

# NCAR Archives Records Transfer Form

---

Lab/Division/Office

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. Please contact the NCAR Archivist with any questions at [archives@ucar.edu](mailto:archives@ucar.edu).

**Description (subjects, material types, significance):**

**Date range:**

**Size of collection/number of boxes:**

**Any confidential or restricted material?**

---

Division Representative Signature

---

Date

---

Printed Name

---

Title

---

Archivist Signature

---

Date

---

Printed Name

## Criteria for Permanent or Historically Significant Records

### 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)
- Annexation records (founding documents, charters, amendments, incorporation records)
- Legislation records (case files or correspondence on legislation work done within the agency)
- Minutes and agendas (for any decision-making body - committees, boards, commissions, task forces)
- Records of programs, projects, or public relations material of historical significance

### How to think about historical significance:

- 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, reports and planning documents, minutes, subject files, and other significant documents - <https://opensky.ucar.edu/islandora/object/archives%3A8637>
- Annual budget final reports - <https://opensky.ucar.edu/islandora/object/archives%3A2728>
- Newsletters - <https://opensky.ucar.edu/islandora/object/archives%3A1962>
- Reports of research projects - <https://opensky.ucar.edu/islandora/object/archives%3A6531>
- Biographical materials relating to staff (profiles, articles, obituaries)
- Minutes, memoranda, and reports of governing bodies and other committees - <https://opensky.ucar.edu/islandora/object/archives%3A1203>
- 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 awards, fragments of buildings, NCAR or field project t-shirts, etc. - <https://aspace.archives.ucar.edu/repositories/2/resources/46>

#### 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 and training services, community building, using science for the betterment of humankind and society, administration records that document the above activities, the personal and 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](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)