

## Duke Kunshan University Archives

The University Archives' goal is to build a comprehensive and representative historical record of Duke Kunshan University, which requires the help and support of the community.

### Why transfer to the University Archives?

The University Archives serves an important role in preserving the history and legacy of our campus and community, including safeguarding and maintaining evidence of activity across DKU departments, units, and programs.

The Library and its Archives and Special Collections department are not seeking to be a records management repository, nor is an Archives meant to be. Only about 10% of the records an office or individual creates in the course of their work will be considered of permanent value. Experienced archivists on the Library's faculty are your partners in determining which records to consider saving for the future. These are not recordkeeping requirements.

### What to Transfer?

The University Archives are interested in the following types of records that you may create, own, or share custody of in your role here at Duke Kunshan University. We will accept records in their original format, be that physical or digital.

#### Administrative

- Accreditation and self-study records
- Annual reports (both university and departmental)
- Committee records
- Correspondence (we're happy to discuss archiving email)
- Grant records
- Memoranda
- Meeting minutes and agendas
- Organizational charts
- Planning documents
- Policy and procedures handbooks
- Reference files
- Research projects
- Speeches and Addresses
- Task Force and ad hoc committee records

#### Historical

- Articles of incorporation
- Relations with Duke University and Wuhan University
- Photographs and audio-visual materials

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Scrapbooks and ephemera related to DKU

## Event Files

- Event planning records (minutes, correspondence)
- Posters (printed and digital)
- Event programs and related published materials
- Photographs (if possible with identification of people and events are identified)
- Audio and video recordings

## Publications (produced by departments/research centers)

- Newsletters/campus-wide emails
- Yearbooks/Annual reports
- Special, one-off publications

## Curriculum

- Bulletin
- Course Syllabi
- Published course/class projects and student work (including audio-visual projects/non-print material)
- Faculty Governance and Faculty Committees
- Minutes/Agendas, Policy and Procedures, Presentations/Slides, Committee Rosters
- Staff Governance and Staff Committees
- Minutes/Agendas, Policy and Procedures, Presentations/Slides, Committee Rosters
- Student Governance and Student Organizations
- Minutes/Agendas, Policy and Procedures, Presentations/Slides, Committee Rosters Any special initiative documentation

## How to Transfer records?

Our current transfer process involves the following steps:

1. Contact Ryder Kouba ([rk391@duke.edu](mailto:rk391@duke.edu)) to schedule a consultation and discuss potential restrictions.
2. He will work with you to understand the records you're ready to transfer to the University Archives as well as develop a transfer plan for digital or physical materials.
3. For digital materials, they can be transferred through Duke Box or by external hard drive as the case may be. Physical materials can be picked up at the scheduled time.

## Oral History Interviews

The Library has undertaken an Oral History initiative (2024) and are always interested in complimenting archival records with oral history interviews that can provide further information about DKU, in particular in the preservation of intangible institutional knowledge and culture.