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## Athabasca University Archives Policy

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### **Effective Date**

May 28, 1979  
Revised March 23, 2001  
Revised March 2002

### **Purpose**

To serve as the University's corporate memory by preserving and protecting its permanently valuable records.

To acquire and preserve non-official records of University related-activities and that reflect the life of the University community.

To provide the information necessary to establish continuity for future decision-making and to permit the University to meet institutional accountability requirements.

To disseminate information about the development of the University to interested parties.

To encourage and facilitate research through the preparation of finding aids and the provision of reference services.

### **Definitions**

Official records are records created, received, and accumulated by University officers or employees on behalf of the University.

Non-official records are records that relate to the operation or history of the institution, but are not created by University officers or employees on behalf of the institution.

Record means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records..

Permanently valuable records are those records that should be retained permanently because of their administrative, financial, legal, operational, cultural, social or scientific value.



## **Policy**

The University Archives is the official repository for Athabasca University's corporate records of permanent value created and received by University officers and employees in the course of their duties on behalf of the institution.

The University Archivist is responsible for identifying, acquiring, preserving and providing access to the University's permanently valuable corporate records (regardless of physical form or characteristics).

The University Archives will include:

1. Official records created, received and accumulated by the University offices and officers, and by the various governing bodies of the University. These records (which give evidence about the functions, policies, and decisions of the University) include correspondence, reports, minutes, registers, directives, announcements, publications, architectural and building plans, and any other material produced by the University, regardless of its physical form or characteristics, in pursuance of its functions. Personnel records will be retained in Human Resources. The disposition of student records will be at the discretion of the Registrar after consulting the University Archivist.
2. Non-official records include the records of University sponsored or related activities (such as the students union and faculty association), records which reflect the life of the University community (such as private papers of faculty and staff) and publications of student, alumni, faculty groups, societies and organizations that relate to some aspect of University life.
3. Memorabilia i.e. artifacts or other objects identified as commemorating significant events in the history of the institution, or as having permanent interest because of their association with events, persons, or groups notable in its development.

Official records of Athabasca University are the property of the University. Officers and employees leaving or relinquishing their positions with the University shall leave all official records for their successors.

Records deposited in the University Archives are the property of Athabasca University.

The University Archivist may develop and implement regulations concerning the use and day-to-day operation of the University Archives.

## **Regulation**

Non-official records may be deposited in the Archives, on terms agreed to by the owner and the University Archivist.

The Archives retains the right to reproduce materials by mechanical, electronic, photographic, or other means for conservation, security or research purposes.



Records that are designated to have permanent value will be transferred to the University Archives following the approved retention and disposition schedules for those records, or when the office of origin no longer requires them.

Access to official University records transferred to the Archives shall be provided in accordance with the provisions of the Alberta Freedom of Information and Protection of Privacy Act. Access to non-official records is governed by agreements negotiated between the Archives and the donors.

No individual or organization may remove any document from the University Archives without the approval of the University Archivist or delegated authority.

Rights of publication or quotation are subject to applicable copyright legislation and regulations.

Persons consulting archival material must carry out their research in the Archives office where proper supervision and assistance will be provided unless other arrangements have been made.

The University Archives retains the right to charge for any reproduction or other research service. A schedule of fees is made available to the research public.

### **Procedure**

Records shall normally be transferred to the University Archives based on the retention and disposition schedules established for a department. For records not covered by such a schedule, a depositor should contact the University Archivist regarding the transfer of records and procedures to be followed.

The University Archivist shall:

- be responsible for the acquisition, preservation, and making available for reference, all material deposited in the Archives
- receive inactive official permanently valuable records to the Archives
- accept and arrange terms of donations of inactive non-official records to the Archives
- arrange and describe archival material according to archival principles and standards
- maintain a liaison with other archival agencies in a common endeavor to preserve its academic and cultural heritage
- receive all requests for information and records in Archives.
- ensure that all rules and regulations governing the access to and the use of the material is observed, and contacting depositing office or donor when a request is made concerning the use of restricted material



- make available, to a depositing office, any records it deposited and requires temporary return for administrative purposes
- provide regular reference service to University staff and members of the public to conduct research using archival materials

### **Approved By**

Athabasca University Governing Council, Meeting #13, May 28, 1979

### **Amended Date**

Athabasca University Governing Council, Meeting #134, March 23, 2001

### **Related References, Policies & Procedures**

Athabasca University Confidentiality Policy

Athabasca University Human Resources Policy and Procedure Manual

[Athabasca University Access to Information Policy](#)

[Athabasca University Protection of Privacy Policy](#)

[Athabasca University Records Management Policy](#)

### **Applicable Legislation/Regulation**

[Alberta, Freedom of Information and Protection of Privacy Act](#)

[Alberta, Freedom of Information and Protection of Privacy Regulation](#)

### **Further Information**

Contact the Director, Policy, Privacy and Records Management at 780-914-8314