

Archives Collections Development Policy

Overview

The Billy W. Sills Center for Archives seeks donations of as little as a single item and as large as several boxes. Material need not be organized; it need not be "old"; and it need not relate to a famous individual, event, or organization for it to be historically significant. It needs to connect to Fort Worth Independent School District.

The Billy W. Sills Center for Archives acquires items in the following ways: 1) additions to already accepted collections; 2) donations. 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 are welcome from anyone. All proposed collections should be sent to the curator.

Format of material collected/not collected

We collect only material created or collected by private individuals and Fort Worth Independent School District. 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 PAPERS

It is important that we survey papers or records 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.

Items considered for acquisition:

- Yearbooks
- Personal or professional scrapbooks and memorabilia created by or directly relating to the donor
- Diaries, memoirs, or journals
- Legal documents
- 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
- Papers and materials related to the individual's activities within FWISD may be of interest.



RECORDS FROM ORGANIZATIONS AND DEPARTMENTS

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 Fort Worth Independent School District. 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 used for routine business. Before records are transferred, an archivist should survey the organization's papers or speak with knowledgeable staff to decide which materials have enduring historical value. Listed below are some of the types of documentation we often preserve for historical and administrative research:

Items considered for acquisition:

- Architectural records
- Audio recordings
- Budgets and balance statements (annual or semi-annual only)
- Bylaws and revisions
- Clippings (about the organization)
- Correspondence and email of officers
- 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
- Non-confidential personnel rosters, directories, membership lists/rosters, and similar records

We may not accept everything that is offered 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 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.



Items generally not acquired:

- Records of government entities
- Detailed engineering drawings
- Personal financial records including checks or income tax returns
- Personnel timecards, 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).

Topical and Geographic collecting areas

Within the general goal of collecting and preserving educational artifacts and related materials for posterity, 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 FWISD and its schools
- Employees
- Students
- Departments
- Buildings
- Curriculum
- Athletics
- Demographics

