



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.53
Date Approved: 05/05/00
Date Amended: 03/22/07
Reviewed w/no Changes:
Office of Responsibility: VP Fin
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SUBJECT: UNIVERSITY ARCHIVES AND RECORDS POLICY

- I. **PURPOSE:** To govern the systematic retention of University records to ensure the timeless preservation of historically significant documents and other materials that reflect the University's origins and development and the activities and achievements of its officers, faculty, students and alumni.
 - A. **References**
 1. Government Records Access and Management Act (GRAMA), Title 63, Ch. 2, Utah Code Annotated 1953.
 2. Southern Utah University Policy No. 5.39 Records Access and Management.
 - B. **Definitions**
 1. **University Records:** include all official written or printed books, minutes, papers, letters, documents, maps, plans, reports, record books, committee files, financial records, and associated papers generated or received by the university in the conduct of business. Also, included are media other than paper such as prints, photographs, microfilm, slides, motion picture film, audio and videotape and machine-readable (electronic) records. (See UCA 63-2-103(18). Records are the property of the University and may become archival material upon becoming "non-current".
 2. **University Archives:** the official depository for all non-current University records of permanent or historic value not required to remain with the originating or "current-user" office.
 3. **Scheduling:** (1) initially, the process of deciding or specifying the length of time a University record should be kept by the originating or current-user office; (2) secondarily, the process by which University Archives determines which records it will retain and which it will destroy or dispose of according to state law.
- II. **POLICY GUIDELINES:**
 - A. **University Records**
 1. All University records are state records and cannot be destroyed or otherwise disposed of except as provided by state law. (Government Records Access and Management Act). (See UCA 63-2-905).



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2. The originating offices shall be responsible for the maintenance and preservation of all University records they create or control.
3. All University records of permanent or historic value should be transferred to the University Archives when their value for general research exceed the administrative and research value to the originating or current-user office. [When they become non-current.]

B. University Archives

1. The University Special Collections Librarian has the responsibility and authority to develop and maintain the University Archives.
2. In the interest of assuring the proper preservation of materials pertaining to the University and the maximum utility of these materials, each issuing office shall forward two (2) copies to the University Archives of all publications issued for public circulation or use.
3. The University Archivist will provide annual training for SUU Employees that are responsible for keeping and maintaining records generated or received by the university in the conduct of business.
4. The University Archivist shall provide assistance to the various University offices by providing storage space for non-current records, by securing authorization as provided by state law to dispose of useless or out-dated records, and by furnishing technical assistance in establishment of records management programs.

C. Records Retention

1. The Utah Archives and Records Service, Department of Administrative Services, issues a general record retention schedule for all state agencies.
2. Essential records are defined as those necessary for the operation or establishment of normal government in the case of an emergency. For the University, the following types of records are deemed essential:
 - a. Admission, registration and graduation records. (Registrar)



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- b. Student academic records. (Registrar)
 - c. Faculty records. (Human Resources)
 - d. Institution plats, boundary maps and building plans. (Plant Operations)
 - e. Minutes of governing boards.
 - f. Records of educational standards i.e., catalogs.
 - g. Rules, regulations and annual reports.
 - h. University minutes, financial accounts and contracts.
 - i. University photographs, prints, microfilm, slides, motion picture film, audio and videotape and machine-readable (electronic) records.
 - j. University publications for the public.
3. The Utah State records retention schedule stipulates disposition for records in the above categories and is the official guide for records disposition for the University.