

College of the Atlantic Archives and Special Collections

Guidelines for Retiring Faculty

The College of the Atlantic Archives and Special Collections collects, preserves, and makes accessible materials documenting the history and development of the college. As a faculty member, your personal and professional records are an important aspect of the college's historical record.

These guidelines are meant to assist retiring faculty in identifying records that are of interest to the archives. The record types listed below are of enduring value to the college, these guidelines cover the most commonly collected faculty materials in college archives and are by no means exhaustive.

All materials transferred or donated to the Archives and Special Collections will be preserved, cataloged, stored, used, and made available to all persons according to Archives policies and procedures.

If you would like to discuss the transfer of your records, please contact Elliot Santavicca at 207-801-5664 or esantavicca@coa.edu.

Personal and Professional Records

Writings: published or unpublished (*optional*)

Biographical data: resume, curriculum vitae, interviews, honors/awards (*optional*)

Teaching materials: syllabi, lectures and notes, course outlines (*required*)

Research files: records created during research project supported by COA (*required*)

Conference materials: records from conferences hosted by COA (*required*)

Speeches/Presentations: slides, notes, flyers (*required if associated with COA*)

College Records

Governance records: committee minutes, charters, policies, proposals; records created while serving as a committee member, chair, or Dean (*required*)

Publications: writings published by COA (*required*)

Publications: writings published about COA (*optional*)