Madonna University Archives
Guidelines for Submission

The *Madonna University Archives* houses the history of the University. Your help is needed to keep it complete and relevant.

Think long range

The Archives contains the history of Madonna University. With that in mind, when submitting materials for the *University Archives*, all submitters should consider how the materials can be best described using standard keywords that will be used throughout the years. Descriptions of materials need to be written so that someone searching for records 15 or 20 years from now will be able to locate relevant items.

- **Complete names or titles at least once.**
    - The complete and correct name of the college, department, committee, etc. must be listed at least once in any document followed by the acronym or initialism.
        - Examples: North Central Association – Higher Learning Commission (NCA-HLC); the acronym or initialism can be substituted after the initial use of the full name.
    - Complete names of faculty, staff or students, etc. when mentioned need to be listed completely at least once.
        - Members of committees, departments: Sandra L Smith, later she can be referred to as S Smith or S L Smith. With a name as common as this, it is best to include the middle initial to distinguish her from other people known as S Smith.

- **Keywords** need to be included with each submission
    - Include up to 10 descriptors or keywords with each submission. These will be used by the University Archivist to assist in indexing the materials.
        - Keywords help to describe the contents; there is no reference to accreditation in North Central Association – Higher Learning Commission. "Accreditation" would be a keyword to add to describe the documents.

    If an archivist or researcher needs to find all reports relating to accreditation and those reports are indexed by that keyword, relevant documents can be accessed.

Dates:

Dates should be included in all documents. The archivist and researchers need to know the dates of documents, reports, studies, dates of decisions or motions, etc. Many documents with dates add to accuracy and are more easily searchable.

- Incomplete series;
    - Example: When sending items such as minutes, reports, etc. that are ongoing, be sure to include any missing dates in the series of documents. Maybe some meeting minutes are missing. Those dates need to be noted.

- By indicting the dates of missing documents, a researcher or archivist can quickly discern that the run of minutes is complete.
- Canceled meetings: It is best to note in the minutes of the next meeting that the previous meeting was canceled or rescheduled. This lets the archivist and researcher know when the records are complete.

Revisions, paper, electronic, websites, etc.:
When major revisions are made to a document or website, the document being replaced needs to be kept as a reference. This might be something like a bulletin or official flyer. This gives both the date when changes were made and it serves as the official record of that department, program, committee or other similar group. This is important if someone wants to know when guidelines or requirements changed for such as for degree requirements, changes to program curriculae, policies or other such notices.