

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. These guidelines cover the most commonly collected faculty materials in college archives, and are by no means exhaustive.

If you would like to discuss the transfer your records, please contact Hannah Stevens at 207-801-5662 or by email at hstevens@coa.edu.

Personal and Professional Records

Writings: published or unpublished

Biographical data: resume, curriculum vitae, press releases, interviews, honors/awards

Teaching materials: syllabi, lectures and notes, course outlines

Speeches/Presentations: slides, notes, flyers

Research files: records created during research project supported by COA

Conference materials: records from conferences hosted by COA

College Records

Governance records: records created while serving as a committee member, chair or Dean

Publications: writings published by COA