



UNIVERSITY of
DENVER

UNIVERSITY OF DENVER POLICY MANUAL ARCHIVES

Responsible Department: *University Libraries*

Recommended By: *G. Kvistad, C. Woody*

Approved By: *Chancellor*

Policy Number

1.10.020

Effective Date

9/23/1991

I. INTRODUCTION

Documents and records of enduring value created at the University are important to the institution. All such materials generated on the campus in an official way or any other records which help to identify and reflect the objectives, programs, and activities of the University must be preserved. Many uses are being made of our archive treasures. Constant accumulation and careful preservation will insure factual information for decades to come.

II. POLICY OVERVIEW

A. Archival material includes:

1. A minimum of one copy of each publication produced by or for a college, department, research or budgetary unit.
 2. A minimum of one copy of each publication produced by a member of the faculty or staff during his association with the University.
 3. A copy of official reports, minutes, policy memoranda, significant correspondence, and descriptive papers of enduring quality.
 4. Manuscripts of major lectures or addresses by administrators, faculty and staff.
 5. Citations accompanying the awarding of honorary degrees or other University honors.
 6. Photographs, films, slides, recordings, charts and drawings of possible historical value or from noted persons.
 7. Correspondence, to the extent that it refers to the above or is of historic value or from noted persons.
- B.** The preservation and administrative control of such records is the responsibility of the head of each budgetary unit and its subdivisions until the material is no longer needed for day-to-day operation. Archival material should be sent to the Archives and Special

Collections section of the Penrose Library where adequate space and supervision are provided. In addition, a representative of the Archives and Special Collections is available to assist in determining what material is of historical and documentary value.

III. PROCESS OVERVIEW/GENERAL PROCEDURES

- A.** The head of each budgetary unit and its subdivisions should direct there be immediate transmittal of the items listed above to the Archives section of the Library as an automatic office procedure. In cases involving original documents, records and correspondence, the material should be copied, if needed, and the original transferred at once to Archives for preservation and security. All material of historical value should be placed in the Archives within five years after being produced or received.
- B.** Some material, records for example, may be deposited with special instructions as to release date and use.

IV. DEFINITIONS

None