

MICHIGAN STATE UNIVERSITY

Guidelines for Retiring Faculty and Staff on Donating Materials to the MSU Archives and Historical Collections

Do you or your colleagues have paper and digital files related to your work at MSU? The University Archives actively seeks faculty and staff materials to document the university's extraordinary programs, curriculum, research, and academic initiatives. The future of MSU is best understood by reflecting on the endeavors of our predecessors, and without the records preserved in the University Archives, our university's proud heritage cannot be written and studied.

Mission of the University Archives

On November 21, 1969, the Board of Trustees formally established University Archives and Historical Collections with responsibility for collecting and preserving inactive records for all units in the university that have legal, administrative, fiscal, or historical value. The University Archives also serves as a repository for the personal papers of faculty, administrators, and alumni. The University Archives collects manuscripts, research files, office files, professional, and personal materials created by MSU faculty and staff during the course of their careers.

Donating Your Papers/Manuscripts

Donation is simple; materials do not need to be re-organized before donation. Archivists are available to assist with selection of appropriate materials, packing techniques and transfer of materials. Materials can be related to your career or the department you worked for.



Materials of interest include but are not limited to:

- Individual's career materials including professional correspondence, biographical, syllabi and curriculum, professional activities
- Department and university wide records including correspondence, memos, syllabi, curriculum, reports, event materials, committee materials, reports, and newsletters/publications
- Audio-visual materials: photographs, negatives, film, audio and video recordings
- Personal materials: diaries, correspondence, photographs, scrapbooks
- Digital material: material created as digital files can also be transferred

For departmental staff members mediating donations of files of deceased faculty and staff members, please contact an archivist so they can speak with the family or estate executor.

Contact Information:

Sarah Roberts
Acquisitions Archivist
517-355-2330
archives@msu.edu

University Archives & Historical Collections

Conrad Hall
943 Conrad Rd, Rm 101
East Lansing, MI 48824

517-355-2330
archives@msu.edu
archives.msu.edu