What should you keep, what should you throw away, and what should you send to the college archives? Use this flow chart as a quick guide to see if the archives is the right place to send your records. Still not sure, just send an email to the college archives staff at jmincey1@waketech.edu and we'll set up a meeting to discuss your questions and concerns.

Does the item(s) you wish to send fall under the responsibility of the college archives as outlined by the 'Public Retention and Disposition Schedule'?

YES

Is this item(s) of cultural or historical value to the college?

YES

Was this item(s) created by the college or a department within the college?

YES

Do we have similar items in the archives collection? (See the archives finding aid for a list of items in the archives collection.)

NO

Was this item(s) created with resources provided by the college? (i.e. staff, faculty, alumni, board member...)

YES

Was this item(s) created with office/department supplies, etc.?

YES

Please fill out the 'WTCC Created Works' form for inclusion in the 'WTCC Creative Works' annotated bibliography. We will review the 'Creative Works Form' submission to determine if we will be able to accept the item(s) itself for inclusion in the archives.

NO

No, you may not send this item(s) to the archives.

NO

Or by a member of the college community? (i.e. staff, faculty, alumni, board member...)

NO

Sorry, we are unable to accept this item(s) for the archives.

NO

Please fill out an 'Archives transfer Form' for us to evaluate the item(s), but do not send the item(s) until you receive notification the item(s) has been approved for inclusion in the archives collection.

NO

Please fill out the 'Archives Transfer Form' including your name, department, and title for the record(s) being sent, and send both the form and item(s) together to: Jennifer Mincey, North Campus Library; BB 239 for processing. Thank you!