

# Faculty Collections

## About the University Archives

The University Archives exists to preserve and present the historic record of Ferris State University. The Archives is the official repository for all university records, including artifacts. Additionally, the Archives collects supplementary material which relates either to the University or the immediate geographic surroundings. The University Archives is currently advised by the Academic Senate committee on Library/Historical/ Archival Committee.

## University and Records Management Archives Program

### University Archivist

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### Archival Associate

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### Records Wanted

- Biographical information including curriculum vitae
- Diaries/journals/blogs
- Transcripts/recordings of presentations
- Correspondence
- Material documenting professional, civic or research activities
- Teaching materials
- Research notes
- Photographs
- Materials about programs/policies developed and changed
- Publications/projects/including electronic projects

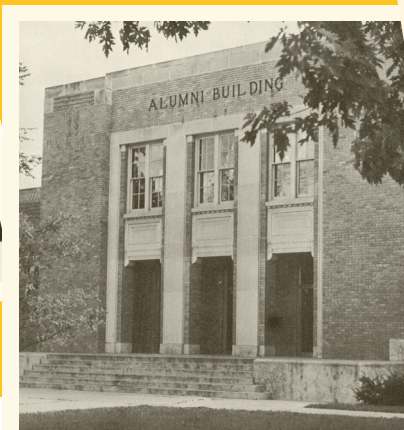
### Records Not Wanted

Certain records are less useful in documenting life at Ferris State University. The information may be already available through official University records or heavily restricted because of privacy concerns. These records include:

- Personnel files (including tenure and promotion records)
- Student records/grade sheets or grade-books
- Personal financial records such as check stubs or tax returns
- Duplicates
- Greeting cards
- Publications by other people

### History of the Archives

The University Archives began in the aftermath of the fire, with a few shelves of historic material placed in the library. In 1964, Lillian Masselink Wright was hired part-time as the curator for the historic collections. With the completion of the new library in 1967, the archives moved into the "Historical Room." In 1975, R. Lawrence Martin, a librarian, was transferred into that area to assist Mrs. Wright. The 1984 centennial celebrations led to a renewed interest in the archives.



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