What types of things tell our story?

- Annual reports, correspondence, reports and planning documents, meeting minutes, subject files, and other significant documents
- Annual budget final reports
- Reports of research projects
- Biographical information of staff
- Minutes, memoranda, and reports of governing bodies and other committees
- Audio-visual materials documenting the history of NCAR/UCAR, including photographs, slides, presentations, films, audio and videotapes, and digital media
- Maps, prints, and architectural drawings documenting physical changes and site development
- Ephemera and other memorabilia, such as awards, fragments of buildings, NCAR or field project t-shirts, etc.

If you have a few folders or a box of materials, please send them to Kate Legg in ML-019 for review. If you have more than a few boxes or have any questions as to if your materials should go to Archives, please contact Kate at klegg@ucar.edu or x8508 and she will come take a look.
The Archives does not accept:

- Financial transaction documents, such as cancelled checks, credit card slips, invoices, ledger reports, petty cash vouchers and/or receipts, and any non-final budget reports (including budget requests)
- Travel records, including vouchers, itineraries, receipts, etc.
- Finance and Administration managed records. Contact Liz Kriete for questions and see http://www2.fin.ucar.edu/ogc/fa-business-records-retention
- Records that for reasons of confidentiality and/or legality that are permanently closed to access—all restrictions must be defined and must expire within 30 years of deposit
- Secondary/Personal reference materials, such as articles, clippings, conference materials, published books, journals, etc.
- Multiple copies (more than two) of any publication, program, flier, form, etc.
- Books or three-dimensional artifacts unless they are extremely relevant to the history of NCAR/UCAR
- Personal financial statements, retirement account documents, medical records, etc.
NCAR Library

Book Donations

Due to space and staff constraints, the NCAR Library does not regularly accept donated books or journals. If you have specific items that you believe have historic importance, please email NCARRef@ucar.edu to set up an individual consultation.

Contact Sustainability for information on how to recycle books.

Legacy Data

While you're cleaning you may come across older data on legacy formats, such as paper, tape, or CD, as well as other project information such as project reports, documents, photos, etc.

If this data was part of a field project run by EOL (previously named ATD/JOSS), please contact the Legacy Data group at EOL: http://www.eol.ucar.edu/content/legacy-data-set-submission-instructions

If your data was not produced in conjunction with EOL, or if you have specific questions please email ncarref@ucar.edu