

DePaul University Archives – Mission and Collecting Guidelines

DePaul University Archives is the permanent home for historical records that document DePaul's heritage and community, from its early days as St. Vincent's College to the present. We regularly assist DePaul faculty, staff and students with questions about University history, or provide guidance for independent research in the Archives. ([Contact us](#) with your own questions about DePaul history.)

With several hundred collections of documents, photographs, and objects, University Archives is a comprehensive source for information about DePaul University. These resources have come from many constituencies across the University. **If you are a member of DePaul's administration, faculty, staff, or student body, chances are good that you are producing records that could be part of the Archives.**

So: how do you know if you are creating any archival records?

From administration and staff we look for records that document DePaul's core functions and activities. As an officer or employee, ask yourself: *what is the reason my office or department exists at DePaul? What do we do for the University community? How does our work reflect DePaul's Vincentian heritage?* Anything your office produces that would provide answers to these questions might be good candidates for the Archives. Your annual report; mission statements; minutes of your departmental meetings; strategic plans; or documents related to a new initiative are just some examples of what we might be looking for.

As a vital part of the DePaul community, University Archives is also committed to documenting the **student experience**, from the perspective of **current students** and **alumni**. This includes student groups, campus involvement, activism, recreation, extra-curricular activities, and other aspects of DePaul student life outside of the classroom. *What evidence are you creating that would show future DePaul students - in 50 or 100 years - what your experience as a student was like? What does it mean to attend a Catholic and Vincentian university?* The Archives is especially interested in collecting the things that might answer these questions, such as photographs taken at university events; the constitution and bylaws of your student group; t-shirts and other objects promoting a University event or cause – just to name a few.

University Archives collects **faculty** papers, and endeavors to document faculty contributions to teaching and learning at DePaul, as well as to their academic and professional disciplines. Faculty members can consider the following questions: *what is unique about my own research or professional work? What are my most significant contributions to academics at DePaul, and to the wider University community? Which of my files document these contributions?* Typical faculty contributions to University Archives might include course materials; conference papers and presentations; drafts of monographs and articles; professional work done outside of DePaul; original artwork and compositions; research files that could be used to illustrate the methods and practices of your discipline.

Don't see your office or group represented in the advice above? There are many other organizations and bodies that exist at DePaul to carry out its work, and represent its community and values. **University Archives is interested in collecting records from these groups as well.** We can't list them all here, but they might include academic units (e.g. the Department of Biology or College of Law); affinity groups (DePaul Women's Network, DPUBLIC); governing bodies (Faculty Council, Student Government

Association); planning or curriculum committees; advisory boards for University initiatives, special task forces, **and more**.

General Guidelines

University Archives will collect:

- Records listed on the University's official [Records Retention Schedule](#) with the designation "Send to University Archives."
- Resources described in any of the guidelines listed in the "Annotated Retention Schedules" section below.
- Other records that document DePaul's academic, administrative, and cultural identities - even if they're not mentioned in any of these policies and webpages.
- From most DePaul offices, programs, groups or officers we will collect the following:
 - Meeting minutes
 - Annual reports
 - Special reports and surveys
 - Accreditation documentation (from colleges, schools and academic departments)
 - Memorabilia from DePaul events
 - Artifacts from DePaul buildings
 - Photographs, where at least the date and event are known
 - Faculty publications
 - ...and more...

Still have questions about your records, or what to send to the Archives?

Contact Andrea Bainbridge, University Archivist, at 773.325.1746, or abainbri@depaul.edu. Set up a meeting today to discuss your records!

OR...

Learn more about University Archives' collections and services for the DePaul community in *Archiving 101*, part of the Office of Human Resources' [Workplace Learning Catalog](#). Archiving 101 is offered twice each year at the Loop and Lincoln Park campuses. To register for an upcoming session:

- Log in to Campus Connect
- Navigate to *For Employees*
- Select *Self Service*
- Select *Request Training Enrollment* under *Learning and Development*
- Choose *Search by Course Name* and enter *Archiving 101*, or look for CS001A when you choose *Search by Course Number*.
- Select "View Available Dates" and choose a session that fits your schedule.
- A set of instructions within Campus Connect will walk you through the registration process, or watch the [registration tutorial](#).

The [Department of Records Management](#) can also provide guidance on how long to keep your records, any legal or financial guidelines you may need to follow, or if you have questions about DePaul University records policies, including the [Records Retention Schedule](#). Contact Erin Vandenberg, Director of Records Management, at (312) 362-7941, or evanden3@depaul.edu.

The fine print...

What happens to records once they're in University Archives?

Once they're given to the Archives, University records become a permanent part of our collections, and will be subject to all the policies and procedures of the Special Collections and Archives Department.

In general, that means they will be available to you for reference in the Richardson Library, and we may be able to provide information from the documents via phone or email. Records will be openly available to the public and may be featured in exhibits or promotional materials, unless there are special considerations that are discussed and documented at the time of the transfer to Archives.

The parameters of University Archives' collecting are broad enough to support its own mission and allow University offices to comply with related records policies, while remaining mindful of the resources needed to permanently maintain and provide access to these historical records. In other words: there are things that University Archives will not keep.

University Archives **reserves the right to select representative samples** from records categories named in the Retention Schedule or in Archives' policies, as well as **the right to decline records** that:

- Duplicate specific records already in University Archives.
- Are merely transactional, documenting scheduling logistics, catering and space arrangements, or that do not document DePaul-related activities and functions.
- Are not named in the Records Retention Schedule or Archives collecting guidelines.
- Have unreasonable restrictions to access, whether for physical (e.g. fragility) or substantive (e.g. information content) reasons.
- Contain private data, personnel information, or are governed by laws such as HIPAA and FERPA.
- Were transferred to Archives without documentation, including the **name of the sender**, adequate description of the records, or a Deed of Gift when appropriate. Materials that have not been followed by proper documentation within 6 months of receipt, or of a request for additional documentation, may be discarded.

Annotated Retention Schedules

University Archives has created guidelines for some DePaul constituencies in order to provide them with guidance on how to apply the Retention Schedule and Archives policies to their own records.

As of September 2013, annotated policies are available for:
The Office Community and Government Relations