

# CAPITAL GROUP CORPORATE ARCHIVES

## Collection Policy

### MISSION & VISION

The Corporate Archives serves as Capital Group's corporate memory: ensuring the knowledge of the organization's past will persist over time and inform the strategies and decisions that shape the future.

The Corporate Archives strives to deliver a sustainable program of superior archival content curation, research, and preservation services, encompassing both digital and physical items, in support of Capital Group's current and anticipated heritage needs.

### INTRODUCTION

Founded in Los Angeles in 1931, Capital Group is one of the world's oldest and largest investment management organizations. As stewards of Capital Group's heritage, the Corporate Archives is dedicated to long term preservation of materials that reflect Capital Group's rich history and unique company culture.

#### *Types of material collected*

The Corporate Archives collects assets from across the organization in a range of formats that include paper and analog collections (documents and books, photographs and slides, cassette and other magnetic-tape audiovisual materials), as well as born digital collections (digital photographs, documents, videos, etc.).

The collections include corporate records, annual reports, fund literature, strategy documents, project initiatives, associate publications, associate headshots, investment group (IG) research, associate personal papers, oral histories, marketing collateral, research trip images, town hall decks, awards, historical ledgers, Capital Group memorabilia, artifacts and other items dating from 1910s to the present.

#### *Collection use*

The Corporate Archives makes holdings available and accessible to Capital Group associates for use in support of key business initiatives, communications, research, recruitment, sales and marketing projects as well as outreach and engagement activities to promote Capital's history.

Depending on rights and permissions, associates may access digitized material and born digital assets in [CHAMP](#) (Capital Heritage Archives Management Portal), which serves as a digital repository for curated holdings.

For physical items that have not been digitized, associates may have limited access for research purposes based on condition, rights, accessibility, and under supervision and approval of the Corporate Archives team.

User permissions and restrictions may vary by collection and item, depending on rights, licenses, Legal/Compliance review, and company policy.

## COLLECTION PRIORITIES

In support of Corporate Archives' mission to preserve and document Capital's unique heritage and key processes, acquisition priorities emphasize the following areas:

- Capital Group-focused
  - *Exceptions may include:*
    - Founder family records
    - Key external figures
    - Industry history
- Historical significance to Capital Group (mission, culture, core values, processes)
- Collection gaps (oldest-newest, every decade, pivotal time periods)
- User demand (frequent requests, partner preservation projects)
- Representation (office location, function, role, DE&I focus)
- Selection only, curate high-level overview samples
- Highest-resolution version of defined format standard
- No duplicate digital ingests as digital preservation redundancy is in system
- Physical assets ("rule of 3" copies)
- Rights and access defined upon acquisition when known

## COLLECTION SCOPE

### **Artifacts** (1920s - present)

Physical objects in the Corporate Archives collections encompass a variety of material types and subjects. Objects consist of 3D artifacts such as logos and awards, memorabilia, financial ledgers, bound volumes of periodicals, technology devices, communications equipment, among other artifacts representing former processes, events, and milestones

### **Associate publications** (1960s - present)

This collection comprises associate publication series, from the first company-wide newsletter, "The Capital Bulletin" (starting in 1968) to stories published on the company intranet, CGWeb.

### **Audio** (1971 - present)

The audio collection consists of Investment Group Industry Review and Jamboree recordings, Advisory Council, National Sales and Retirement Plan Counselor recordings, and a range of general recordings and interviews. Formats include audio cassette, DAT, Minidisc, CD and mp3.

### **Boards and Committees** (1960s - present)

The selection covers memos, email correspondence and material in a variety of formats documenting communications from Capital's leadership including the Capital Group Management Committee (CGMC) and Capital Operating Group (COG).

### **Business Units** (1950s - present)

Collections include items from business units, client groups such as American Funds Services Group and North American Client Group, and operating groups—such as Global Business Services, Investment Technology Group, and Investment Operations. Highlights include images, office floorplans, and presentations. Outreach and development for representing all key functions remain a priority to fill collection gaps.

### **Capital in the Press** (1924 - present)

A curated selection of external articles about CG associates, funds, and business.

### **Funds and Products literature** (1926 - present)

A collection of shareholder materials only (annual reports, semi-annual reports, prospectuses) of American Funds starting with ICA in 1926. This collection is restricted and requires a permission request for access determination.

### **Images** (1918 - present)

The images collection includes associate headshots, research photography, groups and meetings, office locations and other images. The collection contains born-digital assets and original photography.

### **Investment Group research** (1931-2011)

Investment Group collections comprise historic investment research, analyst handbooks, events and retreat materials, and speeches. This collection is restricted and requires a permission request for access determination.

### **Oral Histories** (1990s - present)

The oral histories collection features traditional oral histories and other interviews with Capital associates discussing their biographical backgrounds, careers at Capital, philanthropic activities, departmental histories, Capital's leadership, and the organization's culture over time.

### **Special Collections** (1919 - present)

Special collections range from donated personal collections to curated content organized by subject or by associate. Represented associates include Jonathan Bell Lovelace, Jon B. Lovelace, Dusty Riedinger and Graham Holloway. Permissions may be limited or restricted depending on donor.

### **Video** (1973 - present)

The video collection contains digital and physical formats. Footage from fund launches in the 1980s to present day leadership forums. Topics include product campaigns, fund updates, market outlooks, associate profiles and interviews, company overviews and sales meetings.

## **AREAS OF DEVELOPMENT**

Areas of development include representation of all Capital's offices, functions and roles, and prioritizing curation with an intentional focus on diversity, equity and inclusion. Early technology and documentation of pivotal time periods such as founding years, creation of the Capital System, genesis of core values, and key moments of resilience including historical

eras of market volatility are of particular interest. Current images and records capturing research trips, associate experiences and client stories are also desired to bridge the past to the future. Web-archiving and social media samples are an area of assessment for potential preservation depending on training and sustainability.

## **DEACCESSION POLICY**

Deaccession is the process by which an archives, museum, or library permanently removes accessioned materials from its holdings. These items may be duplicates, out of scope, from a legal request due to privacy policies, or in a format that the Archives team is unable to preserve according to archival standards and make accessible to users. Deaccession is an important part of a robust and living archives to stay agile as collection space, accessibility and preservation practices evolve.

*Deaccession procedures:*

- **Return to Donor:** If the Donor is known, and would like the material returned, the Archives Team will coordinate the return and record the deaccession date in the original accession record, inventory, and delete the record entry in CHAMP, if applicable.
- **Disposal:** If the Donor does not want the items returned or the donor is unknown, items may be shredded and disposed. Care should be taken to redact any sensitive information if shredding by machine is not feasible.

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