

Collections Development Policy

Overview

The archive seeks donation of as little as a single item and as large as several hundreds of boxes. Material need not be organized; it need not be "old"; and it need not relate to a famous individual, event, or organization in order for it to be historically significant. Generally, however, we are more interested in a coherent body of material rather than individual items; photos, tapes, and films should be identified.

The archive acquires manuscript collections in the following ways: 1) additions to already accepted collections; 2) donations; 3) purchases. Additions to existing collections are accessioned based on the professional judgment of the curator guided by the "types of material accepted" guidelines. Recommendations about new collections for donation or purchase are welcome from anyone. All proposed collections should be sent to the head of the repository.

Format of material collected/not collected

We collect only material created or collected by private individuals and organizations and not from units of government. Listed below are types of materials that are (and are not) often accepted as part of personal papers or organizational records. These lists are suggestive and not definitive.

INDIVIDUAL AND FAMILY PAPERS

It is important that archive staff be permitted to survey papers or records in order to determine which materials have enduring historical value, listed below are types of materials that are often valuable to a researcher. This list, which is suggestive and not definitive, illustrates the wide range of documentation sometimes useful for historical and administrative research. If you have any questions about this list, please ask a member of our staff.

Manuscripts considers for acquisition:

- Personal and professional correspondence
- Diaries, memoirs, or journals
- Legal documents such as birth and marriage certificates
- Research files compiled or created by the donor
- Personal or professional scrapbooks and memorabilia created by or directly relating to the donor
- Clearly identified photographs taken by or directly relating to the donor
- Clearly identified sound recordings, video tape, or movie film created by or directly relating to the donor
- Artistic or other creative materials that are produced by the donor or have a direct correlation to the donor's collection
- Books, articles, scripts, music, pamphlets, or other material written or published by the donor or about the donor

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- Final drafts of unpublished works (television and movie scripts may be an exception, where certain early drafts may be of interest)
- Galleys and proofs drafts of published works. (in select circumstances)
- Papers and materials related to the individual's civil, business, religions, political, and social activities may be of interest.

RECORDS FROM ORGANIZATIONS AND INSTITUTIONS

Many of the records produced by an organization have long-term value. We are interested in the records that best illustrate the purpose, activities, and policies of an organization. Such documents usually represent an "end product"—a final report, for example, instead of a draft. We are more interested in related groups of materials rather than individual items. Records should be inactive—that is, no longer regularly used for routine business. Before records are transferred, an archivist should survey the organization's papers or speak with knowledgeable staff to determine which materials have enduring historical value. Listed below are some of the types of documentation we often preserve for historical and administrative research:

Manuscripts considers for acquisition:

- Architectural records
- Articles of incorporation, bylaws, charters
- Audio recordings
- Budgets and balance statements (annual or semi-annual only)
- Bylaws and revisions
- Clippings (about the organization)
- Constitution and revisions
- Correspondence and email of officers
- Financial ledgers up to 1900
- Galleys and proofs drafts of published works (in selected circumstances)
- Legal documents
- Memoranda
- Minutes of meetings
- Motion picture film and videotape (clearly identified)
- Organizational charts
- Photographs (clearly identified)
- Planning documents
- Press releases/speeches
- Printed material including pamphlets, brochures, catalogs, handbooks, newsletters, periodicals, etc., produced by the organization
- Reports (annual, committee, etc.)
- Scrapbooks
- Subject/Topical files
- Websites and podcasts
- Non-confidential personnel rosters, directories, membership lists/rosters, and similar record

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We may not accept everything that is offered to it because of staff and space constraints. Materials in the categories of "generally does not acquire" will generally not be accepted (or will be separated from collections when found). Even material in the categories generally acquired may be removed from collections at the time of accessioning or during processing, if archivists judge the material not to have sufficient historical and research value to warrant retaining.

Manuscripts generally does not acquire:

- Records of government entities (with the exception of the records of the tribal community)
- Records of primarily genealogical value (including sacramental records from churches)
- Records of primarily scientific value (including mining and logging records)
- Detailed engineering drawings.
- Personal financial records including checks or income tax returns
- Personnel time cards, payroll documents, or confidential files
- Day-to-day financial records for organizations (particularly from the 20th century) such as bank statements, canceled checks, receipts, daily balances, and invoices.
- Medical records
- Duplicates of any items
- General readership books, periodicals, or other printed material not written by or about the donor/organization, (exceptions may be made for books, periodicals, or pamphlets of unique historical interest).
- Art and artifacts (including trophies, plaques, and awards)
- Official papers of politicians and elected officials

Topical and Geographic collecting areas

Within the general goal of documenting the history and peoples of Oregon as well as the Pacific Northwest, we collect broadly both in terms of types of material and in terms of topics/creators. We are interested in documenting such topics as (please note: this list is suggestive, rather than all-inclusive):

- History of the Pacific Northwest
- pioneer life
- business (including but not limited to agriculture and logging, transportation, mining, and locally-owner businesses)
- charitable, benevolent, and fraternal organizations
- conservation and environmentalism
- education
- journalism
- labor
- Military

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- arts, culture, and entertainment
- politics, law, and public affairs
- religion
- race and ethnicity