

How to Transfer Records to the College Archives

The College Archives accepts significant and unique records that were generated by various campus offices, academic departments and student groups. Records are sent to the archive if they have long-term, historical value and are no longer needed for day-to-day administration.

In order to transfer records to the College Archives please follow these steps:

1. Contact the College Archivist, David Obermayer, at Friends Historical Library. Email doberma1@swarthmore.edu and telephone: 610-328-8540. The College Archivist will confirm with you if transfer to the archives is the appropriate step for these records.
2. If transfer to the archives is appropriate arrange a time and means for your records (either paper or digital) to be moved to Friends Historical Library and into the custody of the College Archivist.
3. Fill out the [records transfer form](#) as completely as possible. **Note:** it is particularly important that you **clearly identify** any records that contain confidential or legally sensitive information (SSN, bank account information, personal contact info, information protected under HIPAA or FERPA, etc.)
4. Pack all paper records into folders that are clearly labeled identifying what records they contain. Pack these files neatly into boxes (if you do not have appropriate boxes contact the College Archives and boxes will be provided for you.) Make sure to clearly identify what files are in which boxes on the records transfer form.
5. If transferring digital files provide a spreadsheet identifying the name of the file, the date the file was created and a brief description of what the file is along with your transfer.
6. After the transfer takes place the College Archivist will provide you with a copy of the transfer form for your records.

David Obermayer 12/13/2019