

Records to transfer to the University Archives

This list is not all inclusive. Please contact the University Archivist at (773)508-2661 or archive@luc.edu with any questions.

<u>Responsible office</u>	<u>Records</u>	<u>Items that may be included in the records</u>	<u>When to transfer to the University Archives</u>
Academic Affairs	Changes in Core (Curriculum development)	Correspondence, memoranda, agendas, minutes, proposals, faculty recommendations, etc.	When no longer needed
	Changes in majors & minors programs	Correspondence, memoranda, agendas, minutes, proposals, faculty recommendations, etc.	When no longer needed
Academic Affairs/ Each School	Accreditation records	reports, etc.	Copy of reports
Alumni Office	Alumni Biographical Files	Vitae, articles about or by alumni, photographs, etc.	When no longer needed
	Reunion Class Files	Correspondence, articles, photographs, etc.	When no longer needed
Athletics	Athletic Contest Scores, Statistics		2 copies as distributed
	Media guides		2 copies as distributed
Each Office	Departmental Files General Administration Files	Correspondence, meeting minutes, agendas, program proposals and descriptions, administrative documents, annual reports, subject files, etc.	When no longer needed

Each Office (cont.)	University Policy committees and other administrative committees	Correspondence, minutes, memoranda, agendas, reports, etc.	After committee work is finished
	Policy & Procedures	Correspondence, minutes, memoranda, agenda, reports, etc.	When no longer needed
	Publications, articles, general information about faculty, staff, and students		When no longer needed
Each Office	Handbooks		When no longer needed
	Faculty Meeting Minutes		When no longer needed
	Dean's of professional schools and institutions records	Minutes, memoranda, reports, correspondence, etc.	When no longer needed
Facilities	Building Plans & Specifications	Blueprints, specification sheets, proposals, photographs, etc.	After building's destruction
President's Office	Presidential Search Records	Correspondence, memoranda, minutes, reports, etc.	2 years after search ends
Public Relations	Photographs, slides, audiovisual materials, etc.		When no longer needed
	Publicity Materials	Press releases, publications, reports, brochures, etc.	2 copies when released
	Publications		2 copies when released
Registration & Records	Class Schedules		After 2 years
	College Catalogs		After 2 years

Registration & Records (cont.)	Commencement Lists/Programs		When published
	Enrollment Statistics		After 2 years
	Tuition Fees & Schedules		After 2 years
Research Office	Contracts	Copy of final reports fulfilling grants	When finished
Special Events	Summary List of Events, Speakers, Dates, Memorabilia of Special Dinners, Building Openings, etc.	Programs, lists, brochures, photographs, etc.	As issued
Student Affairs	University Publications	Yearbooks, student organization publications, etc.	2 copies as distributed
	Publications, locally produced		2 copies as distributed
	Student Handbooks		2 copies as distributed