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**Preservation and storage of Thesis Suites (object based)**

*Quoted from minutes of the EAS Council meeting January 10, 2002 and annotated for clarification.*

1. Retain only the well-documented specimens that play an important role in the solution of the thesis problem. The amount of material should be limited to 2 boxes (*See item 4 below*).
2. Each specimen should be clearly labeled with the student's or supervisor's field number.
3. Each thesis should include an appendix which lists the critical samples along with the basic information regarding their catalogue number (see item 2), rock type, location, stratigraphic location etc.
4. All the samples should be stored in core boxes (*or equivalent, suitable boxes supplied by the Collections Manager*) that are carefully labeled with the name of the student and year of graduation (*and thesis title*).
5. Prior to defense, the student must have signed approval from the department that any critical materials to be stored have been correctly labeled, boxed and made ready for storage. At that time a copy of the appendix should be given to the person responsible for looking after the thesis suites. That person should be independent of the supervisor and the examination committee. Ideally, a single individual should be appointed for this purpose. (*Note: the department has designated the Collections Manager to be responsible for receiving Thesis Collections. The Collections Manager will advise the chairperson of the supervisory committee, in writing, prior to the thesis defense if the requirement has been met.*)
6. After a period of no greater than five years following completion of the research, retention of each thesis suite will be reviewed by an appropriate collection committee. The committee will decide if material will be retained as, in descending order,
  - An accessioned suite
  - Museum specimens
  - Teaching material
  - Specimens for outreach programsIf the decision is not to retain for departmental purposes, the specimens normally will be, in descending order,
  - Offered to the supervisor
  - Offered to the student
  - Discarded.