

The University Archives

An Overview

What are the University Archives?

- The University Archives serves as the central and final repository for the historical records of all aspects of the University of Washington community. It appraises, describes, preserves, and makes accessible a wide range of primary source material relating to the administrative, academic, legal, fiscal, social, and cultural interaction of individuals, departments, and programs of the University since 1861.

Who can access the University Archives?

- Everyone
 - UW faculty, staff, and students
 - Students and scholars from other institutions around the world
 - General public
- With certain limitations:
 - Washington State Public Records Act ([RCW 42.56](#))
 - Family Educational Rights and Privacy Act ([FERPA](#))
 - Health Insurance Portability and Accountability Act ([HIPAA](#))

What does the University Archives Collect?

- **University Records**
 - Policy and Decision-making; Program history; Project files; Course files; Public events; Substantive correspondence; Multimedia (photos, film/video, audio); Publications; etc
 - Currently 17,200 cubic feet of records
- **University Publications**
- **Faculty Papers**
- **Alumni/student life**

What does the University Archives do with the records it collects?

- Appraise
 - Evaluate records for permanent retention, possible weeding of material
 - As of Fall 2008 there were 33,401 employees across the three campuses
 - The UW online office directory has 1,166 entries
- Accession
 - Re-box records (if necessary)
 - Record basic data (creator, size, date and source of transfer, basic contents and date span, location)
 - Create basic catalog record and preliminary online finding aid

What does the University Archives do with the records it collects? (cont.)

- Arrange & Describe
 - Further appraisal, possible weeding
 - Evaluate existing organization; Identify record series and organize disordered material
 - Identify and segregate material with restricted access
 - Produce full Administrative or Biographical History
 - Produce detailed, file-level inventory
 - Prepare complete electronic finding aid and full catalog record

What does the University Archives do with the records it collects? (cont.)

- Preserve
 - Secure (closed) storage areas
 - Archival storage materials and environmentally stable storage areas
 - Controlled access and supervised use of records
 - Media migration to updated formats(when possible)
 - Preservation microfilming (special projects)

What does the University Archives do with the records it collects? (cont.)

- Provide Access
 - Online access tools (Libraries catalog; finding aids database; digital collections)
 - Reference service
 - Open to public as well as UW community
 - Screen restricted records as needed

How does one decide what to send to the University Archives?

- UW General Records Retention Schedule
 - Other General Records Retention Schedules (Libraries, School of Dentistry)
- Specific Department/Office Retention Schedule
- Discussion with University Archivist (direct, not via email whenever possible)
- On-site visit from University Archivist

How does one transfer records to the University Archives?

- Contact University Archivist to discuss initial appraisal
- Ensure records are all in labeled folders
- Pack files into boxes with secure lids
- Label boxes with Department/Office name and box numbers “x of n” (e.g. 1 of 7)
- Prepare a records transfer list using the spreadsheet template posted on the Special Collections website (www.lib.washington.edu/specialcoll/collections/donating.html)
- Contact University Archivist to arrange pickup (Do not mail or drop off records)
- For electronic records—print & file when feasible, or contact the University Archivist for special arrangements

University Archives Records Transfer List

University Archives Records Transfer List					
Office Name		Center for Urban Horticulture			
Building/Room No.		CUH/Merrill Hall			
Contact Name and Title		J. Doe, Program Coordinator			
Phone No.		543-8816			
Email Address		jdoe@u			
Today's Date		7/10/2009			
Box	Record Series (optional)	Subseries (optional)	File/Folder Title	Date / Date Span	Contains Confidential or Sensitive Information [Y/N]
1-3	General Correspondence (Chronological)		General Correspondence (Chronological)	1924, 1935-1983	N
5	General Correspondence (by name)		Alpine Garden Society/ Scottish Rock Garden Society	1966-1972	N
5	General Correspondence (by name)		King County Parks Committee	1951-1957	N
5	Interdepartmental Correspondence		UW Architect	1964-1970	N
5	Interdepartmental Correspondence		UW Physical Plant	1963-1976	N
18	Project Files	U.S. Works Progress Administration	General Correspondence (chronological)	1935-1938	N
18	Project Files	U.S. Works Progress Administration	Progress Reports	1936-1938	N
18	Project Files	Union Bay Project	Master Union Bay Plan	1976	N
18	Project Files	Union Bay Project	Draft Impact Statement- Union Bay Village	1978	N
22	Subject Files (Alphabetic)		Azalea Way	1941-1971	N
24	Subject Files (Alphabetic)	Japanese Garden	Plantings	undated	N
25	Subject Files (Alphabetic)		Lake Washington Bridge	1955-1983	N
43	Committees	UW Arboreta Advisory Committee	Mintues	1974-1981	N
43	Committees	UW Arboreta Advisory Committee	Reports	1974-1978	N
43	Committees		UW Arboretum Education Committee	1967-1989	N
46	General Correspondence (By Topic)		Gifts and Donations	1951-1980	Y

How does one use the records in the University Archives?

- Check Libraries online [catalog](#)
- Check Special Collections' finding aids database (<http://digital.lib.washington.edu/dlxs/u/uwfa/>)
- Contact Special Collections reference desk 543-1929; online at: www.lib.washington.edu/specialcoll/general/questionform.html
- Visit Special Collections during public service hours (Allen Library basement, 10am-4:45pm M/Tu/Th/F; 10am-7:45pm W)

How does one use the records in the University Archives? (cont.)

- Materials do not circulate (must be used in the reading room)
- Photocopies may be requested
- The University Archivist and the Special Collections reference staff can help you locate likely sources of information but generally cannot perform extensive research

FAQ

- Do you store records for departments/offices?
- Do you keep everything we send you?
- Who can access our records? Can we restrict them?
- Who uses this stuff anyway?
- When will you scan everything and put it online?
- What about electronic records?

Contact

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