**ACCESSING RECORDS**

**TO ACCESS RECORDS IN THE ARCHIVES…**

1) Contact the Archives by phone or email.

2) Indicate the record group and date you wish to access. Specific documents, if applicable.

3) Note whether you wish to come to the Archives to review material or if you wish to have copies sent to you by inter-office mail or email.

4) Please specify any deadlines that are pertinent to your request.

5) If you are unsure of what materials you need to access contact the Archives for further assistance.

**Refer all outside requests for Archival records to the Archives.**

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**CONTACT US**

**Web site**
http://www.law.georgetown.edu/library/collections/archives/index.cfm

**Telephone**
202-662-9133 (Special Collections Reference)

**E-mail**
Leah Prescott, Assoc. Law Librarian for Digital Initiatives and Special Collections
lp627@georgetown.edu

Hannah Miller, Special Collections Librarian
htm@georgetown.edu

Carole Prietto, Law Center Archivist
cap166@georgetown.edu

Katharina Hering, NEJL Project Archivist
kh781@georgetown.edu

Law Center Archives; General Reference & Appointment queries
lawspecl@georgetown.edu

**HOURS OF OPERATION**

Weekdays on call 9:00 am to 5:00 pm or by appointment

Weekends Closed or by appointment

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**SUBMITTING RECORDS TO THE ARCHIVES**

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111 G Street NW
Washington, DC 20001
www.law.georgetown.edu/library

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2017
**Submitting records to the Archives—Instructions**

**What we accept...**

The Law Center Archives retains and provide access to records of historical and evidential value to Georgetown University Law Center.

**Official Materials**: Official internal and external reports, internal and external publications, plans, proposals, programs, newsletters, articles, books, and audio/video capture, regardless of format.

**Meeting Minutes**: Official minutes of all departments, committees, task forces, and forums, including minutes, proposals, and official reports.

**Events/Programs Ephemera**: Events, programs, lectures, speeches, and award ceremonies, brochures, posters, announcements, official invitations, advertisements, lecture notes and speeches (published or unpublished). Including student group programs.

**Statistics**: Final copies of compiled office statistics, department statistics, and any other kind of statistics which are collected by and for the office for official internal or external purpose (i.e., ABA).

**Images**: Photographs, slides, negatives, digital files of all video capture relating to events/people connected to the office.

**Miscellaneous Items**: Materials which do not fit the above categories but which are thought to be important to the history of the office, such as special report, an artifact (brick from the old building), or an item donated by a private party to Georgetown.

**To transfer materials...**

1) Prepare boxes for transfer. Pack materials in banker size boxes.
2) Create a box/folder list for each box.
3) Label each box (Box 1 of 1, Box 2 of 5 etc.). Include your department name and date of the materials.
4) Fill out the Archives Transmittal form found here https:// or request from the Archives at spec1@law.georgetown.edu
5) Notify the Archives that your materials are ready for pick-up by email at spec1@law.georgetown.edu or by phone at ext. 9133.

**Please note that once materials are transferred to the Archives they are now the custody of the Archives and subject to the Archives' policies and procedures. You may still access your records any time by contacting the Archives either by phone or email.**

**Dos and Don’t...**

**Dos**
* Use standard 12"X15"X11" boxes. (See the Archives for assistance)
* Keep files in their original order.
* Keep a copy of the Transmittal form for your records.
* Leave file labels intact.

**Don’t**
* Over pack the boxes.
* Don’t include hanging files in boxes.
* Don’t use students to sign the form or act as the contact person.

**Contact the Archives with any questions**