

DEPARTMENT OFFICE OF THE PRESIDENT*Office Memorandum*

TO : All University Faculty and Staff

DATE: March 28, 1977

FROM : Charles J. Graham



SUBJECT: St. Cloud State University Archives; Establishment and Organization

I am pleased to announce the establishment of the St. Cloud State University Archives. The information which follows sets forth the basic organization and role of the Archives.

1. Enclosure (1) sets forth the purpose, scope, and organization of the St. Cloud State University Archives. Records to be retained will provide evidence and information on the origins, development, functioning, and achievements of the University, and of those associated with it. Further, a process will be developed for eliminating records that are no longer needed for administrative or legal purposes, while ensuring retention of those of historical value in the University Records Collection.
2. In cooperation with the office or department concerned, the University Archives Committee will recommend procedures for disposition of all official records. Effective immediately, no official records generated or received by any University office will be destroyed, transferred, or otherwise disposed of except as officially authorized by the University Archivist.
3. Records of organizations and papers of persons associated with the University are wanted for the University Manuscript Collection to provide a broader overview of the University and the academic community.
4. Policy development, records inventory, and space requirements preclude the transfer of any records during the present academic year. As records are reviewed and scheduled, authorizations will be issued for their destruction, or for their transfer to the Archives.
5. Marie K. Elsen, Learning Resources Services (telephone 2084) has been assigned responsibilities as University Archivist.

The establishment of the Archives is the culmination of great effort on the part of many people over an extended period of time. The Archives will serve an important function for the University and is a valuable addition to the academic life at St. Cloud State University.

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## ST. CLOUD STATE UNIVERSITY ARCHIVES

- I. Establishment. St. Cloud State University Archives is hereby established as the official archival agency of the University. The Archives shall be physically located in Centennial Hall, under the administrative direction of the Dean of Learning Resources.
- II. Purpose. The purpose of the St. Cloud State University Archives shall be: the collection and preservation of the official records of the University; the collection and preservation of private papers of those persons and corporate bodies associated with the University; and the development of standards for the making, care and administration of the University Records Collection and the University Manuscript Collection.
- III. Archives Committee. Policies and procedures for the administration of the University Archives will be established by the President with the counsel of an Archives Committee composed as follows: Vice President for Academic Affairs or designee, Vice President for Administrative Affairs or designee, Dean of Learning Resources (chairperson), Chairperson of the Department of History or designee, three faculty members nominated by the Faculty Association, and the Archivist shall serve as staff to the committee.
- IV. Functions of the Archives Committee. The Archives Committee shall advise on policies regulating the Archives; accept gifts, bequests, and endowments for purposes consistent with the aims of the Archives; make necessary reports of receipts, disbursements, work and needs to the President; and suggest policies and projects designed to attain the objectives of the Archives.
- V. The Archivist. The active management and administration of St. Cloud State University Archives shall be vested in an Archivist, who will be a faculty member assigned to Learning Resources Services. The Archivist shall collect, arrange and make available to authorized persons, at reasonable times in the office of the Archives, all obtainable materials relating to the operation and history of St. Cloud State University as evidenced in the University Records Collection, and in the University Manuscript Collection. He/she shall carefully protect and preserve them from deterioration, mutilation, loss or destruction. He/she shall keep the official records in his/her custody in such arrangement and condition as to make them accessible for convenient use, and shall permit them to be inspected, examined, abstracted, or copied under his/her supervision, by any authorized person.
- VI. University Records Collection. All official records of permanent, historical value shall become a part of the University Records Collection.
- A. Transfer of Records. On behalf of the University, the Archivist is authorized to develop a records disposition program and to receive all official University Records from the custody of any office of administration or instruction, or other record-creating unit.
- B. Release of Non-current Records. Any record-creating unit at St. Cloud State University is hereby directed and empowered to release to the University Archivist for preservation and administration such University records legally or physically in its custody as are not needed for the transaction of the current business of the office, whenever the Archivist is able to receive and call for them.
- Whenever such a transfer is made, the Archivist shall transmit to the office from which the records are transferred a list in which such records are described in terms sufficient to identify them. This list shall be filed and preserved in said office.
- All records of any University office shall, upon the termination of the existence and functions of that office, be transferred to the custody of the Archives, unless otherwise directed by the Archivist.
- The Archivist, in person, or through a deputy, shall have the right of reasonable access to and examination of all current University records.
- VII. University Manuscript Collection. Records of organizations, or personal papers of individuals associated with the University shall be collected for the University Manuscript Collection. Administration shall be in accordance with accepted manuscript practices. Regulations concerning acceptance and use shall be worked out by the Archivist in conjunction with the Archives Committee.
- VIII. Effective Date. The foregoing shall be in full force and effective from and after March 21, 1977.

Approved: \_\_\_\_\_

President

Date: \_\_\_\_\_