

## About our holdings

**The Center for the History of Medicine** collects the personal records of luminaries such as Oliver Wendell Holmes, Grete Bibring, and Richard Pearson Strong, preserving and providing access to the raw materials of history for current and future scholarship. By donating your records to the Center, you enable your legacy to become a part of the **collective memory** of local, regional, and national medical communities.



## Why maintain your records?

- Reduce clutter
- Save time
- Decrease use of resources
- Increase productivity
- Improve compliance
- Capture historical legacy
- Inform future research

## Remember:

- It's never too early or too late to start maintaining your records
- Filing guidance is available from your institution's records management program

[arm@hms.harvard.edu](mailto:arm@hms.harvard.edu)

## The Center for the History of Medicine

The Countway Library's Center for the History of Medicine holds one of the world's leading collections in the history of medicine and public health and attracts researchers from all over the world to consult its rare books, archives and manuscripts, photographs and prints, and art and artifact collections.



## We're here to help!

Please contact us if you:

- Have any questions
- Are moving offices or retiring
- Want to know more about managing or donating your records

### The Center for the History of Medicine

Countway Library  
Harvard Medical School  
10 Shattuck Street  
Boston, MA 02115

617-432-2170 (phone)  
617-432-4737 (fax)  
[arm@harvard.hms.edu](mailto:arm@harvard.hms.edu)



CENTER FOR THE HISTORY OF MEDICINE  
COUNTWAY LIBRARY OF MEDICINE

## Documenting Your Career



*Mary Ellen Avery, MD, is one of many pioneers whose records are preserved and made available for research in the Center for the History of Medicine.*

*A basic guide  
to keeping your records  
and preserving your legacy*

*Those who hold the evidence  
make the history...*

*-Jill Lepore*

## Personal records

Records that describe your life outside of work.

Archives usually collect: Usually don't collect:

- Correspondence
- Diaries
- Photographs
- CVs
- Planners
- Family records
- Student notes
- Financial records
- Newspaper clippings
- Legal records
- Blueprints
- Holiday cards

## Administrative records

Records generated through your administrative activities.

Archives usually collect: Usually don't collect:

- Correspondence\*
- Meeting records\*
- Committee records\*
- Photos and audio-visual materials\*
- Program planning and development records\*
- Financial records\*
- Personnel records and evaluations\*
- Facility maintenance and operations records\*
- Non-grant contracts\*

## Patient care records

We do not typically collect patient care records, however, exceptions are sometimes made for records generated during the development of new technologies or treatments. Contact us for details.

## Building your Collection



It is important to maintain the **records you create** in your personal and professional activities; these records document not only your life and career, but also the communities and fields in which you work.

## Professional records

Records created through your professional activities, such as participation in professional

Archives usually collect: Usually don't collect:

- Correspondence
- Lectures and speeches
- Unpublished writings
- Significant drafts of seminal published writings
- Editorial activity records
- Photos and audio-visual materials
- Consulting work records
- Professional association records
- Travel materials (itineraries, ticket stubs)
- Published writings
- Membership cards
- Reprints
- Others' manuscripts
- Recommendations

### What about electronic records?

Please retain the record types listed here whether they are paper-based or electronic (such as emails, digital photographs, spreadsheets, etc.), and contact us if you have any specific questions.

## Research records

Records generated through your research activities, ranging from bench science to clinical trial activities.

Archives usually collect: Usually don't collect:

- Correspondence
- Research notes
- Lab notebooks
- Trial results
- Meeting minutes
- Surveys and reports
- Photos and audio-visual materials
- Consent forms
- Grant records (including rejected grants)
- Microscope slides
- Most specimens
- Patient records\*
- X-rays and other lab records\*

## Teaching records

Archives usually collect: Usually don't collect:

- Syllabi
- Lectures and notes
- Teaching aids
- Slides (if unpublished, dated and identified)
- Grade records
- Examinations
- Student lists
- Evaluations of students by faculty
- Class arrangement records

*\* Some of these records may belong to your employing institution. Contact your Records Management Program to determine where these records belong.*