

TRANSFERRING RECORDS TO THE NCAR ARCHIVES

The NCAR Archives seeks to preserve the institutional memory of UCAR/NCAR/UCP. The Archives acquires, processes, manages, and makes accessible to staff and researchers high quality information resources documenting the broad spectrum of activities undertaken by UCAR/NCAR/UCP in the areas of research, technology, education, and community building.

WHY TRANSFER

- Transferring your records or the records of your unit ensures that your work and experiences are preserved and become a part of the history and legacy of NCAR/UCAR/UCP.
- Records, once archived, are valuable for historical, administrative, fiscal, legal, and public relations purposes and will be made available for research.
- Regularly transferring records to the Archives will help you gain control of your space and your files.

WHAT TO TRANSFER

Meeting minutes
Policy-related materials
Newsletters
Reports
Planning documents
Staff biographical materials
Photographs, audiovisual materials
Memorabilia

WHAT NOT TO TRANSFER

Financial transaction records
Travel records
FandA records
Certain confidential materials
Secondary reference material
Personal information
Active records
Multiple copies of items

HOW TO TRANSFER

Contact the archivist regarding any potential archival materials. The archivist will answer any questions and advise you on proceeding with the transfer. Fill out a brief form to provide context for your records. Send the materials to the archivist.

WHEN TO TRANSFER

Major changes (promotions, retirements, moving offices, organizational changes, project completions) may signify that it's time to contact the archivist about transferring records. Or, if you simply have records that are no longer in use but may be significant, let the archivist know.

More information on transferring records to the NCAR Archives is available at www.archives.ucar.edu/how-donate.

Contact the archivist at archives.ucar.edu.