

---

## Directory of Records – General

---

### Office - Thomas A. Edge Archives & Special Collections

**Description of the Mandate and Function:**

The primary function of the Archives is to acquire, preserve, and make accessible permanently valuable records of the University.

**General Classes or Types of Information:**

- Database (Online Catalogue)
- Acquisitions
- Accession Files
- Accession Registers
- Donor files
- Finding Aids - card index, inventories, lists
- Copies of common administrative records such as position descriptions, university committee meeting minutes, agendas and attachments, and program and services information.
- Copies of common operational records relating to collection management, conservation, researchers, policies and procedures.

**PIB Titles:**

Thomas A. Archives and Special Collections - Card Index (AU Insider)  
Thomas A. Archives and Special Collections - Clipping Files - Individuals  
Thomas A. Archives and Special Collections - Archives Database (Online Catalogue)  
Accession Files  
Appraisals (archival)  
Accession Register  
Transfer and Retrievals  
Reference Requests

**Copies of Records Located:**

None

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

Archives Policy and Procedure Manual

**Remarks:**