

POLICY STATEMENT

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COORDINATED BY:

Noel Memorial Library
Archives and Special Collections

EFFECTIVE DATE: November 17, 2005

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SUBJECT: Records and Archives

PURPOSE

To define University Records, 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, and records 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.

University Records Manager – Defined by statute “a records officer to act as liaison between the Division of Archives, Records Management and History and the [University] on all matters related to records management” (LAS-R.S. 44:411).

Retention and disposition 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 Archives — A unit of the Noel Memorial Library Archives and Special Collections Division, under the general direction of the 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 from the University Records Manager.

The University Records Manager will work with the offices, departments, and bureaus of the University to develop retention and disposition schedules for classes of records they create. The University Records Manager 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.

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 Records Manager during the course of a University Records Survey.

APPROVED BY

Michael T. Ferrell
Vice Chancellor for Business Affairs

11/17/05
Date

Vincent J. Marsala
Chancellor

11/17/05
Date