in the course of conducting university business
- **Personnel Records:** evaluations and position search records
- **Photographs:** Prints, negatives, slides and digital images documenting University events or subject matter
- **Audiovisual materials:** tapes, videotapes and films (digital or analog) documenting university activities or events
- **Financial records:** departmental budget, grant records (reports, audits, etc.) and fundraising efforts

Records not ordinarily eligible for acquisition include:

- **Reprints:** Published writings that are easily acquired or available in the library
- **Routine financial records:** Detailed financial records, canceled checks, and receipts.
- **Routine correspondence:** holiday cards, non-personally addressed mail and routine letters of transmittal and acknowledgment (i.e., "Junk Mail")
- **Routine administrative records:** Records generated from making travel arrangements, Membership cards, Meeting arrangement records
- **Legal records:** wills and other legal documents
- **Duplicates and multiple copies:** transfer one copy of publications, course materials (preference for original copy and heavily annotated copies)
- **Reference collections:** collections of books, research papers, journal articles, and reprints written by other persons. However, any of these publications that contain your annotated remarks or notes should be transferred to the Archives.
- **Course records:** Grade books and class rosters
- **Evaluations:** of students or faculty, including recommendations
- **Miscellaneous:** others' unsuccessful/rejected manuscript submissions and manuscript review requests



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- **Currently unreadable or unidentified electronic or audiovisual records:** e.g. 3 x 5 floppy disks
- **Research materials:** Microscope slides and certain types of physical specimens