

Colgate University Libraries
Special Collections and University Archives

Records Questionnaire for Academic Departments

Department name: _____

Person(s) completing this form: _____

1. Does the department generate:

(Check all that apply)

- 1a. Departmental organization charts?
- 1b. Annual reports? Submitted to what office?
- 1c. Policy and procedure manuals?
- 1d. Committee minutes?
- 1e. Photographs or other audiovisual materials?
- 1f. Departmental newsletters, brochures, information sheets or other publications?
- 1g. Records of teaching activities?
- 1h. Records of research activities?
- 1i. Student records other than official student records, including department-based student groups?
- 1j. Student honors theses?
- 1k. External review documents?
- 1l. Other (explain): _____

2. Please use this space to provide any additional information related to the boxes checked above.

3. What formats are your records in? What records do you keep as digital files only?

(Common formats include paper, audio-visual materials, photographs and photographic negatives, microforms, electronic records, and non-paper artifactual materials.)

4. What electronic systems are used in the department?

(Including, for example, Banner, in-house image/file databases, Google Drive, etc.)

5. What do you do with older records that are not used often?

6. What spaces do you store records in? Who has access to or authority to access those spaces?

7. Do you use any processes, such as microfilming or digitization, to convert paper records?

8. Who else has records responsibilities in your area?

9. Does the chair/dean/administrator of the office keep their own files?

10. Has your office moved and discarded any records in the past several years?

11. Does the department operate special programs?

12. What are the department wide committees?

13. What is unusual or unique about the department?

14. What is most important to document about the department?

15. Has a departmental history or overview ever been written?

For Staff Use Only:

Date Received:	Date Added to Spreadsheet:	Added By:
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