

NCAR Archives Records Transfer Form

Please describe the **permanent or historically significant** records and number of boxes to be transferred to the archives in the space below. Use additional pages as necessary. A list of permanent record categories is listed on the next page for your reference. If you have a web page that should be preserved, please list the URL. Materials transferred to the archives will be processed and made available for research, with the exception of personal or confidential information, or any restrictions noted below. Please contact the NCAR Archivist with any questions at archives@ucar.edu.

Description (subjects, material types, significance):

Lab, program, group:

Date range:

Size of collection/number of boxes/removable media:

Any confidential or restricted material? Material that should not be open for research?

Lab/Center/Program Representative

Date

Title

Archivist

Date

Criteria for Permanent or Historically Significant Records

Types of records that are typically considered historically significant*:

- Policy-setting documents (including executive correspondence, memoranda, and/or documents that set official agency policy; not to include general procedures.)
- Reporting documents (final or annual reports; not to include intermediate reports which would be covered by annual or final report content)
- Annexation records (founding documents, charters, amendments, incorporation records)
- Minutes and agendas (for any **decision-making or policy-setting body** - committees, boards, commissions, task forces)
- Records of programs, projects, or public relations material of historical significance (project planning, reporting, correspondence, photos, videos, brochures, etc.)

*Historical significance/value:

- Artifactual (intrinsic) value - value for exhibits or promotional/PR material; aesthetic or artistic value; direct association with important person or event; unique or rare format
- Evidential value - provides evidence of activities and functions of the organization
- Legal value - records that protect the rights of people or the organization

Specific examples of records the Archives collects:

- Annual reports, [correspondence](#), and [planning documents](#), reports, [minutes](#), subject files, and other significant documents
- Annual [budget final reports](#)
- [Newsletters](#)
- [Reports](#) of research projects
- Biographical materials relating to staff (profiles, articles, obituaries)
- Minutes, [memoranda](#), and [reports](#) of governing bodies and other committees
- Audio-visual materials documenting the history of UCAR/NCAR/UCP, including photographs, slides, presentations, films, audio and videotapes, and digital media
- Maps, prints, and architectural drawings documenting physical changes and site development
- Ephemera and other [memorabilia](#), such as field project t-shirts, brochures, promotional material, instruments, historical storage media, etc.

In the following subject areas:

- Scientific research; support functions that facilitate research; supercomputing; effects of weather and climate on society; contributions to the field of science; education, mentorship, and training services; technology and technology transfer; community building; using science for the betterment of humankind and society; administration records that document the above activities; the professional papers of scientists, engineers, administrators, and program staff.

Examples of records the Archives does *not* collect:

- Financial transaction documents, such as cancelled checks, credit card slips, invoices, ledger reports, petty cash vouchers and/or receipts, and any non-final budget reports (including budget requests)
- Travel records, including vouchers, itineraries, receipts, etc.
- Finance and Administration records identified on the UCAR Records Retention Schedule (https://www.fin.ucar.edu/internal/records/records_schedule.html)
- Records that for reasons of confidentiality and/or legality are permanently closed to access
- Secondary reference materials, such as articles, clippings, conference materials, published books, journals, etc.
- Multiple copies (more than two) of any publication, program, flier, form, etc.
- Rare books or three-dimensional artifacts unless they are extremely relevant to the history of the institution
- Personal financial statements, retirement account documents, medical records, etc.
- Material that falls under another repository's collecting scope or would be better served in another library or archive (NCAR Library or Research Data Archives, for example)