



Indiana University
Purdue University
Fort Wayne

IPFW Digital University Archive Administrative Authorization

The Digital University Archive, a university supported unit within Walter E. Helmke Library, is the authorized, designated repository for collecting digital records reflective of Indiana University-Purdue University Fort Wayne (IPFW) history.

The mission of the Digital University Archive (DUA) is to preserve and provide access to significant public records documenting the history and activities of IPFW and its schools, departments, programs, and offices. The Digital University Archive holds the authority to identify materials for inclusion in the DUA, as well as the retention of a limited number of physical materials.

Because of the vast amount of information created at an institution of this size, only a specific set of public records can be preserved in the Digital University Archive. Accordingly, a general curation guide has been established to ensure that public records of importance are preserved.

The following guidelines will assist individuals and departments in identifying materials collected for transfer into the Digital University Archive.

Materials Collected

The primary focus of the Digital University Archive is the curation of public, original materials reflective of the history and development of IPFW.

The following are the categories of materials collected by the Digital University Archive. **This list is not comprehensive.** The latest list of actively curated items is located online at: ipfw.edu/microsites/university-archives/index.html.

Accreditation Records

Records concerning accreditation for the university and its academic programs: Final records

Alumni Relations

Alumni publications and records concerning the university's relationship with its alumni. May include memoranda, correspondence, reports, publications, and other related records

Annual Reports

Annual reports of the University and its academic and administrative units. Final reports

Budgets

Budgets of the University and its academic and administrative units. Final budget

Committee and Council Records

Records of major academic and administrative committees and councils, including the faculty senate. Files may include agendas, minutes of meetings, reports, and correspondence

Departmental Programs Records

Records concerning programs of the University. Files may include new program proposals, program reviews, and self-studies. Final records

Faculty/Staff Information Files

Files containing biographical/professional information about individuals. The University Archives does not collect faculty and staff personnel records

General Administrative Files

Records concerning the administration of the University and its academic and administrative units. Files may include reports, memorandums, correspondence, directives, and other related records

Governance, Policy and Procedures Documents

Includes files specific to the University of past and present constituting documents, policies and procedures, such as IPFW Management Agreements, policy statements, reports, memoranda

Organizations, Associations, and Society Records

Records concerning faculty, staff, student, and professional organizations and associations affiliated with the University. Files may include correspondence, reports, publications, minutes, and other related records

Photograph, Audio, Audio-Visual, and Multi-Media Files

Primarily photographic images of the university's activities, functions, facilities, and its faculty, staff and students (See also mDON collections)

Planning Records

Records of the university and its units documenting its mission and goals. May include strategic plans, USAP reports, and policy and program proposals

Publications, University

Publications about or distributed in the name of the University or one of its sub-units, including books, magazines, student newspapers, university directories, newsletters, etc.

Publications, Faculty

Two copies of faculty monographs are purchased by the library, one is added to the circulating collection and one is added to the University Archive. Faculty research and creative accomplishments are indexed and archived in Opus, IPFW's institutional repository

Research Projects and Grants

Records concerning University research projects, including grant records. Final reports (See also Opus Awards, Honors, Fellowships and Grants database)

University Relations and Communications

Records of official university communications to IPFW faculty, students, staff and the external community, including press releases, media news, promotional pieces, public correspondence, etc.

Transfer of Approved Materials

For information regarding transfer of approved born-digital and/or approved physical items to the Digital University Archive, please see the Contact Information below.

Archival Services

All materials accepted by the Digital University Archive will be cataloged and securely stored in a long-term digital preservation system. Physical materials identified for inclusion into the Digital University Archive will be digitized adhering to established standards and guidelines. Digital files will then be ingested into the online platform for preservation and access.

While there are a limited number of physical materials held at Helmke Library on behalf of the Digital University Archive, the majority of items will be returned to the originating department or discarded as per the Digital University Archive policy upon completion of the digitization process.

Contact Information

For more information or additional inquiry, please contact the Digital University Archive by phone at (260) 481-6405 or by email at archives@ipfw.edu.

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