

# UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT FAQs

## Q. What do I need to send to the University Archives?

**A.** Please review the WVU Record Retention Policy and Schedule and the University Archives Collection Policy. You can also contact us for a consultation.

## Q. If I know what I want to send, can I just send it to the University Archives?

**A.** Before you send materials to us, make sure you've filled out and sent us the Records Transfer Form and gotten it approved.

## Q. Where should I send materials for the University Archives?

**A.** If you have a small number of boxes, University Archives staff will pick up your boxes in person, or you can drop them off at the Downtown Campus Library loading dock (call in advance). If you have many boxes, please contact us to discuss the best transport method.

## Q. What sort of box should I send things in?

**A.** House all files in folders and standard size (12" x 15" x 10") boxes. If you are buying new boxes, we recommend Paige Miracle Box 15.

Best Practices:

- ✓ Remove hanging folders, as these crush the box and damage the files with time. If the hanging folders were labeled, consider adding that information to the folders that were within the hanging folders.
- ✓ Move records from binders into folders, copying any title from the binder onto the new folders in pencil.
- ✓ Replace damaged folders, copying the label from the damaged folder onto the new folder in pencil.

## Q. How should I label the boxes I send to the University Archives?

**A.** Include the records transfer number and box number from your approved Records Transfer Form, as well as the name of your unit or department.

## Q. Does the University Archives accept email or other electronic records?

**A.** Yes, but transferring these files to us requires a different process. Contact us so we can work with you on the best transfer process.

## Q. Can you provide storage space for records that we are not ready to transfer but still need to keep?

**A.** Unfortunately, we cannot.

## Q. What if I need to look at records after I have transferred them to the University Archives?

**A.** You are always welcome to look at the records you have transferred to us. You can access them during the West Virginia Regional History Collection's normal hours on Monday through Friday. However, some materials may be stored off-site, so please contact us in advance to make arrangements.

## Q. What do I do if I have records that were created by someone who does not work here anymore?

**A.** Those records are the responsibility of the office that created them. If you've inherited a lot of old records, talk with your supervisor about who in your office should take responsibility for reviewing the records to determine which ones, if any, need to be kept and transferred to the University Archives. Feel free to contact us as well; we're happy to provide suggestions.

## Q. I don't have time to look at and organize all of the records in my office. Can I just send them all to you?

**A.** No. The volume of records produced by WVU would overwhelm our staff, and some records are sensitive or confidential and should be retained or destroyed in the office where they were created. Every department on campus must be responsible for managing the records in their office according to University, state and federal guidelines. However, University Archives staff are available to visit your office, look through your records with you and talk about strategies for getting organized and managing the records in your office.

## Q. Can I just scan all the records in my office and keep them electronically?

**A.** Regardless of the format of your records, you must abide by the University Retention Schedule. That said, the University Archives generally prefers original records instead of scanned copies. If you need to save space, we suggest spending the time you would have devoted to scanning on organizing and reviewing your records to figure out what you can discard or transfer to the University Archives. If you still want to go ahead with scanning, let us know. We cannot provide help with digitization at this time, but we can provide tips and suggestions on imaging standards, file formats and digital preservation.

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**Q. What if there is a legal hold on records that are scheduled to be discarded or sent to the University Archives?**

**A.** Records that are subject to a litigation hold shall not be destroyed until the litigation hold is lifted by the General Counsel's Office. It's probably best not to transfer them out of the originating office until the litigation hold is lifted.

**Q. What do I do if I think the records schedule is incorrect or incomplete?**

**A.** This happens occasionally. Sometimes new University, state or federal guidelines are introduced that conflict with the instructions in the records schedule. If you think the records schedule is incorrect or incomplete, please contact the Office of General Counsel to determine whether supplementation of the University Retention Schedule is necessary.

**Q. Who should I contact with questions?**

**A.** You can call the WVRHC at [304-293-3536](tel:304-293-3536), or you can contact Jane LaBarbara, assistant curator, via email at [jane.labarbara@mail.wvu.edu](mailto:jane.labarbara@mail.wvu.edu) or [304-293-0352](tel:304-293-0352).