



The "A" in A&RM: Archives

WHAT YOU NEED TO KNOW

The Dartmouth College Archives was established in 1928 for the purpose of collecting, preserving and making the College's historic records available for research. More recently the Archives has also become the repository for other permanent records of the College maintained for administrative or fiscal purposes.

WHAT IS ARCHIVES? :

ARCHIVES PL. N.

records created or received by a person, family, or organization and preserved because of their continuing value

Having enduring value; permanent

ARCHIVES SING. N.

the division within an organization responsible for acquiring and maintaining the organization's records of continuing value;

WHY ARCHIVES? :

The aim of the Archives is to document the organization and governance of the College over time. To do this we want to collect materials that provide a picture of the key functions and activities of the institution.

HOW? :

APPRAISAL

The process of determining whether records and other materials have value that justifies their ongoing preservation.

Continuing Value the usefulness or significance of records based on the information they contain.

Archival value the ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain.

AT DARTMOUTH

A&RM is responsible for identifying and collecting records created or received by the College that provide a complete and accurate picture of the institution over time.

The records should be able to show:

- What the College did
- When, where and how it did it
- Why it did it in a particular way
- Who were the key staff involved and why
- What were the results of it
- What impact did it have and who was affected by it