

UAA Archives General Guidelines

The Archives and Special Collections at the Consortium Library is eager to help Anchorage community councils preserve public records and make them accessible now and in the future. They will accept your Community Council records at their office in the Consortium Library during normal library business hours. To facilitate this public service, please review the following:

Records to Include:

- Signed and dated memorandum of agreement between your council and Archives and Special Collections
 - Preferably not in the box, rather as an accompanying document
 - Only one copy of the agreement is needed for all deposits
- Public documents that are not archived anywhere else
 - DOT planning flyers are already archived by the state, but the notes on council maps regarding the specifics may not be stored elsewhere
- Public documents in boxes
 - Ideally, add an accompanying list that generally describes what is included in the box (who, what, and when)
 - Files can remain in their natural order.

Records to Exclude:

- Paper documents or electronic files that are available elsewhere
- Duplicate copies of documents, flyers or handouts
- Sections of information likely to contain private information
- Binder clips, paper clips and rubber bands
- Papers with any contagious condition (mold, vermin, etc.)

Finally, please remember:

- Bankers boxes are available and free from UAA Archives(but please don't write on the boxes)
- An insert with the general box description is better than item-level indexing
- Broad, section based weeding of documents is better than item-level review
- These Documents can be digitalized for your records at the Federation Office and kept on a CD before you deliver to UAA Archives for your own history records.