



Retiring? Weeding Office Files? Moving your Department?

Ensure that your historical records become a part of the institutional memory of UAMS. Contact archivist Suzanne Easley in the UAMS Library (easleymyra@uams.edu or 686-6882) to find out if inactive office files or other items of historical value are appropriate for transfer to the university archives collection of the Historical Research Center.

The Historical Research Center (HRC) of the UAMS Library collects and preserves inactive records and other items that document the functions and history of the University of Arkansas for Medical Sciences and the activities of its faculty, staff, and students. Institutional records are automatically restricted to the office of origin for twenty years after the creation date, unless otherwise specified by the office of origin. For more information about the HRC, see this webpage <http://library.uams.edu/library-services/historical-research-center/>

Examples of materials collected by the UAMS Library Historical Research Center

- Graphics and documents related to the physical facilities of UAMS or campus events (photographs, drawings, floor plans, maps, audio-visuals, etc.)
- Objects or documents reflecting the history of UAMS or the history of health sciences in Arkansas (incl. photographs, medical instruments, memorabilia & unique furniture)
- Records of governing bodies, administrative, or academic units of the University (annual reports, correspondence, meeting minutes, organizational charts, summary statistical information, subject files, planning documents)
- Accreditation reports, self-studies, audit reports, histories
- Publications of the University or its individual units (newsletters, catalogs, syllabi, handbooks, histories, etc.)
- Records & publications of UAMS organizations of students, faculty, staff, & alumni
- Personal and professional papers of UAMS administrators, faculty, alumni, & benefactors (incl. diaries and scrapbooks)

Examples of materials **not** collected by the UAMS Library Historical Research Center

- Routine office correspondence or records (incl. purchase orders, travel or leave requests, receipts, invoices, vouchers, mailing lists, work orders, office equipment files, tax records)
- Individual patient or personnel files (incl. payrolls, grievance claims, job evaluations)
- Draft copies of publications, articles or reports