

# WHAT RECORDS SHOULD BE SENT TO THE ARCHIVES?

## PERMANENTLY VALUABLE RECORDS

These are records which document the following for each department or office:

1. Documents related to the origins of the office
2. Documents related to the distinctive programs of the office
3. Policy Documents
  - (a) Minutes, Correspondence files of key officers, Administrative files of key officers
  - (b) Narrative and statistical accounts, State of the Department/Office/Program, Annual reports, Annual audits, Historical sketches
  - (c) Research and investigative records
  - (d) Legal records
  - (e) Budget records, Financial ledgers of final entry
4. Publications and Publicity Materials  
Periodicals, Pamphlets, Manuals, Brochures, Flyers, Charts, Posters, Etc.
5. Internal Management
  - (a) How policies were implemented
  - (b) How programs were carried out
  - (c) What problems were encountered
  - (d) Reports
6. Significant Information about Persons, Things, Events
  - (a) Biographical information about people
  - (b) Files that relate to important historical personages, episodes or events
7. Miscellaneous:  
Photographs (identified), Scrapbooks, Registers, Records of dissolved offices, Artifacts, Etc.

## FUNCTIONAL CATEGORIES (Grouped by relative importance)<sup>1</sup>

Decisions about some records can best be made according to the function that the record performs. (See next page for functional categories.)

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<sup>1</sup> Adapted from Society of American Archivists Basic Manual, *APPRAISAL AND ACCESSING*, Chicago, 1977.

USUALLY VALUABLE

Addresses  
Albums  
Autobiographies  
Briefs  
Brochures  
Budgets  
Bulletins  
Calendars  
Catalogs  
Diaries  
Digests  
Directions  
Directives  
Directories  
Dockets  
Elections, certificates, returns  
Guides  
Handbooks  
Histories  
Indexes  
Interviews  
Journals, research  
Legal opinions  
Logs  
Manuals, policy  
Manuals, procedure  
Memoirs  
Memorials  
Messages, official  
Minutes  
Newsletters  
Organizational charts  
Platforms  
Proceedings  
Proclamations  
Recollections  
Regulations  
Reports, annual  
Reports, audit  
Reports, research  
Resolutions  
Rolls  
Rosters  
Rules

Speeches  
Statutes  
Studies  
Summaries  
Surveys

OFTEN VALUABLE

Abstracts  
Agendas  
Agreements  
Announcements  
Awards  
Books  
Cables  
Charts  
Circulars  
Collections  
Contracts  
Correspondence  
Course outlines  
Dispatches  
Diagrams  
Disk recordings  
Documents  
Drawings  
Files, personnel  
Files, research  
Filmstrips  
Financial statements  
Journals  
Ledgers  
Letters, personal  
Lists  
Maps  
Memoranda  
Motion picture films  
Music  
Negatives, photograph  
Order books  
Papers, personal  
Pardons  
Payroll summary cards  
Petitions  
Photographs  
Plans

Poems  
Posters  
Publications  
Recommendations  
Registers  
Schedules  
Scrapbooks  
Sermon notes  
Specifications, building  
Subject files  
Synopses  
Tape recordings  
Telegrams  
Testimonials  
Video tapes  
Wills

OFTEN WITHOUT VALUE

Applications  
Appointments  
Bank statements  
Bills, financial  
Budget work papers  
Cash books  
Checks, cancelled  
Claims  
Day books  
Invoices  
Outlines  
Purchase orders  
Receipts  
Releases  
Sales literature  
Shorthand notes  
Tickler files  
Vouchers  
Warrants  
Work papers

USUALLY WITHOUT  
VALUE

Duplicates  
Stencils  
Supplies