Who is the University Archivist?

Special Collections is the official repository for the UC Santa Cruz, University Archives; and preserves the history and culture of the campus, its people, and the administration.

The archives serves to provide access to historical documentation for scholarly research and to tell the story of the campus.

...http://guides.library.ucsc.edu/speccoll/university-archives
Collections

- founding and development documents
- photos and maps
- administrative and departmental records
- selected faculty papers
- oral histories
- publications by or about the university
- Academic Senate agendas, minutes, & reports
Scope

Administrative Records

• Vital records as determined by the UC and UCSC Disposition Schedules as they are identified and deemed inactive by their Office of Record. Administrative Records include:

• Chancellor’s Office (examples include records of operation, organizational charts, correspondence)

• Facilities and Planning Offices (examples include Long Range Development Plans, campus environmental impact reports, Campus Academic Plans)

• Academic Senate Office (examples include agendas and minutes, committee membership lists)

• Office of Research (examples include reviews of UCSC entities)

• Contracts, Grants, and Gift Offices (examples include documentation relating to foundation and trust donations)

• Accreditation documentation

• Founding and incorporation documents
Records Documenting UCSC History, Campus Life, and Culture

- Campus funded publications, such as catalogs, directories, student newspapers, yearbooks, personnel manuals, faculty, student and staff handbooks.
- Selected material documenting administration, activities, and events of the Colleges, Schools, Centers, Institutes, Organized Research Units, and Libraries.
- Campus maps and guides.
- Photographs depicting UCSC activities, events, personnel.
Email is an electronic record and is increasingly our only way to capture business related correspondence. It is the individual's responsibility to apply the same management practices as paper correspondence records.
Digital records (including e-mail) that have enduring value should be transferred to the University Archive along with paper records. The University Archivist can assist you in identifying and transferring these files and will process them in a similar method as paper records to ensure sensitive information is treated appropriately.
Born Digital vs. Paper

• If the document was distributed in hard copy then the paper record should be retained for University Archives.

• If the document was created and distributed electronically then the electronic record should be retained.
Turning over records

http://guides.library.ucsc.edu/UARCtransfer

- Digital Donor Survey
  For electronic records stored on platforms such as email, web, hard drives, CD-ROMs, social media, USB drives, collaboration sites.

- Transfer Form
  For paper records transfer

- Guidelines for Packing Records
  Free boxes, how to label
Turning over records

WHAT NOT TO TRANSFER

- Applications (job, scholarship, and the like)
- Blank forms
- Donor records
- Duplicate copies
- Equipment and software instructions
- Faculty publications (reprints selectively accepted if included in faculty papers)
- Grade books and grade reports
- Invoices
- Personnel records
- Purchase orders and receipts
- Records relating to other campuses
- Reimbursement requests
- Student papers and dissertations
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