

**ARCHIVAL RECORDS AND MANUSCRIPT COLLECTIONS**

1. General

All units of the University shall use all due discretion in the matter of discarding materials, which are of permanent archival value. Such materials would include records, correspondence, memoranda, minutes of meetings, and the like, of major and enduring importance relating to the University, the State, or prominent citizens.

2. Procedures

A. Archival Records

- 1) The chancellor or chief executive officer for each campus, division or unit will be responsible for ascertaining that the campus library or other appropriate units will be assigned responsibility to assemble and maintain archival records for that campus.
- 2) The President will assign a staff member who will be entrusted with the safekeeping of archival records of the University resulting from business transacted by the Board of Trustees, the President's Office, and the offices of Universitywide officials.

B. Manuscript Collections

- 1) Campuses may establish manuscript collections of papers and other materials of enduring importance to the University or the State.
- 2) Collections involving significant scope or resource commitment by the campus in terms of control, protection, classification, and usage, should be received by the institution through a contract or letter of acceptance executed by authorized representatives of the University.
- 3) In the processing of documents for the disposition of manuscript collections, the expressed will and intent of the donor will be honored to the maximum extent possible.
- 4) Wherever manuscript collections are held, the University will maintain access to these materials by qualified users in accordance with the donor's intent and governing law.