

TRANSFER POLICY

Inactive official and unofficial records of The Sage Colleges may be transferred to the archives upon consultation with the college archivist.

<p>Official records include:</p> <ul style="list-style-type: none">· Organizational documents· Policy statements· Reports· Correspondence· Meeting minutes· Memoranda· Correspondence and email· Self-study and accreditation reports· Catalogues and bulletins· Maps and blueprints· Directories	<p>Unofficial records include:</p> <ul style="list-style-type: none">· Newspapers· Newsletters· Magazines· Yearbooks· Scrapbooks and newspaper clippings· Faculty papers· Posters and ephemera
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Once records are transferred to the archives, they are restricted to outside research for twenty-five years from the date of creation. Records directly relating to individuals are closed for fifty years, or until the person's death, whichever is later.

Records may be accessed by their originating office or department at any time.

Transfer of analog records

Analog records should be transferred to the archives once inactive. The college archivist will consult with the originating office or department to appraise records for transfer. A transfer form must be completed and sent to the archives prior to transfer.

Records will be picked up or transferred at a time agreed upon by both parties.

Transfer of electronic records

The college archivist will consult with the originating office or department to appraise records for transfer. A transfer form must be completed and sent to the archives prior to transfer.

At this time, electronic records may be transferred to the archives using a digital media storage device (provided by archivist), or shared via Google Drive.

All digital files must conform to the formats listed in the Archives & Special Collections' Collection Development Policy, and should be accompanied by a text document showing directory structure and a list of files.