

Angelo State University Archives

Records Transmittal Guidelines and Donation Form

Some records have enduring, historical value beyond the regular retention period. While several items on the retention schedule reflect the proper disposition as transfer to the University Archive, others, which may be equally valuable, do not. This is to serve as a quick reference/guideline in assessing the long-term value of office records. The list is in no way complete and the omission of a certain record or record series does not necessarily render them historically unimportant. An Archive Transfer form should accompany any records deemed appropriate for transfer to the University Archive. If there are any questions concerning the appropriateness of items for transfer to the University Archive, please do not hesitate to contact the archive by phone at 942-2164 or via email at shannon.sturm@angelo.edu.

The two key questions to ask when evaluating material to be transferred to the archives are:

1. Does this record provide unique information?
2. Does this record provide information that may be historically valuable for future researchers?

Items generally considered historically valuable include but are not limited to:

Laws/Legislation/Legal opinions

Organizational Charts

Strategic Planning material

Recurring or Special Reports/Studies (fiscal and non-fiscal)

Meeting Agendas, Minutes and Supporting Documentation

News/Press Releases

Administrative Correspondence

Executive Orders

Policies and Procedures

University Publications and Publication Development Files

Event Posters/Brochures

Speeches, Papers and Presentations

Building Records

Photographs

Newsletters

Memorabilia

Angelo State University Archives

Records Transmittal Guidelines and Donation Form

To be completed by donating office:

Donor

Office #

Office Contact

Contact Phone

Email

Quantity

Description

Restrictions

To be completed by Archives staff:

Date Rec'd

Accession #

Received by