Mission
The Archives of Iowa Broadcasting establishes and maintains a permanent collection of materials relating to the history, development and contribution of radio and television in Iowa.

Use and Purpose
The Collection Policy informs the selection of materials to be accepted and preserved in the Archives of Iowa Broadcasting. 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 Archives of Iowa Broadcasting accepts materials that tell the story of radio and television in Iowa. This includes audiovisual recordings, oral history interviews, corporate records, records of professional organizations, photographs and scrapbooks, schedules and log sheets, and promotional materials and artifacts.

Records that meet one or more of the following criteria will be considered for inclusion in the Archives of Iowa Broadcasting:

1. Pertains to an Iowa-based radio or television broadcast station, or one whose service area includes Iowa
2. Pertains to an Iowa-based cable radio or television programming service
3. Pertains to an Iowa-based corporation, organization or other entity whose primary mission or responsibility is broadcast-related
4. Pertains to an individual or group of individuals who appeared on or worked in some capacity for the broadcast industry in Iowa

Other considerations
Staff may consider artifacts or equipment for inclusion in the Archives, depending upon their uniqueness and pertinence to the State of Iowa, and depending on available space in the Archives for storage of such materials.

Staff reserve the right to decline offers of materials that do not, in staff’s judgment, meet the above criteria, are in such condition that the resources needed to retrieve the content are deemed too costly or the materials themselves would be a danger to the rest of the collection, or are stored on legacy media formats the Archives cannot support.

Procedure
The Archives of Iowa Broadcasting accepts material from any station or individual donor who possesses the ownership rights of the material to be donated. Donations should be accompanied by a Donor Agreement Form.