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. This policy applies to all university and direct support organizations (DSOs), colleges, departments, units, employees, and volunteers and to vendors, contractors, and consultants to the extent that they meet the definition of contractor under the Florida Statutes section 119.0701.

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 of Central Florida Libraries’ Special Collections & University Archives. University of Central Florida administrative personnel, working with staff in Special Collections & University Archives, are responsible for ensuring university public records having enduring historical or administrative value are transferred to Special Collections & 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, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, email, or other material, regardless of the physical form, characteristics, or means of transmission, prepared, owned, or used by administrators, faculty acting in administrative capacities, and staff of university units in the performance of an official function.

PROCEDURES

Special Collections & 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 Special Collections & 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 staff in Special Collections & University Archives unit, to ensure that those university public records that document the history and activities of the university community are transferred to the Special Collections & 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 Special Collections & University Archives.
When an administrative office or department defines inactive university public records to be of historical value, the department should contact Special Collections & 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 Special Collections & University Archives personnel.

Special Collections & 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 Special Collections & 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 Special Collections & 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. Special Collections & University Archives personnel offer reference services to the generating university office for the office’s university public records held in the archives.

RELATED INFORMATION

Special Collections & University Archives Web site:
http://library.ucf.edu/about/departments/special-collections-university-archives/
http://library.ucf.edu/specialcollections/archives/archives.html

UCF Policy 2-100 Florida Public Records Act: –Scope and Compliance, [UCF policy Policy number Number 2-100]:
http://policies.ucf.edu/documents/2-100.5FloridaPublicRecordsActScopeAndCompliance.pdf
http://policies.ucf.edu/
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

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http://library.ucf.edu/about/departments/special-collections-university-archives/
http://library.ucf.edu/specialcollections/archives/default.asp

INITIATING AUTHORITY Provost and Vice President