



SHARP Archive: FAQ (status quo: February 2016)

As a scholarly society, SHARP recognizes the importance of archives for future generations.

In 2014, as the result of a three-year discussion process involving SHARP's Recording Secretaries Jyrki Hakapää and Corinna Norrick-Rühl, Past Presidents Bob Patten and Leslie Howsam as well as longtime SHARP member and designated SHARP archivist Jim Kelly, the SHARP Board of Directors decided to give the SHARP archives to the University of Massachusetts Amherst.

What sort of materials can be found in the SHARP archive?

Society leadership and organization:

- minutes or reports of meetings
- correspondence (especially of those in leadership roles)
- manuscripts of talks/speeches; records that reflect the mission of the organization, its growth and development
- financial summaries/annual financial reports
- materials relating to the De Long Prize

Conference records:

- planning documents and materials created by the planning committee
- post-conference: conference programs, conference "swag"
- conference proceedings
- talks or presentations (if available)
- list of attendees
- AV materials captured at conference
- financial details that might be part of committee reports, etc.

Publications:

- correspondence
- minutes or reports of editorial meetings
- submissions
- reviews

What sort of materials are not considered for long-term safekeeping and documentation in the SHARP archive?

- individual registration forms for conferences
- individual financial materials (receipts, invoices, etc.)
- routine membership records

If I have material that I think might belong in the archives, what should I do?

Please start by contacting Jim Kelly or Corinna Norrick-Rühl (see below)! We are trying to re-construct SHARP's history and are still looking for materials relating to SHARP, especially to early conferences. If you have programs or other materials (e.g. as a former organizer or delegate), please let us know. We look forward to hearing from you!

Should I print out correspondence instead of sending emails etc. as files?

We recommend an electronic transfer of email correspondence and digital files in general. However, please be sure to consult with us first regarding file formats/transfer options.

What about confidentiality?

Most materials will be made available to the public eight years (two presidencies) after they are created. You may wish to restrict parts (or all) of your donation if it contains sensitive material. We will be happy to help you make this decision regarding whether something can be considered confidential and how long the period of sensitivity may persist (e.g. 10 or 15 year closure for some kinds of organizational records). However, please be aware that if there is material deemed too sensitive for public consumption ever, then that material should not be transferred (e.g. personnel records, medical records, attorney-client files).

Who can I contact in case of questions?

Please contact James R. Kelly, SHARP Archivist, 001 (413) 545-3981, jrkelly@library.umass.edu. On the EC, the Recording Secretary is responsible for the SHARP Archive project (currently: Corinna Norrick-Rühl, Recording Secretary, 0049 (6131) 39 20092, norrick@uni-mainz.de).