

# PRESERVING GW HISTORY: UNIVERSITY ARCHIVES SERVICES

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The **University Archives** collaborates with GW schools, divisions and offices to preserve and provide access to information of enduring historical or administrative value. The archives aims to preserve GW history created in any format, paper or digital.

## SERVICES

The University Archives offers a flexible range of services and expertise at **NO COST** to our GW collaborators, including:

- *Storage, preservation and retrieval of public and non-public materials of enduring value*
- *Evaluation of records for historical value*
- *Online access to select publications, reports and other sources of public information that have been transferred to the archives*
- *Providing access to records in our reading room and remotely*
- *Researching historical context and prior GW work to inform current planning, projects and policies*
- *Consulting on issues related to records, preservation, GW history and related areas*
- *Capture and archiving of websites and social media*

## RECORDS MANAGEMENT AND INFORMATION SECURITY

The University Records Schedule identifies some of the records types that should be transferred to the University Archives when they are no longer active.

However, the University Records Schedule does not currently cover all records that GW produces. The University Archives, in coordination with the Office of Compliance and Privacy, can help you evaluate these materials for transfer to the archives or destruction.

Record types that may be appropriate for transfer to the archives include:

- *Correspondence*
- *Publications*
- *Meeting minutes*
- *Memoranda*
- *Newsletters*
- *Subject files*
- *Reports*
- *Announcements*
- *Photographs*
- *Event recordings*

The University Archives complies with the Information Security Policy in how we identify, store, and manage restricted and regulated information that has been transferred to the archives.