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UNIVERSITY RECORDS AND UNIVERSITY ARCHIVES

PURPOSE

To define University Records, establish on campus a University Archives, designate a University Archivist and outline the responsibility of that officer, to set forth the policies and procedures for the definition and retention of University Records, and to bring University policy and practice into conformance with the applicable statutes.

DEFINITIONS

Records -- The State Archival, Historical and Public Records Act defines "records" papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with official business...(R.S. 44:402)

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 in University Records.

Retention and disposal schedule -- Defined by statute "a set of disposition instructions prescribing how long, in what location, under what conditions, and in what form records series shall be kept." (R.S. 44:402)

University Archivist -- An officer of the LSU Libraries, designated by the Dean of LSU Libraries, with the following responsibilities and authority:

1. to review and appraise University records in all offices and bureaus of the University;
2. to designate for retention and preservation those records having continuing administrative value or permanent historical value, and to authorize the destruction of those records which are no longer of value;
3. to prepare retention and disposal schedules for classes of record material, as

required by statute (R.S. 44:411);

4. to arrange with each office and bureau within the University for the timely and appropriate transfer of non-current records to appropriate storage facilities, and to direct the arrangement, description, and access to these materials in accordance with accepted 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 required by statute (R.S. 44:411).

University Archives -- A unit of the LSU Libraries, under the general direction of the University Archivist, which serves the following functions:

1. to receive, appraise, organize, describe, preserve, and make available records of historical, legal, fiscal, and/or administrative value to the University;
2. to provide information services that will assist the faculty and administrative staff in the operation of the University;
3. to facilitate efficient records management;
4. to serve research and scholarship by making available and encouraging the use of its collections by members of the institution and the community at large;
5. to promote knowledge and understanding of the origins and development of the University, its mission, and its programs.

GENERAL POLICY

The records of the offices, departments, and bureaus of the University are University property. They may not be discarded, sold, destroyed, or in any way alienated without securing prior written authorization of the University Archivist.

The University Archivist will work with the offices, departments, and bureaus of the University to develop retention and disposal schedules for classes of records they create. The University Archivist will appraise specific groups of records and determine which have continuing administrative value and/or permanent historical value. These records will be designated for retention in the University Archives; other records will be scheduled for destruction.

The University Archivist will prepare and maintain a Records Management Manual for the guidance of University departments, offices and bureaus, which will serve as the official statement of the procedures to be followed in reviewing, storing, and disposing of

records.

University Records transferred to the custody of the University Archives will be managed in accordance with normally accepted archival principles and practices. Access to the records will be provided to the originating agency upon request; access to other offices and departments, and individual citizens and researchers, will be provided, subject to normal security and confidentiality restrictions, in accordance with established procedures and as directed by applicable statutes.

PROCEDURES

Procedures for implementing this policy will be developed by the University Archivist during the course of a two year University Records Survey. One product of the Survey will be a Records Management Procedures Manual, which will outline the procedures to be followed by University personnel.