

Preserve Your History

At Duke University Archives

Are you organizing your shared drive or cleaning out your office? Consider transferring records to the Duke University Archives!

The University Archives is interested in acquiring and preserving administrative and historical records that have significant and enduring value for the Duke community.

Examples include:

- ◇ **correspondence** and files of the dean, director, or chair
- ◇ **Duke publications** produced by your office, such as newsletters, brochures, and annual reports
- ◇ records of events that happened at Duke, such as **programs and flyers**
- ◇ records of **program or curriculum development**
- ◇ **departmental minutes, committee minutes**, and committee reports
- ◇ self-studies, histories, and accreditation reports
- ◇ records about **symposia and special projects**
- ◇ records about cooperative efforts with other institutions
- ◇ records about relationships with government, business or industry
- ◇ **photographs and audio-visual material**
- ◇ websites, blogs, social media, and other **electronic records**

University records may be transferred in either paper or electronic format.

By transferring your records to the University Archives, you are ensuring that the story of your department at Duke is being preserved for future generations!

Questions About Your Records? Ready to Transfer?

Contact us at hillary.gatlin@duke.edu or visit the Archives website: <https://library.duke.edu/rubenstein/uarchives> for more information.

