

Hotchkiss School Archives Collections Policy

Introduction

Serving as the final repository for its historical records, regardless of format, the Hotchkiss School Archives' primary purpose is to document Hotchkiss School history, providing source material for administrators, faculty, students, alumni, and members of the School community, as well as scholars, authors, researchers and other persons interested in the impact of the School and its graduates on local, regional, and national history.

What the Archives Collects?

Things come to the Archives from inside and outside the School: Internally from administration faculty, staff, and students, and externally from individual donors.

Inside the School, the Archives collects records that are of enduring, permanent and historical value *once they are past the period of active use* as determined by the Archivist and the person or office creating / receiving the materials. The records may be in any media such as paper, tapes, typed, printed, manuscript, electronic, microform, or audiovisual. Materials that have a high collecting priority include: information relating to the School's governance, policies, fundraising and development, financial and personnel management, formulation and evaluation of the curriculum, as well as construction and maintenance of facilities, formulation and evaluation of the curriculum, school life including dormitory life, extracurricular activities and athletics.

The Archives collects all School publications including the *Mischianza*, *The Hotchkiss Record*, *The Hotchkiss Magazine*, School catalogs, Admissions publications, Development publications, etc. The Archives consults with departments and student organizations producing publications to ensure that it receives copies for the permanent collection.

Since all School records are the property of The Hotchkiss School, they may not be deliberately destroyed or otherwise disposed of without the approval of the department official in consultation with the School Archivist. (For confirmation, see the mandate from The Hotchkiss School Board of Trustees dated February 2007, in the appendix.) The School Archivist will determine in consultation with records creators whether they are appropriate for the collection. Records subsequently determined not to fit the Archives' mission will not be retained.

In addition to collecting internally-created documents, the Archives also collects photographs, papers, electronic records and memorabilia from alumni and friends of Hotchkiss School that record School life as well as papers, photographs, and records created by faculty members and administrators created during their Hotchkiss careers. The Hotchkiss School Archives also occasionally purchases documents, but only if they are of outstanding importance to the School's collection.

The Hotchkiss School Archives does not normally accept loans, and all gifts from donors outside the School become the property of the Archives. (See donor agreement.)

Transfer of Records Within the School Community

The School Archivist and a designated person from each office or body producing records shall determine which inactive records have permanent value and arrange to transmit those records to the School Archives on a mutually acceptable schedule. The selection of records is based on guidelines established by the School Archivist in conjunction with department heads. The originating office or private donor may place further restrictions on access to their donations in addition to those mandated for administrative, Board of Trustees, employee and student records described in the official mandate from the School's Board of Trustees, February 2007, and reproduced in the Appendix.

Gifts from Outside The School

Gifts coming from outside the School include items donated by alumni, parents, former faculty or friends of the School. In order for documents to become part of the Hotchkiss School Archives collection, the following needs to apply potential donors should consider the following:

1. The gift should be relevant to and consistent with the purpose of the School's Archives.
2. Gifts should have demonstrated authenticity, established provenance and clear proof of title and will not be accepted if the donor's ownership of such records is uncertain
3. The Hotchkiss School Archives should be able to provide for appropriate access, storage, and preservation that comply with accepted professional standards.
4. Gifts should be in a condition suitable for exhibition or in a condition that the School has the resources to restore and maintain.
5. Acquisitions become the property of the School Archives.
6. All acquisitions are intended to be part of the Archives' permanent collection for the benefit and maintenance of the collection and are subject to Archives' restriction policies unless otherwise negotiated by the donor and the Archivist.
7. All relevant copyright, reproduction rights and privileges will be transferred to the School.

Retaining Collections

Since collection appraisal is a continuous process, accepting material does not commit the The Hotchkiss School Archives to retain any material in perpetuity. In the case of publications, the School maintains a maximum of three copies of any item, particularly School magazines and yearbooks that can be found elsewhere on campus.

Unwanted items within donated collections will be disposed of in accordance with the stipulations in the donation agreement. When possible, these items are returned to the donor, transferred to the Edsel Ford Memorial Library, or another department that might use them or sold.

At some future time, the Archives may decide to digitize, or otherwise reformat donated collections for preservation purposes. In this instance, the original material may be kept by the Archives, returned to the donor, or destroyed according to the terms of the donation agreement.

Items the Hotchkiss School Archives Does Not to Collect

- Printed material that is available in another form, i.e. newspaper clippings.
- Books or periodicals unless their content is in some way unique or has particular links to The Hotchkiss School, its faculty, staff, or students.
- Duplicate published or distributed materials, i.e. School catalogs, commencement programs, etc.
- Most three-dimensional artifacts such as furniture, china or building fragments.

(Archives authorization passed by the Hotchkiss Board of Trustees February 2007)

Hotchkiss School Archives

The Hotchkiss School Archives' mission is to acquire, preserve and make available the historical records of The Hotchkiss School, documenting its origin, development and achievements and its officers, faculty, staff, students, and alumni.

The Hotchkiss School Archives collects, organizes, preserves and makes available records of enduring and historical value to the School. It serves as the official and final repository of historical records of the School from its establishment in 1891 to the present time. The Archives promotes knowledge and understanding of the history, programs and goals and purposes of the Hotchkiss School. The Hotchkiss School Archives abides by federal and state laws, and school policies of confidentiality, while balancing researchers' need for information.

MANDATE

Recognizing the importance and permanent value of many of the School's official files, records, and documents, the School reaffirms its support of the School Archives. To insure the preservation and availability of the official papers of the School, the Trustees hereby approve the following policy and procedure for the collection and preservation of these vital papers, records, and documents.

All papers and correspondence: including official printed materials record books, minutes, committee files, financial records, and associated papers—in sum, any records or papers generated, or received by the various administrative and academic offices of the School in the conduct of their business—are the property of the School and constitute archival material.

All administrative officers of the School and officers of the Trustees, as well as those members of the Faculty who, by virtue of administrative responsibilities either of a continuing or occasional nature, possess files, records, or documents relating to their official duties, are requested to observe the following regulations:

1. The records of the official activities of the school officers and offices are the property of The Hotchkiss School.
2. Such property is not to be destroyed or placed in storage without consultation between the officer in charge of the department where the papers accumulate and the School's Archivist.
3. The officer in charge of each administrative office determines when records cease to have current administrative value. The Archivist will thereupon determine which of these records have permanent value to the School and shall arrange for their preservation.
4. The Archivist shall consult with administrative officers to determine the type of restrictions to be placed upon the use of confidential records.
5. All photographs, visual, digital, or printed material, electronic records, and artifacts significant to the School's history shall be sent to the School's Archives.

6. The School also welcomes the offer of privately owned material bearing on the history of the School, provided, however, that the School incurs no obligation to retain such material as an integrated collection or in any prescribed form.

ACCESS TO ARCHIVAL RECORDS

1. The Archives are open to The Hotchkiss School community and the general public by appointment.
2. Materials do not circulate or leave the Archives except with permission of the Archivist or a designated representative.
3. Permission to use restricted records must be obtained by the Archivist and an officer from the department of origin of the records. Applications for use of these records will be made to the Archivist who will then consult with the department of origin.
4. Duplication of any materials is done by staff only and at the discretion of the Archivist.
5. All duplication may be subject to a fee.
6. Permission to publish material from the Archives must be obtained in writing prior to publication. It is the responsibility of researchers to obtain copyright on such material prior to publication if necessary, understanding that The Hotchkiss School may not hold copyright on all items in the Archives.

RESTRICTION POLICY

Hotchkiss School archival records will normally remain closed for a maximum period of twenty years from the date of their creation (the date on which each document was written) unless the office of origin has designated a shorter period.¹ The only records that are restricted for a different period are:

1. Trustees and Trustee Committee minutes—restricted for 50 years.
2. Faculty Minutes and records of Faculty Committees reporting to the faculty—restricted for 20 years except for members of the faculty or administration. Records of committees reporting only to the administration—restricted for 20 years.
3. Students records—restricted for 85 years.²
4. Personnel records—restricted for 85 years.²
5. Access to certain records may be restricted by law.

During the restricted period the records will be available only to the office of origin and the Archives staff. Consideration will be given for access by others when a written request is presented to the Archivist, and a written approval has been obtained from the appropriate School officer now responsible for the function performed by the office of origin. Access to student records may be obtained by submitting a written request to the Archivist, who must obtain written approval from the student or if the student is deceased, from an immediate family member (spouse, child, sibling), if the record is less than 85 years old.

The records of the School will be made available in accordance with the rules and regulations of the School Archives.

¹Opening date for files spanning several years will be 20 years from the most recent date. Access will be given to material already 20 years old contained within a collection that is not yet open when such material can be isolated from the rest of the collection.

²Access by name to individual student and personnel records (e.g. for biographical studies) will be denied for 85 years from the date the record was created. Such records, even where located in runs of otherwise unrestricted material, are still considered closed and not subject to use by researchers. Access for aggregate studies (anonymous studies of groups) will be considered in accordance with this policy and the rules and regulations of the School Archives. Access will also be denied when restricted by law regardless of the number of years that have elapsed.

The Hotchkiss School Archives

CERTIFICATE OF GIFT

I, (donor) do give to the Hotchkiss School Archives the papers and other materials described in the Appendices attached, all copyrights which I have in such materials, and all literary and artistic property rights which I have in such materials as are unpublished, including the right of first publication and all copyrights, whether such property rights are conferred by law, statute or equity, except in such works as have been generally published prior to the date of this agreement.

Such papers and other materials, and all copyrights which I have in such materials and all of the aforementioned literary and artistic property rights in such materials shall be administered by said Archives in accordance with the regulations and procedures of the Hotchkiss School Archives.

The Hotchkiss School Archivist may dispose of or transfer materials that will not be maintained in the permanent collection.

The terms of this agreement shall apply to the papers and other materials described in the Appendices attached, notwithstanding that some papers and other materials are described in an Appendix delivered subsequent to the effective date of this agreement.

(Donor)

(Date)

The gift herein above described is accepted on behalf of the Hotchkiss School Archives, subject to the terms, conditions, and restrictions herein set forth.

Peter D. Rawson
School Archivist

(Date)