

The Ferdinand Hamburger Archives  
Department of Special Collections and Archives  
Milton S. Eisenhower Library  
The Johns Hopkins University  
410-516-8323

## GUIDE TO TRANSFERRING RECORDS TO THE ARCHIVES

**Why Transfer Records:** The assembled records of Hopkins' offices, departments and divisions constitute the University's corporate memory. Recent records can be of administrative, legal and fiscal value, and a portion of these records will be of use to historians and other researchers in the future. Transfer to the Archives assures the preservation of records of lasting value and, at the same time, makes more space available in your office. Yet your inactive records remain accessible to you in the Archives.

**What To Transfer:** Those records which reflect the special functions and responsibilities of your office should be preserved in the Archives. Examples of types of records to transfer include:

1. Faculty Records [curriculum vitae, bibliographies, correspondence, appointment letters, research papers]
2. Student Records [applications for admission, transcripts, reports on qualifying examinations, academic forms, correspondence, letters of recommendation, test scores, dissertation proposals]
3. Curriculum Records [syllabi, reading lists, assignments, examination questions, handouts, lecture notes and laboratory manuals, qualifying examinations]
4. Departmental Affairs Records [correspondence, memoranda, reports, minutes, publications created by your office or department, subject files on departmental events]
5. University Records [memoranda and correspondence with other offices within the University, minutes of University committees, subject files on University events]
6. Extra-University Records [correspondence and subject files concerning other universities, cultural institutions, scholarly societies and journals, government agencies, corporations and foundations]

**When To Transfer:** Transfer records to the Archives when they are no longer needed in the day-to-day business of your office. If files are consulted less than once a month, they may be considered inactive and transferred. In order to maintain context, continuity and original order, records should be transferred in groups of related or similar materials. (E.g., all student records before a certain date should be transferred together.) The Archives will not accept loose items or single files pulled out of the file series.

**What NOT To Transfer:** A large proportion of the documents in the average file are merely records of routine business, and removing them leaves a more useful record for reference or research. You may help assure the preservation of the significant record of your office by weeding out files and documents which are no longer of use. Materials which can be discarded once they are no longer needed by your office may include:

1. General Business Records [room schedules, class rosters, textbook orders, inventories, office supply catalogs, equipment manuals, mailing lists, routine and courtesy correspondence, travel itineraries, drafts of reports or correspondence (where the final copy is preserved)]
2. Financial Records [budget forms, check requisitions, invoices, M&S forms, monthly budget statements, petty cash reports, purchase requests/orders]
3. Personnel Records [faculty search records for unsuccessful applicants, individual personnel files, 200 forms, time records, position description questionnaires]
4. Student-Related Administrative Records [admission files of unsuccessful applicants or accepted applicants who declined to come, advising files used by faculty advisors, letters of inquiry about

programs by prospective students]

5. Reference Materials [materials kept solely for informational or reference purposes: guidelines for grant proposals, general information for new faculty/students/staff, policy directives from University administrators (unless created by your office), University publications not created by your office/department, publications from outside sources]
6. Blank Forms [University or external, grant applications, uncompleted questionnaires]
7. Private materials neither made nor received by a University staff member in connection with University business. In the case of faculty and senior administrators, offices should contact the Curator of Manuscripts, Department of Special Collections and Archives (x6-5492), for information on preserving personal papers.

*Please Note:* If you are unsure about whether to retain or discard an item or a file, please simply leave it where it is. The decision will be made when the records come to the Archives. If you do not have time to weed the files, please send them to the Archives just as they are, rather than storing or discarding them.

**How To Transfer:** Prior to packing your records, please call the Archives (x6-8323,) and let us know what records you wish to transfer. WE REGRET THAT WE CANNOT ACCEPT SHIPMENTS OF RECORDS UNLESS WE ARE NOTIFIED IN ADVANCE. If you have any questions concerning what types of records to transfer, a member of the Archives staff will be happy to assist you. Your records will be housed in a secure facility, and will be accessible to you upon one or two days' notice.

After consulting the Archives, remove your files from your filing cabinets, keeping them in the order in which they were kept when in use, and pack them in cardboard cartons (such as xerographic paper cartons) in that order. Label the cartons with the name of your office or department, dates of the records, number of boxes, and the contents. For example, 'Office of the President, 1984-85, Academic Council through Commencement, Box #2 of 34.' If you file by correspondent or by subject, a list of folder titles is useful to the Archives staff in processing and retrieving the records. In addition, please include the name, campus address and phone number of a contact person in your office.

We regret that we are unable to pick up records from offices or departments, so we ask that your office be responsible for shipping records to the Archives. If your staff can do this on their own, that is fine. If you do not have the staff or equipment, we ask that you contact an outside moving company to transfer the boxes. Plant Operations **may** also be able to assist with picking up and delivering boxes.

After the transfer has been completed, we will send you an Accession Form to sign and return, indicating that responsibility for the records has also been transferred to the Archives. The Accession Form will also list restrictions which may be placed on the records. Please be assured that any records under restriction will be closed to anyone outside your office except upon special application. The following restrictions will be applied where appropriate:

1. All administrative records are restricted for twenty-five years from their date of creation.
2. All education records of living students or former students, as defined by the Family Educational Rights and Privacy Act, as amended, are closed unless the student or former student grants access in writing.
3. All employment records of living faculty members, administrators, or other staff members, which concern circumstances of employment, are closed unless the faculty member, administrator or staff member grants access in writing.

Should you wish to consult your records after transfer, just let us know and we can send you photocopies of a few documents, fax a document to you, or we can temporarily lend the file back to your office.