

POLICY STATEMENT 74 UNIVERSITY RECORDS AND UNIVERSITY ARCHIVES

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs
Initially Issued: July 1, 1990
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I. PURPOSE

To define University Records, establish on campus a University Archives, designate a University

- A. Records -- The State Archival, Historical and Public Records Act defines "records" papers, letters,

- B. University Records -- All of the records of the University, its offices, departments, and bureaus, or collected or preserved by such offices, departments, and bureaus for informational or legal value, are University Records. The personal papers of faculty, officers, and staff of the University, documenting their personal research and professional activities, are not included Unit

archival principles and practices;

5. to develop and maintain a records management manual for the guidance of University offices, departments and bureaus;
6. to serve as the University's records officer and act as liaison with the State Division of Archives, Records Management, and History, as