The Medical Research Library of Brooklyn
Archives and Special Collections
Collection Guidelines

Our Mission
The Archives is dedicated to preserving records that document the history, organization, policies, activities, and people of SUNY Downstate Medical Center and the University Hospital of Brooklyn, in addition to our predecessor institutions Long Island College Hospital and Long Island College of Medicine, making those records available to researchers. We are in the process of creating a Digital Collection utilizing the SUNY Digital Project-DSpace.

The following list can help determine whether documents are of permanent legal, fiscal, administrative or historic value. The department will accept the material listed below, regardless of format, as per the acquisition policy of the Archives.

Inaugural & Anniversary Records
   Invitess lists
   Planning committee material
   Production scripts
   Programs
   Press releases
   Presidential records

Departmental Publications
   Faculty Handbooks
   Annual reports
   Faculty Senate minutes
   College Council minutes
   Commencement and dedication programs
   Statistical data
   Master plans
   Accreditation reports
   Implementation/evaluation of campus wide programs
   Materials related to the function and overall running of the Office of the President

SUNY Master Plan Records
   Campus input to Master Plan Records
   University-wide records (SUNY superceded-retain permanently)

Special Campus Events
   Meeting minutes
   Correspondence
   Consultant reports
   Brochures
   Posters
   Programs
   Photos
   Publications
   Participant lists and Biographical Information
General Materials
Official minutes and hearing proceedings (governing body, board, commission, committee)
Meeting agenda when not included in minutes
Legal opinion or directive
Procedure manual
Opinion survey records (official copy)
Internal investigation/non-fiscal audit records (reports and recommendations)
Annual reports
Final reports
Special reports
Program plan (annual, special, long-range)
Official memoranda
Campus Announcements
Records of the Vice Presidents, Directors, and Chairs
Committee records
Annual budget
Annual audit reports
Alumni records (minutes, publications)
Admissions reports
Office of research reports
University development reports
Student organizational records
Official university publications
Departmental publications
Newsletters
Booklets
Flyers
Brochures
Catalogs
Posters
Special Bulletins
Yearbooks
Student newspapers
University directories
Faculty/staff rosters
Alumni magazines
Photographs
Slides
Negatives
Videos (Note: a separate video guideline exists for Educational Technologies)
Audiocassettes
Motion pictures
Oral histories
Microfilm (back up)
Maps and plans
Memorabilia & Artifacts
Newspaper Articles
Registrar's Office (SUNY Downstate Medical Center Registrar retains its own materials: below is a guideline)

- Degree application cards
- Student transcripts
- Course grade books
- Course catalogs
- Commencement programs (listing graduates)
- Transcript supplement-oversees (should be made part of permanent transcript)

Public Safety Records (SUNY Downstate Medical Center University Police retains its own materials)

- Campus Safety Records – Annual Security Report
- Incident data Summary Records
- Arrest records & folders
- Incident & investigation Records

Materials in the Archives are available to all members of the SUNY Downstate community and to the public, except for certain departmental collections that are restricted in whole or in part. This includes both University administrative data, faculty and staff collections.

Records Transfer Procedure

The records of permanent value that should be transferred to the University Archives listed should be transferred to the Archives on a yearly basis and the original order of these documents (order in which records were created and used) should be maintained.

Archive staff should be contacted prior to transfer date to discuss amount and type of records being transferred as well as to set a pick-up or delivery date.

Each box should be numbered in pencil and include a letter stating the following: name of transferring agency or department; record series title/name; brief description of use; inclusive dates; estimated volume, brief description of contents; name of person authorizing transfer; and access restrictions.

Upon receipt, a letter of acknowledgement will be issued by the department.