

# WHITWORTH UNIVERSITY ARCHIVES

## Schedule of Records Transferred to Archives

### ***Board of Trustees***

- Minutes of semi-annual meetings
- Preliminary Board packets
- Minutes of standing committees of the Board
  - Executive Committee
  - Building and Grounds Committee
  - Finance Committee
  - Academic Affairs Committee
  - Nominating Committee
- Minutes of temporary committees
  - Presidential Search Committee
- Correspondence

### ***Administration***

- Presidential records
  - Inauguration
  - Personal correspondence
  - Official correspondence
  - Travel schedules and reports
  - Minutes of staff meetings
  - Reports and newsletters
  - Committee reports
  - Policy documents
- President's Cabinet records

### ***Faculty Governance and Academic Affairs***

- Faculty Assembly minutes
- Minutes of faculty committees
- Faculty Handbook (*when revised*)
- Faculty statistics
- Academic Affairs newsletters
- General records<sup>1</sup> of the Office of Academic Affairs
- Accreditation reports
- Self studies

## ***Academic Departments***

- Minutes of department meetings
- Departmental reports and newsletters
- Departmental recruiting materials
- Departmental files
- Faculty vitae
- Course syllabi and sample tests
- Records of selected departments

### *Music:*

- Musical event publicity and programs
- Ensemble recordings

### *Theatre:*

- Performance publicity and programs

### *Athletics:*

- Sports event programs
- News releases

### *Art:*

- Exhibits publicity

## ***Support Programs***

General records<sup>1</sup> of the following offices and departments:

- Admissions
  - Enrollment statistics
  - Recruitment documentation
- Alumni Relations
- Chaplain Services
  - Worship bulletins
- Continuing Studies
- Health Center
- Information Systems
- Instructional Resources
- Library
  - Annual statistics
  - User guides
- Weyerhaeuser Center
  - Program publicity

## ***Business Affairs***

- Annual reports to the Board<sup>2</sup>
- Annual budgets or budget summaries<sup>2</sup>
- Planning documents and analyses
- Audited financial statements
- Staffing trends and organizational charts
- Deeds and properties files

## ***Publications and Media Relations***

- College publications<sup>3</sup>
- College catalog<sup>3</sup>
- News releases<sup>3</sup>
- Locally produced publications<sup>3</sup>
- The Whitworthian<sup>3</sup>
- Whitworth Today<sup>3</sup>
- Student handbooks<sup>3</sup>
- Viewbooks and promotional materials<sup>3</sup>
- Athletic publications<sup>3</sup>
- Photographs, slides, negatives (*dated and identified*)
- Audio and video recordings

## ***Student Life***

- Student handbooks
- General records<sup>1</sup> of the following offices:
  - Career Services
  - Conference Services
  - International Student Affairs
  - Residence Life
  - Student Employment

## **ASWC**

- Constitution revisions and organization
- Officers' biographies
- Committees and service organizations
- Publications
- Meeting minutes
- Sponsored activities
- The Whitworthian<sup>3</sup>
- Natsihi<sup>3</sup>

## ***Human Resources***

- Staffing trends and organizational charts
- Biographies
- Correspondence with successful applicants<sup>4</sup>
- Annual reports
- Staff Handbook<sup>3</sup>
- Staff directories<sup>3</sup>

## ***Institutional Advancement***

- Grant narratives
- Self studies
- Strategic plans
- Assessment files
- Annual reports to the Board<sup>2</sup>
- Gift-giving statistical reports
- Capital campaign records
- Major donor records<sup>4</sup> and statistics
- Faculty and staff giving statistics
- Institutional data sets

### *Whitworth Foundation:*

- Records of gifts<sup>4</sup>
- Biographies of major donors
- Statistical data
- Promotional materials

## ***Registrar's Office***

Annual reports to the Board<sup>2</sup>  
Ten-day enrollment statistics  
Calendars  
Course schedules<sup>3</sup>  
Commencement programs<sup>3</sup>  
Baccalaureate programs<sup>3</sup>  
Graduation rosters

## ***Physical Plant***

Building construction and improvements  
Campus plan<sup>2</sup>  
Security statistics

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<sup>1</sup> By "general records" is meant, e.g., planning documents, policy statements, compilations of statistics, annual reports, budget documents, significant correspondence and memoranda, etc. Specific examples listed under some departments are not meant to be exhaustive. Excluded at this time are working records or confidential personal records such as daily financial transactions, routine donation receipts, individual admissions applications, transcripts, personnel files, etc.

<sup>2</sup> If not already in Board of Trustee meeting packets

<sup>3</sup> When distributed

<sup>4</sup> Minus confidential material

***Compiled by Janet Hauck, Archivist  
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