

## SAVE OUR HISTORY! TRANSFERRING MATERIALS TO UNIVERSITY ARCHIVES

UMass Boston's "Record Retention and Disposition Schedules" include the provision that Departments must contact the University Archives for review before disposing of any records that may have historic value. (See [www.umb.edu/contracts\\_compliance/records\\_retention](http://www.umb.edu/contracts_compliance/records_retention) )

### WHAT KINDS OF MATERIALS BELONG IN THE UNIVERSITY ARCHIVES?

UASC is calling for original materials that document the founding, structure, history, and activities of UMass Boston. We seek and welcome:

- Architectural records, maps, and blueprints
- Articles of incorporation, bylaws, charters, and constitutions
- Audio and video recordings
- Brochures, pamphlets, flyers, and other original publications generated by your unit
- Conference proceedings
- Event materials
- Founding and planning documents
- Handbooks and manuals originating from that unit
- Membership lists and rosters
- Memoranda and correspondence
- Minutes of meetings
- Organizational charts and directories
- Photographs, negatives, and slides
- Policies and procedural documents
- Press releases
- Reports originating from that unit

### MATERIALS NOT TO TRANSFER

We do not accept sensitive financial, health-related, or personal information, including:

- Copies of checks
- Credit card numbers
- Personal addresses and phone numbers
- Personal health information
- Social security numbers

*When in doubt, simply contact [library.archives@umb.edu](mailto:library.archives@umb.edu)*

---

**University Archives & Special Collections**

**Joseph P. Healey Library**

**University of Massachusetts Boston**

**[library.archives@umb.edu](mailto:library.archives@umb.edu)**

**<http://openarchives.umb.edu>**

## SAVE OUR HISTORY! TRANSFERRING MATERIALS TO UNIVERSITY ARCHIVES

### HOW TO TRANSFER HISTORIC MATERIALS TO UNIVERSITY ARCHIVES

To arrange for the transfer of your unit's records to UASC, please contact us at [library.archives@umb.edu](mailto:library.archives@umb.edu) or 617-287-5927 to set up an appraisal appointment. UASC staff will work with you to identify historically important materials from your department, give you advice about how to prepare the materials for transfer, schedule the transfer, and if necessary, assist you in physically transferring materials from your department to UASC.

### WHAT HAPPENS NEXT?

After you transfer your records to UASC, they are part of the University Archives. The collection will be organized by UASC staff, a process which involves re-housing materials in acid-free archival quality folders and boxes for long-term preservation, taking necessary steps to preserve electronic (born digital) materials and identifying physical materials to enter the digitization queue. Staff will then create a "finding aid" which includes an inventory of the materials, a historical note about your unit, and information about the scope and content of the collection. The finding aid will be uploaded to our website, [Open Archives](#), so that researchers can learn about and access the collection. Transferring materials to UASC ensures that they will be preserved and readily accessible into the future.

### ABOUT UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS

University Archives & Special Collections in the Joseph P. Healey Library at UMass Boston collects and preserves materials related to the University's history, as well as materials that reflect the university's urban mission and strong support of community service, notably in collections of records of urban planning, social action, alternative movements, community organizations and local history related to neighboring communities. The Archives creates digital collections and makes them available online in order to enhance scholarship and research across disciplines, increase access to the materials in our archival storage, support the teaching and learning activities of the University's faculty and students and promote lifelong learning by the residents of Massachusetts and the general public worldwide.

---

**University Archives & Special Collections**

**Joseph P. Healey Library, University of Massachusetts Boston**

**[library.archives@umb.edu](mailto:library.archives@umb.edu)**

**<http://openarchives.umb.edu>**