**Archives Task Force Request for Archival Administration Documentation**

We need your help!! The Archives Task Force is creating a web resource repository for CARLI members that will aid them in assessing, planning, and maintaining archival collections in ways that prioritize both care and access. The documents and educational materials provided will apply to all institutions, collection sizes, and collection types.

Our goal is to create an Archives & Special Collections Resource Page to collect information and resources from CARLI members about managing archival collections. This would be similar to the [CARLI Preservation Resources](https://www.carli.illinois.edu/products-services/collections-management/preservation-resources) webliography of preservation and conservation materials.

The Special Collections & Archives Resource Page would include PDF copies of forms, policies, procedures, and guidelines used in managing archival collections. This could include policies and statements such as:

* Collection Development policy
* Deeds of Gift, Transfers, and Deposit Agreements
* Loan Agreements
* Mission Statements
* Permission to Publish

We want to learn from each other and build on the existing work of CARLI members! As part of this process, the Task Force will make monthly calls for CARLI members to send in their documentation relating to each topic. The documentation will then be reviewed by Task Force members for possible inclusion in the webliography. We will be asking for other types of documentation later this spring, so more to come.

### Guidelines for submitting your forms to the Archives & Special Collections Resource Page:

* The originating agency will submit their forms via e-mail attachment to CARLI Support ([support@carli.illinois.edu](mailto:support@carli.illinois.edu))) as Word or PDF documents. CARLI Archives Taskforce members will rename the document to clearly identify the type of form and the donating institution, i.e., "Photocopy Request - Illinois State University." We will also change Word documents into PDF documents before loading to the Web Resource Repository
* The forms will be organized by type of form, not by repository.
* Forms submission should be accompanied by an e-mail giving CARLI permission to place the forms online. This does not have to be formal, but the note about permission must be clearly stated in the e-mail.
* It will be the responsibility of the originating organization to send updated forms to CARLI
* Originating agency can request that forms be removed at any time; however, a reasonable amount of time should be allowed for the request to be completed.

Please send any questions or comments to CARLI Support at [[support@carli.illinois.edu.](mailto:support@carli.illinois.edu?subject=Question%20abour%20Archives%20Task%20Force%20documentation)](mailto:support@carli.illinois.edu)