

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>HISTORICAL MATERIALS PROCEDURE</p>	<p>E 42.01 Adopted May 1985</p>
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**BOARD ADOPTED
PROCEDURE**

Introduction

The District was incorporated in 1878. However, public education was offered in Seattle as early as 1870. In the over 100 years of operation a variety of artifacts and other historical materials have accumulated. Concern for their preservation, in view of their long-term historical value, has risen steadily over recent years.

Procedures

1. Identification – Historical materials shall be identified and documented in individual schools or elsewhere in the District by those who have custody of them.
2. Storage – Historical materials shall be kept in secure storage areas when not on display or in use. In the event that on-site storage is no longer possible (e.g., due to school closure, facility renovation, or simply lack of space), historical materials shall be transferred to the Archives.
3. Custody – Historical materials shall remain in the custody of the District. Exceptions can be made, but must be approved by the Archivist and formalized through an agreement between the District and the requestor. Agreement forms shall be provided by the Archivist.
4. Loans – Requests for loans from the Archives for reunions and other display purposes must be made to the Archivist. The public use of historical materials must be accompanied by credit to the Seattle Public Schools Archives.

Adopted May 1985



HISTORICAL
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