

# MSVU Archives Transfer Guidelines

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## *Transfer Guidelines for Non-current Office Records, including, Records of Student, Faculty, Alumnae and Staff Organizations*

The MSVU Archives is the central repository for both corporate and non-corporate (personal, faculty, staff, and organizational) archival records of Mount Saint Vincent University.

The Archives collects, arranges, describes, and preserves non-current records which document the history of Mount Saint Vincent University, its administration, faculty, staff, and alumnae.

Transferring non-current and inactive records from your unit to the University Archives ensures that your historically significant records will be preserved for future generations of researchers.

The MSVU Archives has an official function. It offers a university service and should not be considered for storage of unwanted materials.

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The following guidelines will assist the members of organizations in identifying those portions of their files that are appropriate for preservation in the MSVU Archives. Office records should only be sent to the MSVU Archives when they are no longer needed for day-to-day administration. Please send the University Archives only the significant and unique records generated or received by your office. Records are usually significant and have historical value if they:

- reflect the development of MSVU, its structures, functions, policies, decisions and vital operations;
- document precedents, major projects, or university rights and responsibilities;
- have continuing administrative, legal or fiscal value;
- have caused considerable discussion on campus or in the media;
- were involved in litigation; or,
- were essential to the operation of your office.

Items likely to be of archival interests include:

- Minutes, memoranda and reports of all major academic and administrative committees, including faculty, senate and all other committees
- Official records: constitution and by-laws, minutes of meetings, lists of officers and members
- Annual Reports
- Correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities, and functions
- Historical files documenting policies, decisions, committee and task force reports, surveys and questionnaires
- Publications: one copy of all programs, journals, newsletters, brochures, posters, and announcements issued by the office/department

- Artifacts/memorabilia relating to the history of MSVU
- Maps and plot plans documenting physical growth and development
- Audio-Visual materials documenting the development of MSVU such as photographs, sound and video recordings

### **Transfer Guidelines for *Personal Papers of Faculty & Staff***

MSVU Archives is the repository for non-current personal papers of faculty and staff. The Archives preserves and makes these documents available to aid in research on the history of MSVU and on the development of its academic disciplines. The personal papers of faculty and staff provide a rich source for historical research. The following guidelines will assist faculty and staff in identifying those portions of their files that are appropriate for transfer to the Archives.

Items likely to be of archival interest include:

- Biographical information (of University staff, students, alumni): resumes, vitae, bibliographies, memoirs, published and manuscript biographical sketches;
- Official University correspondence and files: outgoing and incoming letters and memoranda relating to departmental and University business.
- Professional correspondence (outgoing and incoming): with colleagues, publishers, professional organizations, and former students;
- Teaching material: one copy of lecture notes, syllabi, course outlines, reading lists, examinations, and correspondence with students;
- Publications: one copy of all articles, books, reviews, or works of art;
- Audio-visuals: photographs, tapes of lectures, speeches, interviews, etc.
- Personal and family: correspondence, appointment calendars, diaries, photographs.

This is intended as a general guide. Due to broad variations in personal papers, exceptions are often made after a review of the conditions under which the documents were generated and their potential usefulness.

## **Non-Archival Records**

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### **Records which should *NOT* be transferred to MSVU Archives Include:**

Documents which generally should not be transferred without prior consultations with the Archivist include:

- Records of routine financial transactions, i.e., purchase orders, invoices, cash register receipts, etc. Routine correspondence especially non personally addressed mail and routine letters of transmittal and acknowledgements;
- Grades and attendance;
- Duplicates and multiple copies of publications, course materials, reports, work papers; all other duplicate materials: keep only the original and heavily annotated copies;
- Typescripts, drafts, and galleys of publications and speeches unless the final publication or presentation copy is unavailable;
- Replies to questionnaires if the results are recorded and preserved elsewhere

- Requests for publications or information after the requests have been filled
- Research notes and data if a summary of the data is available
- All blank forms and unused printed or duplicated materials
- Papers, reports, work papers and drafts, which have been published, unless the drafts substantially alter or elucidate the published edition.

This list is intended as a general guide. Because of broad variations in non corporate (personal, staff, faculty, and organizational), it is advisable to consult the Archivist to determine how your files relate to these guidelines. Exceptions may be made after a review of the conditions under which the documents were generated and their potential usefulness.

## Transfer Procedures

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### To Transfer Records from your Office, Please Use the Following Procedures

1. Determine which record types are appropriate for transfer. If the office still uses the records, they should not be transferred to the University Archives. Examples of the types of institutional records suitable for transfer may be found in the listing located above.
2. Please box all files to be transferred. Boxes can be supplied by the University Archives upon request.
  - a. Box the records according to the filing system used by your unit, placing the folders upright. **Please do not disturb their original order when placing the files in boxes and be sure to number each box.**
  - b. Do not over-stuff the boxes. When the box is full you should be able to place your fist between the back of the last folder and the box.
  - c. Do not send records in hanging files. The hangers take up space and add weight. If records are in hanging files, remove them and place them in folders and label the folder tabs.
  - d. Do not send any loose records. All records should be placed in
3. **A Records Transmittal Form must accompany each deposit to the Archives** as it provides all the necessary information for entry into our archival database. Forms are available from the Archives.
4. **A Box Contents List must be included for each box being transferred.** Forms are available from the Archives.
5. Affix a transfer label to each box and call the Physical Plant to have your boxes delivered to the MSVU Archives, EMF, Room 125/126.
6. The Archives will send a letter of acknowledgment.

## Contact Information

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