

650 RECORDS RETENTION

Policy 650 was included in the 2001 University Handbook revision.

650.1 University Archives.

650.1.1 Overview. The University Archives is the designated repository for official records of Indiana State University. The purpose of the Archives is to preserve materials having intrinsic historical, legal, evidential and/or administrative value to the University, thereby providing useful documentation of the people, policies, and events in its history. The Archives constitutes the most significant and steadily growing resource for research at all levels into the history of the University community, provides a means of accountability in its governance, and serves as a basis for continuity in its administration. The Archives contains a body of publications, theses, minutes, correspondence, student records, personnel records, photographs, financial records, and faculty publications dating back to the earliest years of the Indiana State Normal School. The use of these materials is subject to restrictions stipulated by the depositor, whether official or private. The University Archives Committee advises the University President and other officials of the University in records policy administration. Advisory responsibilities are to codify statements of policy for the University Archives and to revise the policies when necessary.

650.1.2 Collections Accessioned. The University Archives is a repository for all records of enduring value officially made or received by Indiana State University, and, in conjunction with the Department of Rare Books and Special Collections of Cunningham Memorial Library, for other materials of historical value related to the function of the University.

650.1.2.1 Materials Accessioned. The following types of materials are accessioned by the University Archives:

- A. Official records emanating from any unit of the University.
- B. Publications emanating from any unit of the University.
- C. Records of individual faculty and staff created in their official capacities in the University.
- D. Historical records and manuscripts which supplement the official record of the University and place it in a local/regional context.
- E. The records and publications of student organizations and groups, and the publications edited by students.
- F. The records and publications of University-affiliated organizations.
- G. The original or prime copy of any thesis, dissertation, or project

accepted by the University in fulfillment of requirements for any advanced degree.

- H. Photographic material, including prints and negatives of still and motion pictures relating to the campus, buildings, faculty, students, events, and life of the University.
- I. Audio-visual materials, including microforms, video tapes, phonotapes, and discs of University events, programs, speeches, interviews, etc.
- J. Cartographic material and blueprints created as part of the official function of an academic department or service unit of the University.

650.1.3 Records Regulations. The following regulations concerning the preservation of records shall be observed by all administrative and instructional offices of Indiana State University.

650.1.3.1 Definition of Records. All records, regardless of format or medium, of the activities of any unit of the University are the property of the University. These records include: correspondence; memoranda; minutes; student, personnel, patient, client, financial and business records; audio and visual material; machine-readable records; publications; publicity material; speech copies; blueprints; cartographic material; and all other items that officially document the work of the University and its components.

650.1.3.2 Records Governed by Disposition Guidelines. Administration and disposition of official University records is governed by this University Archives Policy and supplemental records policies governing the disposition of certain types of confidential records under state and federal law, professional ethics guidelines and administrative restrictions. Copies of these supplemental records policies are reviewed by the University Archives Committee and are on file in the University Archives and in the office maintaining legal custody of such records. Neither this University Archives Policy nor the supplemental records policies on file and recognized by the University may be compromised or altered without prior notification of the University Archives Committee.

650.1.3.3 Records Not Governed by Disposition Guidelines. Records not governed by disposition guidelines in existing records policies recognized by the University are not to be destroyed without prior permission of the University Archivist. When records are no longer considered active by the office of origin (or its successor) for the routine conduct of business, the University Archivist will be notified and arrangements made for the transfer of valuable records to the Archives. Records scheduled for destruction under existing records policies will be identified prior to their

destruction. The Archives and office of origin will retain a listing of records destroyed under University records policies.

650.1.3.4 Transfer of Official Files. Official files are to be transferred to the Archives as they are arranged in actual use, since their organization reflects the function of the office of origin. The University Archivist will advise on the care and arrangement of records and serves in an advisory capacity for current records management in units of the University.

650.1.3.5 Access to Materials. Conditions of access to materials deposited in the Archives may be specified by the originating or successor office, in accordance with policy decisions of the University administration and the laws of the State of Indiana. Records housed in the Archives are non-circulating and restricted to in-house use except by authorization of the Archivist. If necessary, the office of origin or its successor may withdraw on temporary loan records which it has deposited, with the exception of fragile records which may be supplied in copy.

650.1.4 Retention Criteria. The University Archives shall examine its holdings and incoming material with the prime objective of retaining material of research, legal, and administrative value to Indiana State University. Material with limited value may be microfilmed, and then the Archives will dispose of the originals. Based on collection development priorities identified by the University Archives Committee, the following criteria shall be followed in examining for retention the acquisitions of the University Archives:

- A. Records, manuscripts, and other irreplaceable material—each distinct item, in whatever form, of such material shall be preserved.
- B. University and university-related printed material—when available, two (2) copies of all publications, minutes, newsletters and other unique printed matter created in each unit shall be procured and preserved. Duplicated copies beyond the number of two (2) shall be retained, as long as space is available, for the purposes of exchange, deposit elsewhere, and lending.
- C. Non-university printed material—at least one (1) copy shall be preserved in cases where non-university printed material is an integral part of an archives group or collection of papers. If such material is not relevant to a records group or collection but has value for scholars in its own right, it should be retained by the University Archives and, at the Archivist's discretion, transferred to the Department of Rare Books and Special Collections or another repository.

650.1.5 Permission to Examine Records. Materials housed in the University Archives do not circulate outside the Archives area. Permission to examine records and manuscripts will be granted to qualified researchers upon completion of an application form provided for that purpose. To satisfy legitimate research and information needs, the University Archives shall make available records and manuscripts in its care,

subject to the following restrictions:

- A. Those imposed by the office of origin or its successor, or donor.
- B. Those imposed by the Archivist for the protection of materials and their archival processing.
- C. Considerations pertaining to applicable federal and state statutes.

650.1.5.1 Further Restrictions. Restrictions in the first category noted above may be of the following type:

- A. **CLOSED.** Papers not available for use until a certain lapse of time which is specified in the terms of the acquisition.
- B. **RESTRICTED.** Papers not available for use without the written consent of the office of origin or its successor, or the donor.

In certain cases the Archivist may require patrons to use microfilm or photographic copies of original records or manuscripts.

650.1.6 Permission to Publish. Permission to examine records or manuscripts is not an authorization to publish or publish from the materials. To the extent that it may properly do so, the University Archives will ordinarily grant the usual permission to publish to qualified researchers.

650.1.6.1 Written Request. Written request for the right to publish must be made. Researchers wishing to publish records or manuscripts, either in whole or in part, are urged to make application before proceeding with research and publishing plans.

650.1.6.2 Citation. If permission to publish is granted, the location and identity of the records or manuscripts should be cited in the published work in the form supplied by the University Archives and the publication shall be reported to the Archives. Copies of all such publications are welcomed for deposit in the Archives.

650.1.6.3 No Surrender of Rights. In giving permission to publish records or manuscripts, Indiana State University does not surrender its own right thereafter to publish or to grant permission to others to publish.

650.1.7 Photoduplication. The University Archives will, on written request, supply photo or microfilm copies of its records and manuscript holdings, subject to the approval of the Archivist. The University Archives reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law or if there is risk of physical damage to documents. The cost of such services is to be incurred by the researcher.

650.1.8 Protection of Manuscripts. As a condition of the use of records and manuscripts, the researcher is responsible for the safety of the materials and for abiding by the rules of the University Archives for their protection.

650.1.9 Supplemental Records Policies. The University Archives Committee approves records policies for specific types or series of institutional records. Copies of specific policies may be obtained from the University Archives. Examples include: Faculty Publications Collection, Photographic Prints and Negatives, Position Search Files Retention, Student Counseling Center, Student Health Center

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