

## The NYUAD University Archives

Please help us grow the University Archives and build a comprehensive and representative historical record of NYU Abu Dhabi.

### WHY TRANSFER RECORDS TO THE UNIVERSITY ARCHIVES?

#### WHAT TO TRANSFER?

Administrative

Fiscal\* (at the discretion of administrative leadership)

Historical

Event Files

Publications (produced by the unit)

Academic/Course Curricula

Faculty Governance and Faculty Committees

Staff Governance and Staff Committees

Cross Council Committee Records

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## WHY TRANSFER RECORDS TO THE UNIVERSITY ARCHIVES?

The University Archives serves an important role in preserving not only the history and legacy of the campus and its community; but also as a permanent information repository for safeguarding and maintaining evidence of activity across University units, divisions, and programs. Academic leaders turn to University Archives for a variety of administrative, historical, legal and financial information needs, particularly to understand the cumulative and evolving history of particular policies, programs, and issues. From an institutional perspective, this is the role that NYU Abu Dhabi Library would like our University Archives to provide.

The Library and its Archives and Special Collections department are not seeking to be a records management repository, nor is an Archives meant to be. Only about 10% of the records an office or individual creates in the course of their work will be considered of permanent value. Experienced, certified archivists on the Library's faculty are your partners in determining which records to consider saving for the future. These are not recordkeeping requirements.

## WHAT TO TRANSFER?

We're interested in the following types of records that you may create, own or share custody of, in your role here at NYU Abu Dhabi. We will accept records in their native format (electronic files, audiovisual recordings), and we will work with you to transfer published and derivative copies.

### Administrative

Accreditation and self-study files  
Annual reports (institutional, departmental) -- [TAMKEEN reports, APR reports]  
Committee Files  
Correspondence\* [email archiving can be discussed]  
Grant files  
Membership rosters/Contact Lists  
Memoranda  
Minutes, with accompanying agendas  
Organizational charts  
Planning documents  
Policy and procedures manuals or handbooks -- [including annotated drafts]  
Reference or subject files  
Research project files  
Speeches and Addresses  
Task force and ad hoc committee files

### Fiscal\* (at the discretion of administrative leadership)

Annual financial/budget statements (not internal accounting)  
Audit reports  
Marketing reports and surveys  
Public relations materials

### Historical

Articles of incorporation/By-laws of organizations – this includes external professional associations, networks where NYUAD has taken an institutional leadership role  
Scrapbooks and Ephemera Files

### Event Files

Event planning  
Posters, printed and electronic  
Event programs and accompanying published materials  
Photographs (ideal if subjects, event, people are identified)  
Sound and video recordings

Publications (produced by the unit)

Newsletters/blast email communications

Yearbooks/"Year in Review" publications

Magazines

Special, one-time publications

Academic/Course Curricula

Bulletin

Core Curricula Guide

Course Syllabi

Published course/class projects and student work, including non-print media

*\*note: Capstone Projects are already archived as part of a separate campus-wide systematic transfer by Division*

Faculty Governance and Faculty Committees

Minutes/Agendas, Policy and Procedures, Presentations/Slides, Committee Rosters

Staff Governance and Staff Committees

Minutes/Agendas, Policy and Procedures, Presentations/Slides, Committee Rosters

Cross Council Committee Records

Minutes/Agendas, Policy and Procedures, Presentations/Slides, Committee Rosters

Any special initiative documentation

Student Governance and Student Organizations

Minutes/Agendas, Policy and Procedures, Presentations/Slides, Committee Rosters

Any special initiative documentation

## HOW TO TRANSFER?

Our current process involves the following steps:

1. Schedule a consultation with one of our archivist librarians in Archives and Special Collections.
2. The archivist will work with you to understand the records you're ready to transfer to the University Archives, and together you will make a plan for transfer.
3. A plan merely involves scheduling a time to set up a process for secure electronic records transfer and discussing any physical/print materials to accompany the transfer. Archival transfers are securely stored and not published online by the Library.

## A NOTE ABOUT ACCESS AND PRIVACY OF RECORDS

The records you create in your role here at NYU Abu Dhabi are not confidential; but the Library takes seriously its role as a custodian and steward of private, sensitive and administrative records that require both oversight as well as a period of restriction before being open to other offices, or the public at large. Standard policy for University records includes a closed period for unpublished administrative records of 20 years from the date of creation, marked by the most recently created record.

For example: you have an electronic folder of files from 2013-2018 that you would be happy to transfer for preservation in the University Archives, but they are too current to allow open access. Although the archivists may process them to ensure they can be properly migrated inside digital systems, those records, by default, will be closed to the public until the year 2038. The restriction is documented in a transfer form and in acquisition records maintained as part of regular business operations of the Library.

## ORAL HISTORY INTERVIEWS

The Library is also interested in complementing archival records with oral history interviews that further enhance understanding, especially around institutional decision making, which will contribute to the preservation of intangible institutional knowledge.

## FOR MORE INFORMATION

Your role, your work, and the evidence of your contributions are important. Please do not hesitate to schedule time with us to discuss ensuring representation in the University Archives.

*Last updated 12/2020*