

CHARLESTON SOUTHERN UNIVERSITY ARCHIVES  
POLICY AND PROCEDURES FOR TRANSFER OF UNIVERSITY RECORDS

POLICY:

1. Charleston Southern Archives will store and maintain transferred materials according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers.
2. Disposal of surplus materials will be at the discretion of the Archivist unless the donating department or individual requests the return of any materials not added to the Archives collection. This request must be made at the time of transfer.

Surplus materials are any items which are determined to have no permanent value or historical interest, are outside the scope of materials collected by the archives or those items which cannot be adequately housed.

3. All non-restricted materials will be made available to all qualified researchers on equal terms of access. Departments or individuals who require restrictions on access or use of their materials for reasons of privacy or confidentiality must state the restrictions at the time of transfer.
4. Records transferable to the CSU University Archives must be five years old or older prior to their transfer.

PROCEDURES:

1. Box all materials to be transferred. Keep office files in their original folders and in their original order. **Place folders in boxes being careful not to disturb their original order.** Archives may be able to provide boxes upon request subject to availability.
2. In each box include a Box Contents List which includes the title and dates of included materials and each folder.
3. Please provide the following information to accompany materials and records being transferred:
  - a. Title of materials
  - b. Number of boxes being transferred
  - c. Time period spanned by materials
  - d. Title and phone number of department or individual transferring materials
4. Contact the university archivist BEFORE sending files (other than on-going series) to Archives at (843) 863-7940 or [ecausey@csuniv.edu](mailto:ecausey@csuniv.edu)