



Moving your Department? Dean/Chair/Vice Chancellor/Director retiring? Inactive records taking over your office?

Call the Historical Research Center in the UAMS Library to see if your inactive office files are appropriate for transfer to the UAMS Archives. The Historical Research Center collects and preserves inactive materials that document the functions and history of the University of Arkansas for Medical Sciences and the activities of its faculty, staff, and students.

Examples of materials collected by the Historical Research Center

- Accreditation reports, self-studies, audit reports, histories
- Annual reports, correspondence, meeting minutes, organizational charts, summary statistical information and subject files from governing bodies, administrative, academic and departmental units of the University such as Deans, Department Heads, Vice Chancellors
- Biographical information on faculty, administrators, and alumni
- Planning, program or curriculum development records
- University and faculty publications
- Artifacts, photographs, memorabilia and audio-visual materials related to the history of UAMS or the history of health sciences in Arkansas
- Records and publications related to organizations of students, faculty, staff, and alumni

Note: Institutional records are automatically restricted to the office of origin for twenty years after the creation date, unless otherwise specified by the creator(s).

Examples of materials not collected by the Historical Research Center

- Personnel, payroll or grievance files of faculty, staff or students
- Routine correspondence or records such as purchase orders, travel or leave requests, receipts, invoices, vouchers, mailing lists, work orders, maintenance and equipment files
- Draft copies of publications, articles or reports

Contact the Historical Research Center at 501-686-6733 for advice on the disposition of your inactive office files and other materials of long-term value. Ensure that your records become a part of the institutional memory of UAMS.