

Materials Accepted for Transfer

- **Accreditation Records**
 - Records concerning accreditation for the University or the school. Records may include correspondence, reports, questionnaires, guidelines, and other related records.
- **University Advancement Files**
 - Alumni Relations
 - Records concerning the University or school's relationship with its alumni. Records may include memoranda, correspondence, reports, publications, and other related records.
 - Grant Files
 - Records concerning specific grants awarded to and/or administered by the University and/or its departments. Grant proposals, progress reports, and final reports are transferred to the Archives. All of the other records may be discarded after administrative and legal retentions are met.
- **Annual Reports**
 - Annual reports of the University and its units.
- **Audit Reports**
 - Audit reports of the University and its units.
- **Budgets**
 - Final budgets for the University and its units. Working papers and drafts may be discarded.
- **Committees and Councils Records**
 - Records concerning committees and councils that are school or university-wide in nature. Files may include agendas, minutes of meetings, reports, and correspondence. For all other committee records, please consult the archivist for retention guidance.
- **Curriculum Development Records**
 - Records of the University and its departments documenting the development and planning for courses offered at the University. These may include correspondence, memoranda, proposals, and faculty recommendations.
- **Departmental Programs Records**
 - Records concerning programs of the University. Files may include program proposals and descriptions, administrative documents, and correspondence.
- **General Administrative Records**
 - Records concerning the administration of the University and its departments. Records may include reports, memoranda, correspondence, directives, and other related records.
- **Organizations, Associations, and Society Records**
 - Records concerning various faculty, staff, student, and professional organizations and associations with which the University deals. Files may include correspondence, reports, publications, minutes, and other related records.
- **Personal Records**
 - Records of individuals related to George Fox University or the NWYM
- **Photograph Records**
 - Records include photographic images, prints, negatives, digital, slides, etc. of the University's activities, functions, facilities, and its faculty, staff and students.
- **Planning Records**
 - Records of the University and its departments documenting its mission and

goals. These records may include reports, correspondence, and policy and program proposals.

- **Presidential and University Administration Records**
 - **Records pertaining to University presidents and administration, including reports, correspondence, administrative documents, and other related records.**
- **Policies and Procedures Records**
 - Records include files and manuals specific to the University's past and present policies and procedures.
- **Publications**
 - Records include publications of the University and its departments.
- **Self Study Reports**
- **Speech Records**
 - Records include speeches, addresses, or comments made by faculty and staff while representing the University.

In Addition: Retiring employees should be referred to the Archives so it can be determined if they have any personal or professional records that are appropriate for transfer to the Archives either upon their retirement or at a later date.

Materials Not Accepted for Transfer

- Accident reports records
- Affirmative Action/Equal Opportunity records
- Applications for employment records
- Bank statements/canceled checks records
- Career planning/placement records
- Clippings
- Contracts, leases, and agreements records (facilities/services/equipment used by the department)
- Energy and utilities records
- Extra hour registration records
- Faculty recruitment records
- Financial aid/student loans records
- Fire and safety records
- Grant proposals, unapproved
- Grants administration records (receipts, purchase orders, equipment lists, accounting records, etc.)
- Grievance records
- Leave records
- Loan receipt college enrollment verification records
- Mailing lists
- Maintenance services records
- Overtime records
- Parking assignment records
- Payroll time sheet records
- Personnel records (Employee Empowerment holds the official record)
- Placement tests and scores listings records (composite or individual test scores)
- Position descriptions, non-faculty
- Purchase order records
- Receipts
- Reference records (containing materials of topical interest to the department)
- Scholarship reference records
- Search committee records
- Student internship/assistantship records (to student records, Registrar's Office)
- Student locator (address) records
- Supplies and equipment records
- Surplus property records
- Telephone billing records
- Textbook requests and orders records
- Time cards
- Transfer admissions records
- Transfer equivalent records
- Travel request records
- Travel reimbursement records
- Veteran's benefits records
- Work order records