

## Guidelines for packing and transfer of materials to the Historical Research Center archives in the UAMS Library

- Before selecting inactive materials for transfer to the university archives, review the “Types of items collected by the Historical Research Center” at <http://library.uams.edu/library-services/historical-research-center/> or contact Suzanne Easley, Archivist at [easleymyra@uams.edu](mailto:easleymyra@uams.edu) or 686-6882.
- If at all possible, leave documents, files or folders in the original order and arrangement in which they were used within the office.
- Materials selected for transfer may be packed in available clean cardboard boxes (such as boxes for photocopy paper). Small quantities may be sent through campus mail to the attention of : Suzanne Easley, UAMS Library, Slot 586
- Please include a brief (handwritten or typed) summary or identification of the contents inside each container, ex. “Chancellor’s office files, approx. 1980-1985.” For your convenience, a “box contents” form is available at <http://library.uams.edu/library-services/historical-research-center/>
- An explanatory note should also accompany any object(s) for which the significance is not immediately obvious, ex. “Medal given to Dean X by Governor Y in [year] in recognition of ....” (do not attach notes with tape or glue!).

Depending on the quantity of items selected for transfer, boxed materials may be picked up by Library staff or the UAMS move team. Feel free to contact Archivist Suzanne Easley at [easleymyra@uams.edu](mailto:easleymyra@uams.edu), or 686-6882 with any further questions or to make arrangements for items to be transferred.