



Hagley MUSEUM AND LIBRARY

Guidelines for Business Records Acquisitions, Analog or Digital

1. Foundational Documents (incorporation documents, charters, letters patent, etc.)
2. Meeting Minutes
 - boards of directors, stockholders
 - same as above for subsidiaries companies
 - finance, executive, and other special committees
3. Executive Officer Correspondence, Email, and Records
 - presidents, vice presidents, secretaries, treasurers
 - MOUs, general memos, important emails describing decision making, achievements
4. Financial Records
 - ledgers and journals
 - annual statements
5. Departmental Records
 - advertising or marketing
 - engineering
 - research & development
 - finance
 - public affairs
 - legal affairs
 - peer-reviewed material, conference papers, patents, intellectual property
 - slide shows from important events or meetings
 - text of citations or awards, letters of approbation
 - documentation of origins and lineage of projects, impact statements
6. Images and Recordings
 - photographs and prints
 - motion picture film
 - video and sound recordings
 - maps and drawings
7. Publications
 - organizational publications, including annual reports and trade literature
 - books and publications from organizational libraries
8. Artifacts (in exceptional cases)

rev. 08/2018