

## Groups of Archival Records

Included in this leaflet are categories of archival records grouped by relative importance. This is meant to act as a general guideline. Your own archival needs will, of course, depend on your own institutional mission and goals. If you have any comments or additions to these categories to share, please contact LYRASIS Preservation Services at:

[preservation@lyrasis.org](mailto:preservation@lyrasis.org)

### Usually Valuable

Academic records

Addresses

Albums

Autobiographies

Annual reports

Audit Reports

By-laws

Briefs

Budgets

Brochures

Bulletins

Broadsheets

Cadasters

Catalogs

Calendars

Credences

Census rolls

Constitutions

Dockets

Directives

Directories

Diaries

Digests

Directions

Elections, certificates,  
and returns

Guides

Handbooks

Histories

Indexes

Interviews

Laws

Legal opinions

Logs

Legislative acts

Memoirs

Memorials

Official Messages

Militia lists

Minutes

Muster rolls

Newsletters

Orders

Organizational charts

Platforms

Poll lists

Policy manuals

Procedural manuals

Proceedings

Proclamations

Recollections

Regulations

Research reports

Resolutions

Rolls

Rosters

Research journals

Rules

Speeches

Statutes

Studies

Summaries

Surveys

Synopses

Tax returns

Testimonies

Wills

## **Often Valuable**

Abstracts	Field notes	Payroll summary cards
Agendas	Files	Petitions
Agreements	Personnel files	Photographs
Announcements	Film strips	Plans
Audiovisual materials	Financial statements	Progress reports
Awards	Issuances	Personal letters
Building Specifications	Journals	Poems
Books	Kinescopes	Posters
Cables	Ledgers	Publications
Certificates	Letterbooks	Recommendations
Charts	Lists	Registers
Circulars	Maps	Research files
Collections	Memoranda	Schedules
Contracts	Monographs	Scrapbooks
Correspondence	Motion picture films	Subject files
Course outlines	Music	Tape recordings
Dispatches	Order books	Tariffs
Diagrams	Photographs	Telegrams
Disk recordings	Photographic negatives	Videotapes
Documents	Personal papers	
Drawings	Pardons	

## **Occasionally Valuable**

Assessments records	Jackets	Property control listings
Bonds	Lectures	Recommendations
Cards	Lists	Reprints or separates
Case files	Materials	Returns
Catalogs	Nominations	Schedules
Clippings	Notebooks	Scrapbooks
Committee files	Notices	Sketches
Course materials	Oaths	Statements
Examination questions	Payrolls	Statistical tables
Folders	Press releases	Tabulations
Instructions	Program documentation, ADP	Transcribed tapes
Inventories		Transcripts

### **Often Without Valuable**

Account books	Leases	Reading files
Accounting statements	Licenses	Receipts
Applications	Manuscripts	Releases
Appointments	Manuscript version of published addresses	Requests
Authorizations of actions posted to permanent records	Manuscript version of published speeches	Requisitions
Ballots	Mortgages	Sales literature
Bank statements	Notes, lecture	Slips
Bills, financial	Notes, research	Shorthand notes
Budget work papers	Orders, financial	Tickets
Cash books	Outlines	Tickler files
Checks, cancelled	Payroll deductions, authorizations, and notices	Time books and records
Claims	Property inventories	Trial balances
Classbooks	Purchase orders	Vouchers
Day books		Warrants
Invoices		Work orders
		Work papers
		Worksheets

### **Usually Without Value**

Duplicate copies  
Stencils  
Supplies