

Archives Collections Development Policy

Overview

The Billy W. Sills Center for Archives seeks donations of as little as a single item and as large as several boxes. Material need not be organized; it need not be "old"; and it need not relate to a famous individual, event, or organization for it to be historically significant. It needs to connect to Fort Worth Independent School District.

The Billy W. Sills Center for Archives acquires items in the following ways: 1) additions to already accepted collections; 2) donations. Additions to existing collections are accessioned based on the profy

Fort Worth ISD
220905
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REGULATION

RECORDS FROM ORGANIZATIONS AND DEPARTMENTS

Many of the records produced by an organization have long-

Items generally not acquired:

- Records of government entities
- Detailed engineering drawings
- Personal financial records including checks or income tax returns
- Personnel timecards, payroll documents, or confidential files
- Day-to-day financial records for organizations (particularly from the 20th century) such as bank statements, canceled checks, receipts, daily balances, and invoices.
- Medical records
- Duplicates of any items
- General readership books, periodicals, or other printed material not written by or about the donor/organization, (exceptions may be made for books, periodicals, or pamphlets of unique historical interest).

Topical and Geographic collecting areas

Within the general goal of collecting and preserving educational artifacts and related materials for posterity, we collect broadly both in terms of types of material and in terms of topics/creators. We are interested in documenting such topics as (please note: this list is suggestive, rather than all-inclusive):

- History of FWISD and its schools
- Employees
- Students
- Departments
- Buildings
- Curriculum
- Athletics
- Demographics

