




University of Michigan
Medical School
Policy and Procedures on Recordkeeping

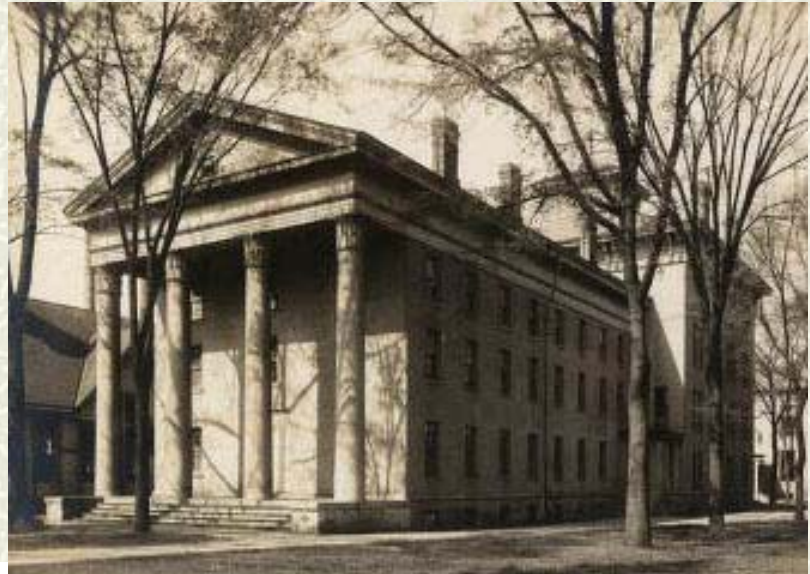
Meeting with University Archivists
University Archives and Records Program
Bentley Historical Library
October 9, 2006



I. Introductions

- # Purpose of Meeting
- # Background on University Archives, Bentley Historical Library

<http://bentley.umich.edu/>



First Medical School, built in 1850



Medical School and old Library, ca. 1904

II. Policy and Recommended Practices for Organizing Administrative Records



Medical School built in 1925 on E. University. Albert Kahn, architect.

- # Policy and Procedure Manual available at:
<http://bentley.umich.edu/bhl/uarphome/ppmanual.htm>
- # Paper-based records
- # Digital records
- # Other media
 - Photographs
 - Audio
 - Video

II. Recommendations for Digital Records (cont.)

Policy and Procedures Manual

Section 5,

<http://bentley.umich.edu/bhl/uarphome/manual/digitalpro.htm>

Best Practices for digital media formats

<http://bentley.umich.edu/bhl/uarphome/digitalformats.htm>

- e.g. digital images, PDF, video (coming soon)

Web-based material

[Medical School Web Documentation.ppt](#)

III. Transferring Records to the University Archives



Medical School lectures;
surgery and anatomy
classes, ca. 1893

- # What to transfer
- # What not to transfer
- # When to transfer
- # How to transfer

Information about transferring records
can be found at:

<http://bentley.umich.edu/bhl/uarp/home/transrecs.htm>

III. Transferring Records to the University Archives (cont.)

What becomes of records transferred:

- Processing

- Description

- MIRLYN

- http://mirlyn.lib.umich.edu/F/?func=file&file_name=find-b

- Finding Aids

- Medical School, records

- <http://www.hti.umich.edu/cgi/f/findaid/findaid-idx?c=bhlead&idno=umich-bhl-87253>

- Medical School, publications

- <http://www.hti.umich.edu/cgi/f/findaid/findaid-idx?c=bhlead&idno=umich-bhl-9945>

- U-M online finding aids http://bentley.umich.edu/EAD/ead_uofm.htm

A sample of questions the Archives can answer

- # When did the "tenure clock" begin at UM?
 - # How many faculty were at the medical school (clinical, instructional and research) in 1970 and 1980?
 - # Do you have images of the 1955 polio field trials?
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Poliomyelitis and the Salk Vaccine



Thomas Francis in front of the special Projects Research Building where the Poliomyelitis Vaccine Evaluation Center was housed.

A Guide to Resources at the Bentley Historical Library:

<http://bentley.umich.edu/bhl/digpubs/polio/index.html>

IV. Current Developments and Issues concerning University Records

- # E-mail
- # Websites
- # Institutional repositories

- U-M's DeepBlue

<http://deepblue.lib.umich.edu/index.jsp>

- # Blogs



Operating Course in the surgical lab. Cyrenus Darling is the instructor.

V. Further Recommendations



Surgery and Anatomy class, 1893.

- # Off-site storage
- # Benefits of archives to alumni, faculty, students

University Archives and Records Program

- # homepage: www.bentley.umich.edu
 - # guidelines for university units:
<http://www.bentley.umich.edu/bhl/uarphome/univunits.htm>
 - # transferring records:
<http://bentley.umich.edu/bhl/uarphome/transrecs.htm>
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University Archives and Records Program

Nancy Bartlett, nbart@umich.edu

Brian Williams, bwms@umich.edu

Nancy Deromedi, deromedi@umich.edu

phone: 734.764.3482

address: 1150 Beal Avenue, North Campus
