

## **Appendix C: Identifying Records with Permanent or Historic Value**

Departments should retain their records, in whatever format, according to the retention schedules developed under the University Records Management Policy. When a record's retention period is up, those that may have permanent or historic value should be relocated to the ACU Archivist so that they can be reviewed. After review, records of permanent or historic value will be retained in the ACU Archives. The purpose of this sheet is to help departments and offices decide which of their records may have permanent or historic value.

### **What is a record with permanent value?**

In general, a record with permanent value is one that officially documents policies, published plans, official actions, decisions, and statuses. The following list illustrates (but does not exhaust) the type of records (in any format) which have permanent value:

- Administrative correspondence to, from, and between departments, deans, and administrators
- Policies
- Strategic plans
- Agendas and meeting minutes of boards, task forces, committees, senates
- Directories
- News, newsletters, publicity items, news releases
- Programs for recitals, conferences, performances, exhibitions, ceremonies
- Recordings of public presentations or performances
- Fundraising publications, brochures, appeals
- Speeches, papers, presentations
- Objects of art owned by the University
- Gradebooks, scholarship awards, transcripts
- Departmental and program reports, reviews and accreditation self-studies
- Proposals, bids, correspondence for building projects
- Photographs, plans, blueprints, and specifications for buildings
- Appraisals and inventories of buildings or property

### **What is a record with historic value?**

In general, a record with historic value is one whose provenance is known to be connected with notable persons or significant events and whose provenance is documented. Provenance means that the story is recorded of how the record or item came to be created or used by notable persons or in significant events. The following list illustrates (but does not exhaust) the type of records (in any format) which have historic value if their provenance is documented:

- Videos or photographs of meetings, events, ceremonies, awards, gatherings, athletic events, or performances
- Guest books and scrap books
- Notes of lectures by notable professors, visitors, or upon important occasions
- Correspondence recording eyewitness accounts of historic events related to ACU or its community
- Memoirs, biographies, obituaries, congregational histories
- Objects owned by or used by notable persons or in significant events