Archives Resource Development Policy

Overview: This policy exists to provide guidelines for the collection, preservation, and access to documents of historical significance to Regent University.

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A. Definitions

Archives is a place in which public, historic documents, and institutional records (as minutes, correspondence, reports, accounts) are systematically preserved.

B. Policy

The purpose of the University Library Archives is to collect, preserve, provide access to, and interpret resources relevant to the history of Regent University.

C. Process/Procedure

- All materials received are appraised with respect to the mission of University Archives.
- University personnel aware of material that should go into the archives should communicate with archives personnel.
- Materials deemed of enduring value to the university are to be sent to archives only after they are appraised by the manager of the office that created them.
- University Archives does not receive active files or files that need maintenance.
- Some materials, before they are delivered to archives, may need approval by the dean of the library.
- University Archives personnel, in conjunction with the dean of the library, make the final decision regarding retention or destruction of materials. All materials are subject to future reappraisal.
- University Archives does not guarantee the completeness of currently held or future collections.
- Reasonable efforts are made to ensure that copies of archival materials of high academic use are also available in the library general collections.
• Offices of the university that send material with special requirements, such as sensitive material, should inform archives in writing regarding those requirements.

D. Contact Information

• Comments or concerns about this policy should be directed to the Head of Archives and Special Collections.