



DePaul University Library Special Collections and Archives

Thank you for your many years of service to DePaul!

As you're cleaning out your workspace, passing projects along, or winding projects down, please don't forget the DePaul University Archives. Chances are good that your work over the years has created records covered by the [Records Retention Schedule](#), such as:

- Meeting minutes
- Annual reports
- Special reports and surveys
- Accreditation documentation (from colleges, schools and academic departments)
- Memorabilia from DePaul events
- Photographs, where at least the date and event are known
- Records listed on the University's official Records Retention Schedule with the designation "Send to University Archives."
- Resources described in a set of Customized Records Guidelines that the Archives has developed for your office

Records of enduring or permanent historical value [should be transferred](#) to the University Archives along with the [required documentation](#). This includes digital files – and access to the digital content in your network (U:) drive, DePaul Google drive, and email may be lost or inaccessible after your last day.*

Please note that we can only accept materials accompanied by a signed [Transfer Form](#), including the basic inventory of materials. Please see additional directions on the [University Archives website](#), including the kinds of materials we can and cannot accept.

Special Collections and Archives staff are happy to answer questions and guide you through this process. However, we are not able to come to your office to pack up materials, and we cannot access your digital files without you and your DePaul login credentials. We're really hoping you'll take a few moments in the next few weeks to put your materials in order, arrange to send them via campus mail and/or a digital transfer, and then rest assured you've done your part to document DePaul's history and community.

*If you're feeling rushed for time, at least transfer digital files (in their original file structure and format, if possible) to a unit or office OneDrive or Teams location, letting a colleague that you're passing the baton to them to help steward materials into the archives. Please direct your colleague to contact us for next steps.

Please email spca@depaul.libanswers.com with any questions.

