Wartburg College Archives
Collection Policy

Mission
The Wartburg College Archives collects, preserves and makes available records of historical, legal, fiscal and/or administrative value to the Wartburg College community of faculty, staff, students, alumni and other researchers.

Use and Purpose
The Collection Policy informs the selection of materials to be transferred and preserved in the Wartburg College Archives. The policy is intended to support, but not to replace, the professional judgment of staff. The policy’s aim is the ensure that the Archives take a consistent, structured approach to collecting.

The purpose of appraisal is to determine whether records and other materials have permanent (archival) value. The basis of appraisal decisions may include a number of factors, including the records’ provenance and content, their authenticity and reliability, their order and completeness, their condition and costs to preserve them, and their intrinsic value.

Scope
The Wartburg College Archives collects records, publications and other historical materials (including photographs, audiovisual materials and artifacts) that document Wartburg College’s history, development, operation, policies, people, activities, and events. This includes materials from once-affiliated or merged institutions, including sites in Clinton and Waverly, IA, and Galena and Mendota, IL; St. Paul Luther College (St. Paul, MN); Eureka Junior College (Eureka, SD); Hebron College (Hebron, NE); and Martin Luther Academy (Sterling, NE).

A. Examples of materials accepted:
1. Noncurrent records of administrative, academic, student, and alumni departments and organizations.
   a. Minutes
   b. Annual Reports
   c. Correspondence
   d. Budget and Financial Statistics
   e. Accreditation
   f. Organizational Charts
   g. Policies and Procedures
2. College and student publications
   a. Catalogs
   b. Yearbooks
   c. Newspapers
   d. Literary magazines
   e. Departmental brochures
   f. Alumni publications
   g. Event programs
   h. Posters
3. Maps, blueprints, contracts, and other information about campus buildings.
4. Materials documenting events and programs and those with potential historical interest, including:
a. Special Celebrations  
b. Anniversaries  
c. Events  
d. Inaugurals  
e. Honors and Awards  
f. Addresses and Speeches  
g. Dedications  
h. Conferences, Seminars and Symposia  
i. Lectures

Selection Objectives
The Archives serves as the principal repository for the institutional records of the College, and also seeks to document the full range of institutional activities. This functional approach goes beyond typical records management techniques, and places the Archives in a more active role within the community. The Archivist must gather what records are being created, but also seek to record functions of the institution that are not being documented.

Functional analysis defines seven categories to document the functions of Colleges and Universities (taken from Varsity Letters: Documenting Modern College and Universities by Helen Willa Samuels, p. 22). These functions are the basis for collecting decisions made by the Wartburg Archives:

1. Confer Credentials – describes the process of recruiting, selecting, and admitting students; providing financial aid and academic advice; and finally, graduating the students.
2. Convey Knowledge – covers the formulation and delivery of the curriculum as well as the learning process.
3. Foster Socialization – includes the informal learning that takes place outside the classroom in a planned and unplanned manner through residential life, extracurricular activities, and personal counseling.
4. Conduct Research – describes the endeavors of the faculty and graduate students in the search for new knowledge.
5. Sustain the Institution – covers those areas, including governance, financial and personnel management, and physical plant, that are required to assure the continuity of the institution.
6. Provide Public Service – examines those activities, including technical assistance and continuing education, that primarily directed to outside communities.
7. Promote Culture – explores the role of the institution as collector and disseminator of culture through the operation of museums, libraries, and archives.

Procedure
The Wartburg Archives accepts material from College officials, departments and agencies. Internal transfers to the Archives should be accompanied by a Records Transfer Authorization Form.

The Archives also accepts material from students, faculty, alumni and other donors. Donations of materials from private individuals should be accompanied by a Donor Agreement Form.