

Drake Law School Archives Collections Policy

The Archives and Special Collections strives to preserve Law School records for the purposes of:

- Maintaining a clear account of Law School life and achievements, administrative policy and actions, and educational programs.
- Documenting the Law School's past and its role in the history of law and/or Drake University among students, faculty, and alumni.
- Making available a body of records useful for student, casual, and scholarly research in history and other disciplines. The focus on rare and special materials of lasting value means that transitory items, such as drafts, and materials easily obtained elsewhere, such as print or online publications, will typically not be collected.
- The Archives and Special Collections relies on the cooperation and support of administrators, deans, directors, faculty, students, and alumni to ensure that materials of historical value are collected and preserved. The Archives and Special Collections will accept non-current (inactive) records having permanent, historical value.

The Law School Archives and Special Collections will promote school-wide records management and collect material in the following categories from all administrative and academic units of the Law School.

1. OFFICIAL RECORDS, PAPERS, AND PUBLICATIONS OF DRAKE LAW SCHOOL and LAW LIBRARY

Official records encompass the records or papers generated or received by the various administrative offices of Drake Law School in the conduct of their business. These records may be in print or electronic format and may include:

- Administrative: Minutes, reports, documents, manuals, memoranda, policies, priorities, schedules, and correspondence.
- Budget and Acquisitions: Documents, reports, and correspondence.
- Committees: Minutes, reports, documents, memoranda, and correspondence.
- Faculty and Staff Papers: Reports, documents, correspondence, organizational charts and other documents related to service to the law school, state, nation or other organization.
- Facility: Documents, correspondence related to additions/renovations, blueprints, or other plans.

- Marketing/Publicity: Publications, newsletters, ephemeral documents, and media.
- Statistics/Surveys.
- Student Organizations: Documents, minutes, media, and reports.
- Media: Photographs, negatives, slides, DVD, VHS tapes, and other forms of media
- Alumni records, including minutes of the alumni associations.
- Artifacts: Must be related to an important aspect of the Law School history.

The official administrative records of Drake Law School (correspondence, reports, and subject files) designated as archival should be inactive and no longer used in the current activities of the originating office.

Records should be forwarded to the Archives and Special Collections after consulting with the library for the orderly transfer of non-current materials. An inventory of records transferred should accompany the accessioned material. The originating office may place restrictions on access to non-current records in addition to any restrictions designated by library staff and documented in the archives listings.

2. SPECIAL COLLECTIONS

The Law School Archives and Special Collections also solicits and collects records and papers that are neither official school records nor faculty papers, but that relate to the history of Drake Law School.

Examples include:

- Professional and personal papers of eminent alumni relating to their Drake Law School experience.
- Professional, personal and unpublished papers of eminent alumni relating to their professional legal work.
- Papers or records concerning the history of Drake University, Des Moines, the greater Des Moines area, or Iowa as they relate to the growth and development of the Law School.
- Papers, records, and published items about Drake Law School.

Acceptance of Materials

The organization and preservation of any collection accepted to the Law School Archives and Special Collections involves labor and costs for archival supplies. Donors are encouraged to include a monetary donation to fund the cost of processing and preserving their materials.

Due to limited staffing, budget, and space, all donations or gifts are subject to review and may be declined.

The Archives and Special Collections will not accept items or materials which fall outside our collecting scope or fit into the following categories:

1. Records that are in a format which requires special, outdated, or antiquated equipment to access if the library does not already own such equipment or the purchase of equipment would be prohibitively expensive.
2. Materials of a size which the Archives and Special Collections cannot accommodate.
3. Materials which are irreparably damaged, infested by insects or mold, or require costly preservation.