

SUBJECT: University Archives	Effective Date: 08-24-11	Policy Number: 4-005.1
	Supersedes: 4-005	Page Of 1 3
	Responsible Authority: Vice Provost for Information Technologies & Resources and Director of University Libraries	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 05-11-05

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all university administrative units, colleges, departments, centers, and institutes.

POLICY STATEMENT:

It is the policy of the University of Central Florida to preserve the institutional memory of the university by maintaining a complete archive of its history and accomplishments and to preserve that history in the University Archives.

DEFINITIONS:

University Archives. The University Archives unit collects university private and public records that have enduring historical or administrative value.

University public records. Documents or other materials prepared, owned, or used by administrators, faculty acting in administrative capacities, and staff of university units in the performance of an official function.

PROCEDURES:

University Archives, housed in the University of Central Florida Libraries Special Collections Department, maintains the official repository of university historical records. University public records and related materials held in University Archives are selected, preserved, and made accessible because of their enduring historical and administrative value.

University executive and administrative personnel create and maintain university public records in the course of their duties. It is the responsibility of these administrative personnel, in

cooperation with the University Archives unit, to ensure that those university public records that document the history and activities of the university community are transferred to the University Archives for preservation. Materials of historical interest include but are not limited to:

- administrative files
- financial documents
- reports, statistics
- strategic plans
- self-studies
- mission statements
- brochures, newsletters
- publications
- photographs
- multimedia materials

University public records may be in any physical or digital format and are appraised for content and historical value.

University public records are initially created and retained in administrative offices or departments. Frequency of use, availability of space, historical value to the institution, and statutory retention requirements are factors that determine when and if specific university public records should be retained in the office or offered to the University Archives.

When an administrative office or department defines inactive university public records to be of historical value, the department should contact University Archives. Inactive university public records of enduring historical value will be selected for transfer to the archives in consultation with the originating campus unit and University Archives personnel.

University Archives personnel will provide guidance on selecting university public records for inclusion. Once it is determined that the university public records will go into the University Archives, guidelines for the transfer of university public records will be provided and university public records transfer agreement(s) completed when the university public records have been received and processed.

When university public records of enduring value are accepted into the University Archives, they will be stored in secured stacks, cataloged in the University of Central Florida Libraries online catalog, and made available to university personnel and community members as appropriate. University Archives personnel offer reference services to the generating university office for the office's university public records held in the archives.

RELATED INFORMATION:

University Archives Web site:

<http://library.ucf.edu/specialcollections/archives/archives.htm>

Florida Public Records Act–Scope and Compliance, UCF policy number 2-100:

<http://policies.ucf.edu/documents/2-100.2floridapublicrecordsactfinal.pdf>

FORMS:

University Records Transfer Consultation Request Form:

<http://library.ucf.edu/SpecialCollections/Forms/RecordsTransferForm.asp>

CONTACTS:

University Archives, University of Central Florida Libraries

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<http://library.ucf.edu/specialcollections/archives/default.asp>

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-005.1	
Initiating Authority: 	Date: 8-30-11
Policies and Procedures Review Committee Chair: 	Date: 8-29-11
President or Designee: 	Date: 8/30/11