Transferring CGCC Records to the College Archives

Why Transfer Records?

The work your office does is important. Transferring your office's valuable records to the College Archives ensures that your contributions to CGCC's development are remembered. Without records from across the college, important historical information may be lost.

You can save office space and/or file cabinet space by transferring seldom-used records to the College Archives.

What Records to Transfer?

The College Archives collects the records of College administrative offices, academics, and departments. The College Archives will not keep every piece of paper, photograph, publication, etc., that is created by an office. Through accessioning and appraisal decisions we create the leanest documentary record of CGCC. These guidelines apply to paper records. Guidelines for digital records (photographs and textual files) are in process.

Items Appropriate for Transfer

Records are sent to an archive because they are of long-term historical value but are not needed for day-to-day administration. As a rule, send the College Archives the significant and unique inactive records that were generated by your office. Records are usually significant and have enduring value if, for example, they document policy development and precedents, major projects, or if their subject matter caused considerable comment on campus or in the media, or if they have been historically vital to the operation of your office.

The College Archives does not require more than two paper copies of college publications due to limited space.

Materials that are appropriate for transfer to College Archives include:

- MCCCD Governing Board materials and minutes since the beginning of the college
- CGCC statements of vision, mission, value, and college goals
- Major instructional initiatives and Instructional Philosophy
- Reports, surveys, and planning documents
- Meeting agendas, minutes, and major reports of college committees
- Department and division annual reports and organizational charts
- Major external grant reports
- Program accreditation reports
- North Central Association and Higher Learning Commission Self-Study and accreditation reports
- Adopted budgets
- Program reviews
- Architectural plans (when long-term storage is available)
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- Class schedules, college catalogs, and student handbooks
- CGCC calendars
- Commencement programs and videos
- Special college events as approved by the archivist
- Photographs and Chandler-Gilbert-produced videos and DVD’s from selected departments
- Strategic planning documents and financial reports

**Records not eligible for transfer**

Examples of unwanted items are:

- Drafts of any kind
- Purchasing office supplies
- Travel arrangements, reservations, confirmations, itineraries
- Work orders
- Routine correspondence
- Replies to routine requests ("Here's a copy of the report you requested.")
- Letters of transmittal
- Acknowledgments
- Monthly budget statements
- Receipts
- Salary distribution reports
- Student records
- Employee personnel records
- Artifacts and memorabilia

Please do not send these to the College Archives.

**Reference copies**

Your office will also have documents which were not produced by your office but distributed throughout the College. These are what is known as reference copies or convenience copies. We already receive the record copy from the office of origin. Examples of these document types include:

- Telephone directory
- District-created records, e.g., MCLI semester schedule of workshops
- Payroll Deadlines
- Final Exam Schedules
- FERPA Tutorial

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External publications

You will oftentimes have publications or brochures from institutions external to the college. They are often kept for reference purposes. Examples of these document types include:

- Annual reports from foundations
- Brochures from civic groups or professional groups
- Reprints or photocopies of journal articles
- Catalogs from other colleges or universities

Please do not send these to the College Archives.

Blanks and Objects

Examples include:

- Blank forms
- Blank stationery
- Blank envelopes
- Artifacts (e.g., plaques, mugs, clothing, pens)

Please do not send these to the College Archives.

Advice

These guidelines must be administered thoughtfully. If you have questions, please contact the College Archives at cgccarchives@cgemail.maricopa.edu.

How to Transfer Records

These instructions are for letter-size paper records transferred to the College Archives. If your office is considering transferring photographs and negatives, over-sized records such as blueprints and maps, microfiche, electronic records, or other records requiring special preservation, please contact the College Archives at cgccarchives@cgemail.maricopa.edu.

Your cooperation with these procedures will enable the College Archives to preserve and service your office's records more efficiently. Records improperly transferred to the College Archives will be subject to immediate return.

Preparation of folders

- Folders must be letter-size manila folders (buff-colored only). Please recycle any colored folders within your organization. Contact the College Archives at cgccarchives@cgemail.maricopa.edu if you have paper items that will not fit into these letter-size folders.
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- If you need to re-folder items into manila folders, clearly label the folder tabs by printing using a #2 or HB lead pencil.

- The printed folder label should reflect the contents of the folder. For example:

  You are the assistant in the President's Office and have a folder full of president's annual reports; a correct folder label would be: President's Annual Reports, 1987-1999; an incorrect folder label would be: Maria Hesse.

- All obsolete printed folder labeling should be erased.

- Hanging folders and three-ring binders should not be used; they tend to break open the boxes. Re-folder the items in letter-size manila file folders.

- Please remove any rubber bands on folders; they rot and leave stains.

- Folders should be packed in the order they were kept by your office.

- Pack folders loosely—do not overstuff.

Preparation of boxes

- Sturdy boxes with a double-bottom, 12" wide x 15" deep x 10" high, available from CGCC’s Receiving, should be used (e.g., 352-016 from Office Depot); larger boxes will not fit on our shelves and present a safety hazard for staff.

- Boxes should have lift-off lids, not attached lids. Do not tape lids to boxes.

- If the box lid does not fit properly, you may have to repack some of the items. Boxes should be labeled on the outside of one end of the box with your name, office name, and number of boxes. For example:

  John Doe, President's Office, 1 of 3
  John Doe, President's Office, 2 of 3
  John Doe, President's Office, 3 of 3

- If you have just a few items that do not require a box, contact the College Archives at cgccarchives@cgcmail.maricopa.edu.

Preparation of the College Archives & Records Transmittal Form & Contents List

- Complete and print a College Archives & Records Transmittal Form & Contents List in MS Word and have it signed by the department head.

- Place a copy in box 1. You should also keep a copy for your records.
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- Send a digital copy to cgccarchives@cgcmail.maricopa.edu as an e-mail attachment. The College Archives & Records Transmittal Form & Contents List document should be a Word text file; no PDFs.

Notifications

- Contact the College Archives so that we may expect your records and can arrange a mutually convenient time.
- The College Archives is located in the Library’s Technical Services, Room L119. The entrance is across the hall from classroom L120.

When to Transfer Records?

Active Records

Active Records should not be sent to the College Archives. Records are active when the work to which they relate is ongoing or when they are frequently consulted for routine business.

Inactive Records

The College Archives only accepts inactive records. Being inactive does not mean records are useless. It means that their primary job is finished. Records are considered inactive when:

- The job they were created to do is finished
- The process and outcome of the activity the records document are not likely to be challenged. For example:
  
  The grant is over, and the books have been audited, and the goals have been evaluated
- As a rule of thumb, if the records have not been referred to in 3 years, they are inactive

Frequency of Transfer

As with most maintenance activities, transferring records on a regular schedule can minimize the pain and inconvenience and improve your efficiency. We recommend reviewing your office’s records annually. Some offices incorporate it as part of end of fiscal year activities and preparation of an annual report.

Volume

Do not worry if you only send a handful of folders or 1 box a year. Volume does not matter. In this case, quality of the records is what counts!
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What Happens to the Transferred Records?

When records are transferred to the College Archives, they are accessioned. Accessioning is the process of accepting custody and establishing initial intellectual and physical control of documents transferred to the College Archives

1. We assign an accession number that uniquely identifies this set of records.

2. We compare the contents of the boxes to the box list you prepared and note corrections if needed.

3. We record information about the records, their creators, and their transfer.

4. The records are stored, exactly as received, in a secure facility, until they are processed. Processing activities include appraising, arranging, describing, and preserving archival materials.

5. In the fullness of time, we process the records you transferred. Any non-permanent documents submitted through oversight are removed. Permanent documents are integrated with other records transferred by your office. Damaged or deteriorating documents are repaired or copied. Finding aids are created to simplify retrieval of information and documents.

6. Information contained in the records is made available for research and to answer reference requests.

Until records are processed, you may request their temporary or permanent return by contacting the College Archives.

Processed records are not loaned. The information is always available, and copies can be made; but once the item has been deemed of permanent value, it never circulates again.

Questions or comments? Please contact cgccarchives@cgcmail.maricopa.edu.

Works Cited