

RIT Archives
Guidelines for RIT Records Transfer
June 2022

RIT Archives collects inactive records (primary functions completed) of university administrative offices, academic schools, and departments that document its policies and decision-making processes, community and culture, and programs and events that have lasting value and historical importance. Records lacking these qualities for permanent preservation should be destroyed in accordance with the [University Records Retention Schedule](#).

RIT Archives is interested in the following materials in all formats but ***only if your department created the document*** (for example if you have a RIT brochure put out by another department we do not want it):

- Founding and incorporation documents
- Accreditation documentation
- Minutes and proceedings of Board of Trustees, administrative and academic committees and task forces
- Correspondence, subject, and speech files of key administrators
- Summary financial records
- Statistics and surveys
- Policy and procedures, including handbooks
- Academic program materials (course catalogs, curriculum changes and program proposals)
- Records of official events, brochures, invitations, and publicity material
- Organizational charts and directories
- Maps and architectural drawings
- Journals, magazines, posters, and newsletters
- Audio visual materials, both official and promotional
- Biographical material on alumni, faculty and staff
- Artifacts and memorabilia (please no mugs or t-shirts unless they are one of a kind)

The following records that do not have enduring or historical value and should **NOT** be sent to the RIT Archives:

- Active records (work related to the records is ongoing, and the records are frequently consulted)
- Duplicates of original records: information or reference copies of records
- Worksheets, work papers, notes
- Books or chapters of books, periodicals, articles, manuals, training binders, conference packets, newspapers, and other printed material obtained from outside sources
- Payroll records
- Personnel records
- Purchase order and receipts
- Travel authorizations and reimbursements
- Reference or convenience copies (documents not produced by your office) – These records are transferred to the archives by the office of origin.
- Spam, junk mail, and listserv messages
- Blank forms and stationary

Records from student organizations are also welcome and include:

- Associated Students founding documents: constitutions and by-laws
- Student club records
- Annual activity reports
- Meeting minutes
- Officers' correspondence files
- Membership rosters
- Student club newsletters
- Scrapbooks and photographs