Procedure for Archives Care and Maintenance
December 11, 2007

Procedure: When records or personal papers are received by the College Archives for permanent deposit, they are processed according to professional archival standards. The records are:

- Arranged in logical groups that maintain the integrity of the records as they were received;
- Preserved in archival folders and boxes;
- Stored in secure storage areas;
- Described in finding aids or inventories made available for researchers to effectively search the collection (unless a restriction is placed on use or research).
- Electronic files transferred on digital media are migrated to current best practice formats.