University Archives: Begin with the End in Mind

Marlayna Christensen, University Archivist
What year was the campus established?

A. 1903  
B. 1912  
C. 1959  
D. 1960
1903
The Marine Biological Association of San Diego was established

William Ritter
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William Ritter


Frederick Baker, 1914. SIO Photographs Collection. SMC 59.
1903
The Marine Biological Association of San Diego was established

William Ritter


Fred Baker


E.W. Scripps

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E.W. Scripps

E.B. Scripps


Ellen Browning Scripps, 1919. Scripps Family Papers on the Founding of the Scripps Institution of Oceanography. SMC 3.
1912
Scripps Institution of Biological Research

Scripps Institution For Biological Research, 1914.
Wesley C. Crandall Photographs.
1959

Regents approve the site for the University of California, La Jolla

University of California Regent Donald H. McLaughlin and Roger Revelle examine map of proposed site of University of California campus at La Jolla, 1959. Roger Revelle Papers, SMC 0006.
1960
Regents approve the site for the University of California, La Jolla

Students fill the trunk and back rear seat of a La Jolla Cab, 1964.
Charles H. Graves Image Collection, MSS 303.
1963
President Clark Kerr establishes a systemwide records management program

School of Science and Engineering and Urey Hall groundbreaking, 1961
39,633 students enrolled (fall 2019)
26,469 faculty and staff members (April 2019)

Undergraduates attend lecture
Credit: Erik Jepsen/UC San Diego Publications
https://ucpa.ucsd.edu/resources/image-library/academics-and-research
11 Divisions and Schools

Fallen Star: distant view from the west of house cantilevered out, seven stories off the ground, 2012. Stuart Collection Photographs.
11 Divisions and Schools

6 Residential Colleges
11 Divisions and Schools
6 Residential Colleges
23 Competitive Sports Teams

Photos by Erik Jepsen, UC San Diego Publications.
11 Divisions and Schools
6 Residential Colleges
23 Competitive Sports Teams
531 Registered Student Organizations

Student activities, Robert Glasheen Photograph Collection. MSS 154.
11 Divisions and Schools
6 Residential Colleges
23 Competitive Sports Teams
531 Registered Student Organizations
6 Campus Community Centers
11 Divisions and Schools
6 Residential Colleges
23 Competitive Sports Teams
531 Registered Student Organizations
6 Campus Community Centers
Campus Administration
Archival Records

Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs that are preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator.

Source: https://www2.archivists.org/glossary/terms/a/archival-records
How do we know what happened?

- How do we know about important events of history?
- What evidence do we have?
- What happened that lead up to that moment in history?
A records retention schedule defines the period of time that records should be retained and when they should be destroyed.

Source: https://www.ucop.edu/information-technology-services/initiatives/records-management/about-records-retention-schedule.html

Search Results:

The items from the existing schedule that have not been superseded are in this database. New items have an * after the number.

275 records found for "rz"
Official Record: Permanent, subject to University Archives review. Coordinate the transfer of these records to the University Archives when no longer needed for current operational business.

Frieda Urey donates the Harold Urey Papers to the Mandeville Special Collections Library, Robert Glasheen Photograph Collection: MSS 154.
Suitable Records

- Administrative
  correspondence, reports, minutes, organizational charts, planning documents

- Fiscal
  annual financial statements, audit reports

- Publications
  created by your office, PR materials, press releases, handbooks

- Historical
  bylaws, photos, scrapbooks, sound & video recordings, select artifacts

Women with bathythermograph records, 1968.
Scripps Institute Oceanography Photographs.
Generally NOT Suitable Records

• Personnel records
• Applications (job, scholarship, etc.)
• Purchase orders
• Tenure review documentation
• Student papers, dissertations, grades
• Faculty publications
What was the first name proposed for Third College?

A. John Muir College
B. Che Guevara College
C. Lumumba Zapata College
D. Martin Luther King, Jr. College
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Which of these formats does the archives collect?

A. Paper
B. Email
C. Computer disks, thumb drives, external hard drives
D. Cloud-based documents
E. Film, DVDs
F. Cassette tapes, CDs
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All formats!
7 Tips for Effective Records Management

1. Begin with the end in mind.
2. Keep personal records separate from work.
3. Know your records responsibilities (laws, etc.)
4. Consult the retention schedule.
5. Schedule a regular records clean-up day.
6. Contact the University Archivist.
7. Repeat regularly.
What happens to the records?

- Processing: prepare materials for public use
**Finding Aid**


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<thead>
<tr>
<th>ADMINISTRATIVE FILES</th>
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<tbody>
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<td>Administrative Files</td>
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<td>Cottages - Plans, 1948</td>
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<td>Expeditions and cruises, 1953-1961</td>
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<td>Facility reports and summaries, 1951</td>
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<td>Floor plans, 1948-1955</td>
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**WILLIAM A. NIERENBERG**

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What happens to the records?

- Stored in secure, temperature, and humidity controlled environment
- Shelved in acid free containers
What happens to the records?

- Available for public access
- Use in controlled environment
Start with the End in Mind

- Will your story be told?
- Review the retention schedule
- Clean up – remove personal content
- Contact me
Marlayna Christensen
University Archivist
mkchristensen@ucsd.edu
858-534-8605

Thank you!