4-22-2016

Give Us Your Stuff! Streamlining University Records Transfers

Carly Dearborn
Purdue University

Neal Harmeyer
Purdue University, harmeyna@purdue.edu

Follow this and additional works at: http://docs.lib.purdue.edu/lib_fspres
Part of the Archival Science Commons, Collection Development and Management Commons, Information Literacy Commons, and the Scholarly Communication Commons

Recommended Citation
http://docs.lib.purdue.edu/lib_fspres/99

This document has been made available through Purdue e-Pubs, a service of the Purdue University Libraries. Please contact epubs@purdue.edu for additional information.
GIVE US YOUR STUFF!
Streamlining University Records Transfers

Carly Dearborn & Neal Harmeyer
Purdue University Archives and Special Collections

GOALS
- Obtain digital records in non-invasive way
- Limit processing time
- Educate departments about records management and preservation.

BACKGROUND:
The University Records Project was a two-year initiative focused on inventorying the historical records of Purdue WL campus. During the time allotted, project archivist Lauren White had surveyed 49 departments across campus. In addition to noting vast physical collections, Lauren noted numerous digital files in various formats, storage carriers, systems, and methods.

SPECIAL THANKS
To Lauren White, former University Records Archivist, whom we miss very much. <3

Relationships are often established during important departmental events, such as a merge, move, capital project, or anniversary.

Archivists can now provide access to the larger community – including the public, staff, students, and even the department who donated the records in the first place!

On schedule, ASC staff will collect records from the shared folder, verify the contents, and officially accept the records into the archives. Once ASC has custody, archivists begin to process the records, which includes generating more metadata and transfer to long-term storage.

EMPOWERING CREATORS and a NETWORK TRANSFER SOLUTION
After a plan is documented, archivists provide best practices guidance in naming conventions, file formats, and metadata standards. Finally, ASC establishes a secure digital transfer drop for departments.

1 Establish a relationship
Departments contact Archives and Special Collections or ASC contacts the department about setting up a transfer. A relationship is developed through a mutual appreciation of Purdue history and desire to preserve unique materials in a safe, managed environment.

2 Give us your stuff...
but not all of it. Throughout the process, ASC talks with the department about records that are acceptable for long-term retention and those which are not. This is often a difficult part of the conversation – many are surprised archivists throw things away! This is archival appraisal.

3 Make a plan
After the types of records have been decided on, a donation schedule is set. In order to facilitate unobtrusive transfers, donation scheduling is tailored to the department of origin. Factors such as record type, creation date, and unit timetables are taken into account.

4 Take Custody

5 Provide Access
On schedule, ASC staff will collect records from the shared folder, verify the contents, and officially accept the records into the archives. Once ASC has custody, archivists begin to process the records, which includes generating more metadata and transfer to long-term storage.