



## Archives and Records Management Policy Summary

### 1. INTRODUCTION

Each administrative office at the University generates unique records in the course of conducting daily business. The intent of this policy and its associated procedures is to ensure that all University administrative offices, with guidance from the University Archives, take responsibility for the proper management of University records to ensure compliance with legal and financial requirements, satisfy administrative needs, and identify and preserve permanently valuable records.

### 2. POLICY STATEMENT

The University Archives is responsible for establishing Records Retention Schedules and records management procedures so that University records are handled in an appropriate manner throughout their life cycle. Collaboration among the Office of Origin, the General Counsel's office, and the University Archives should ensure that active records are available for business use, that archival records are retained for research purposes in the University Archives, and that inactive records are disposed of in accordance with established procedures and schedules.

The Andrews University Archives, housed at the James White Library within the Center for Adventist Research, documents the history, growth, and development of the University. The University Archives contains the official administrative records of the University as well as related collections acquired from students, alumni, and other donors.

The collections of the Andrews University Archives will be made available in accordance with the rules and regulations of the Center for Adventist Research and the James White Library.

#### **Access to Collections**

The Andrews University Archives, housed at the James White Library, documents the history, growth, and development of the University. The University Archives contains the official administrative records of the University as well as related collections acquired from students, alumni, and other donors.

The collections of the Andrews University Archives will be made available in accordance with the rules and regulations of the Center for Adventist Research and the James White Library. In accordance with the standard professional policy on access adopted jointly by the [Society of American Archivists and the American Library Association](#), the Andrews University Archives is committed to making research materials available to users on equal terms of access. Before staff provide access to collections within the University Archives, users must sign an "Researcher Registration and Use" form.

The University Archives are open by appointment only. An appointment can be made by contacting the University Archivist at [archives@andrews.edu](mailto:archives@andrews.edu).

Current photo identification must be presented in order to use the Archives.

A signed Researcher Registration form must be completed. The form can be found at <https://www.andrews.edu/services/archives/forms/registration-form.html>.

University Archives collections are open to the public unless one of the following restrictions applies:

- Institutional Records may be closed for periods specified in the Records Retention Schedule, from 5 years to permanently closed, as designated by the office of origin in consultation with the University Archivist.
- Student Academic Records are restricted during the lifetime of the student subject to the provisions of the Federal Family Education and Privacy Rights Acts (FERPA) of 1974.
- Faculty and Professional Staff Files are closed until 100 years after the person's year of birth or five years after the person's year of death, whichever is longer.
- Records related to faculty or staff personnel matters such as those pertaining to appointment, employment, performance evaluation, payroll/salary information, disciplinary action, and similar personnel matters are permanently restricted.
- Records created donated by individuals or organizations outside of the University (including alumni) may be restricted at the discretion of the donor in consultation with the University Archivist for an approved limited period to protect personal information or privacy. The restriction will be recorded in the finding aid.

## **Using the Collections**

Archival materials are to be used only with the Center for Adventist Research Reading Room or in the work area adjacent to the University Archives office. Please refer to the Center for Adventist Research Patron Policies.

Pencils, portable computers (without the case), note paper, or audio recording devices may be used for taking notes. Pens are not permitted.

Do not fold, write on, or otherwise damage the material. Please turn pages carefully.

The exact order and arrangement of the materials in the collections must be maintained.

## **Reproduction, Citation, and Copyright**

All copies made in or by the University Archives and Center for Adventist Research by or for researchers is done under the fair use provisions of the U.S. Copyright Act (Title 17, U.S. Code). Please refer to the Center for Adventist Research Photocopy and Scanning Policy.

The University Archives reserves the right to refuse duplication of materials if it may damage the originals.

Researchers may use their own cameras to photograph items.

## **Collection Focus**

The Andrews University Archives is engaged in collecting official institutional records. A University record is any information, regardless of physical form or characteristics, which serves to document the organization, functions, policies, or other activities of the institution. Any record produced or received by any university school, department, agency, or employee in the transaction of organizational business becomes an official record. The personal papers and other documents of affiliated individuals, such as professors, staff, and students, are not actively collected by the University Archives at this time and are generally transferred to the Center for Adventist Research.

## **Collecting Areas**

- University publications, general and special, including catalogs and bulletins, newsletters, press releases, and promotional material
- Records of the administrative offices, academic departments, and governing bodies of the University including minutes, correspondence, memoranda reports
- Architectural and landscaping plans, blueprints, and artists' renderings, maps, master plans, and other campus planning documents
- Records of student organizations and activities, including minutes, correspondence, publications, ephemera, memorabilia including posters and brochures
- Audio and visual material, including photographs and photo albums, negatives, motion pictures, audiotape
- Material from alumni and their organizations, including organizational records, publications and ephemera, when such materials are judged to reflect significant events and aspects of the University's history

## **Preservation**

The responsibility to build research collections carries with it the obligation to ensure that these collections, both physical and digital, are permanently accessible. The Andrews University Archives is committed to the preservation of its collections. Preservation is the action taken to prevent, stop, or retard deterioration of all archival materials in all media and formats; to prevent their theft or loss; where possible to improve their condition; and, as necessary and appropriate, to change their format in order to preserve their intellectual content.

The comprehensive approach to preservation entails choosing the most appropriate method of preservation for every item. This is accomplished for physical materials through storage of materials in proper conditions, through careful handling and housing, through use of security systems designed to eliminate mutilation and theft, and through repair or replacement of damaged materials. Materials of unique aesthetic or historical value are to be preserved in their original form if possible. There are many other materials whose value lie primarily in the information they contain. When repair of such materials becomes impossible or prohibitively expensive, their content may be preserved through digitizing or otherwise reformatting them. The indefinite storage of unusable materials within the Archives cannot be justified.

Andrews University Archives selects most materials for permanent value. Some, however, may not become a permanent part of the collection due to guidelines set in the Records Retention Schedule. The Center for Adventist Research and the University Archives are responsible for developing and maintaining a collection which meets the needs of their patrons. Therefore, preservation decisions for the collection is best determined by these officers in consultation with each other, the Adventist Digital Library, the Andrews University Archives Committee members, the office of origin, and others including the faculty necessary. Preservation decisions must always be made within the context of overall collection policy, balancing the restraints of cost, historical and scholarly value, and user accessibility.