

Records Transfer Procedures

The Department of Archives and Special Collections acquires selected College records (both paper and electronic) to document the development and growth of Rollins, including its functions of teaching and research, its role in the community at large, the activities of its faculty, student body and alumni, and the development of its built environment and landscape of the campus. All material of enduring value, when no longer in current use in the department or office to which it pertains, should be transferred to the College Archives.

Transferring physical records to the Archives:

1. Arrange files in boxes in the order in which they were arranged in your file drawers.
2. Inventory each box for its series or file titles. Include dates and correct identification of material (papers, compact discs, etc.). Mark if restricted access.
3. Insert one copy of the inventory in the first box and retain one copy for your files.
4. Place a work order with Facilities Management to have boxes moved to the College Archives.

Transferring electronic records to the Archives:

To arrange for transfer of electronic records to the Archives, please e-mail us at archives@rollins.edu or call us at 407-646-2421.

What (and What Not) to Transfer: At a Glance

The following is not an exhaustive list. Should you identify any records in your department or office that you think might be permanent, please see the **General Records Retention Schedule**, available on the Archives' website, or e-mail us at archives@rollins.edu or call us at 407-646-2421.

Do transfer:

1. Primary papers of the President, Provost, Vice-Presidents, and Deans' offices.
2. Departmental publications: newsletters, newspaper, yearbooks, literary magazines, brochures, posters, and course syllabi.
3. Correspondence pertaining to major events in the history of your department or office.
4. Photographs, slides, films, audio or video tapes. (Important: Please document audio-visual materials. Include names of events and persons involved, title of the work, names of the creators, location and date).
5. Faculty, staff, alumni and student publications: authored monographs, reprints, offprints, honors and/or master's theses.
6. Annual reports (President's and Deans' Offices).
7. Budgets and Expenditures (Treasurer's Office).
8. Minutes: Trustee, faculty, committee, and department meetings.
9. Correspondence with alumni.
10. Student organization records: minutes, publications, and photographs.
11. Building records, blueprints, and photographs.

Do not transfer:

1. Purchase orders, office supply orders.
2. Travel vouchers.
3. Expense reports.
4. Service requisitions.
5. More than two copies of each item.