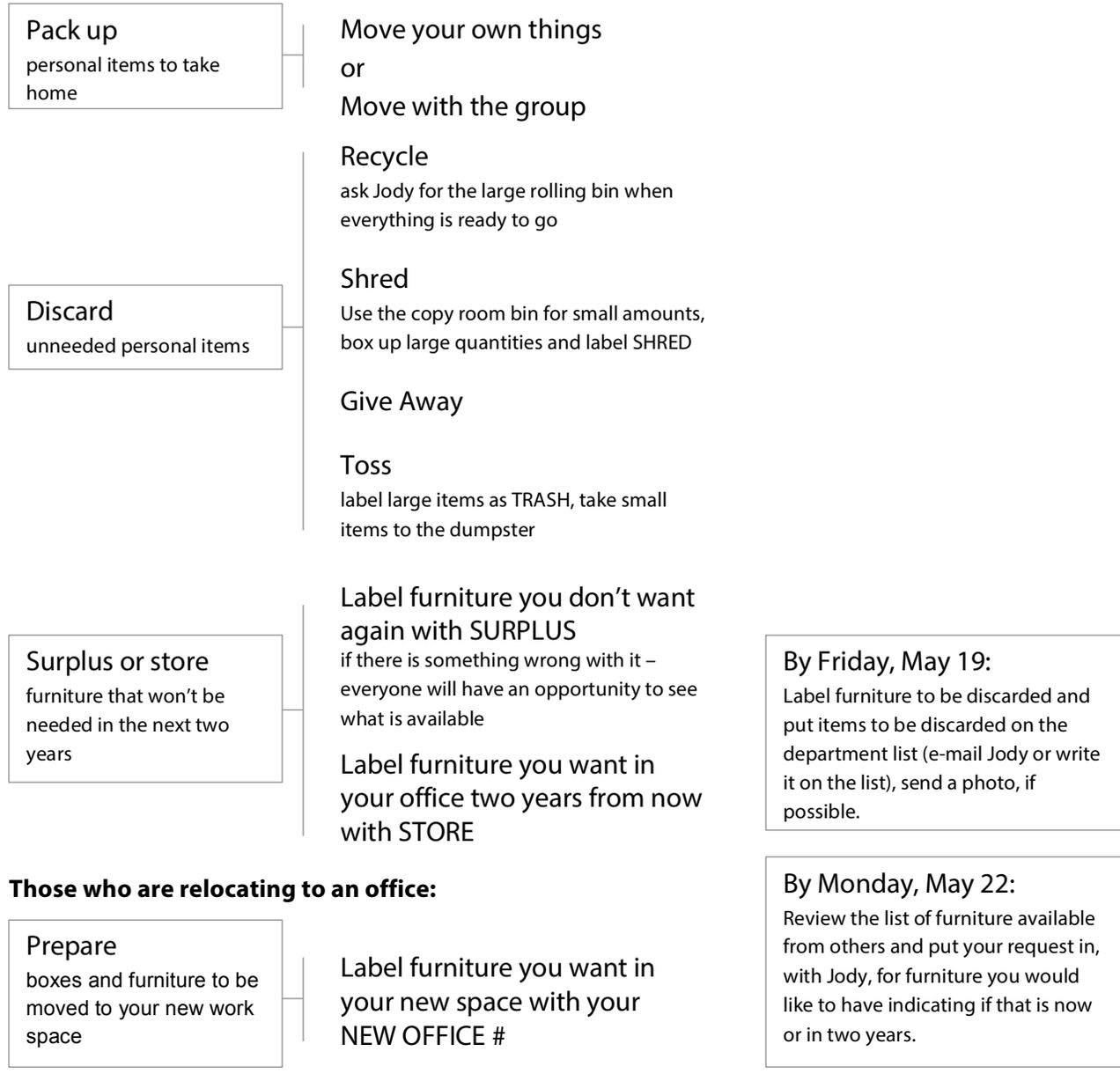




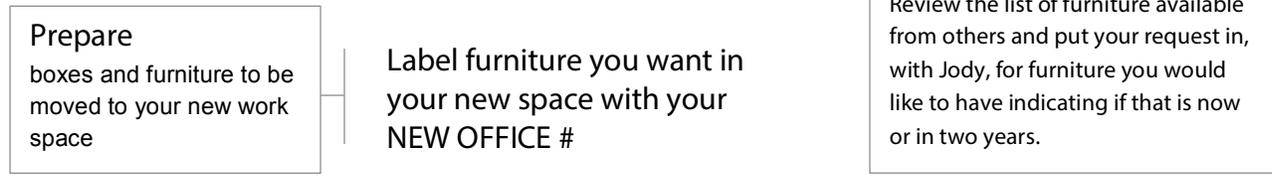
LARCP MOVE

This document summarizes processes for identifying and preparing the materials, equipment and furniture that will need to be moved and, in some cases, stored in preparation for the new Seaton construction. Faculty offices, LARCP common furnishings and equipment and LARCP archives are the categories covered in this document. Please let Stephanie know if there are other materials you are aware of that we should address or if you have other suggestions.

Faculty Offices



Those who are relocating to an office:



DEADLINE

Friday, May 27:
Have all of your efforts related to the move completed and all remaining office contents appropriately labeled.

LARCP Common Furnishings and Equipment

A list of furnishings and equipment will be available as a google doc for all faculty and staff to weigh in on whether the items should be surplus (through proper channels), stored for future use, made available in Seaton Hall during the next two years or made available at the swing space during the next two years. The list will be ready by May 1. If you have ideas to share, send Jody suggestions of items to include before then. Some of the items to be addressed are white boards (rolling and fixed), rolling tables, black chairs, projection screens as well as smaller items.

There may be furnishings and equipment that we dispose of through appropriate channels. Please do not remove any university items from campus unless they are secured through a LARCP office process.

LARCP Archives

Our department needs to consolidate storage space. We completed a big purge several years ago so most of our archives are necessary. As we prepare for the move, we'll be sorting our archives into valuable history and current working archives (not mutually exclusive categories but a way of deciding what might be in deep storage and what will be accessible.

- ENVD archives should be stored through the ENVD program.
- LA archives currently stored in your office that you will not have room for next year should be sorted into three categories: accreditation exhibit, deep storage and accessible storage.
- RCP archives currently stored in your office that you will not have room for next year should be sorted into the deep and accessible storage categories.
- LA Accreditation materials may be taken to the Edmond's Center after the conclusion of classes. All other archive materials should remain in your office, labeled with DEEP ARCHIVE or ACCESSIBLE STORAGE.