

I. Mission

The Florida Atlantic University Archives serves as the official repository for the permanent records of Florida Atlantic University. Its primary purpose is to serve the administrative, teaching, research, and service needs of the faculty, students, staff and affiliated entities. In order to fulfill this purpose, the University Archives collects records and documents that have enduring historical value to the history of Florida Atlantic University. The University Archives then preserves these records and makes them available for researchers.

II. Criteria

The University Archives seeks to document the history of Florida Atlantic University, which includes the administration, faculty, students, alumni, and staff. In assessing records appropriate for permanent retention, the University Archives attempts to collect the documentation produced from the conduct of the day to day operations of the university.

III. Categories of Record Creators

a. Florida Atlantic University Administrative Units and Academic Departments

The Archives collects comprehensively and broadly in this area. The goal is to document the creation, development, priorities and activities of every FAU administrative unit and academic school, department or research center.

b. The Papers of Florida Atlantic University Faculty

As an important part of its mission of documenting the life of the Florida Atlantic University community and placing it in a broader social context, the University Archives seeks to acquire, organize, and make available the personal and professional papers of the Florida Atlantic University faculty.

c. FAU-Affiliated Organizations

This category includes student organizations, alumni groups, and FAU support organizations. These are peripheral groups that demonstrate the

activities and relations of FAU students, faculty and staff with the community.

IV. Types of Records Collected

- a. Administrative and Departmental Records
 - i. Governance and policy documents: Constitutions and by-laws, minutes and proceedings, policies and procedures, reports
 - ii. Financial records: Budget and summary statements
 - iii. Office or administrative files: Correspondence and subject files of the President, Dean, Director or Chair, records of program or curriculum development
 - iv. University publications: Newsletters, annual reports, self-studies, histories, accreditation reports, student newspaper, journals, brochures, monographs, programs, posters, and announcements
 - v. Digital files or electronic records
 - vi. Photographic material: Prints, negatives, and slides that directly relate to FAU
 - vii. Audio, videotapes and films: Includes documentation primarily on University events
 - viii. Digital-born records
- b. Faculty Papers
 - i. Biographical material: Resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies
 - ii. Correspondence files: Professional: outgoing and incoming letters relating to all facets of one's academic career, including correspondence with colleagues, publishers, professional organizations and students; personal: letters to and from friends, relatives and business associates
 - iii. Diaries and notebooks
 - iv. Classroom material: Lecture notes, overheads, slides, syllabi, course outlines, reading lists, examinations, and student papers

- v. Research files: Outlines, research designs, raw data, notes, analyses and reports of findings
- vi. Drafts and manuscripts of articles, books, reviews and speeches
- vii. Audiovisual material: Tapes, videotapes and films
- viii. Photographs: Prints, negatives, and slides

V. Types of Records Not Collected

- a. Transactional records: Leave requests and purchase orders
- b. Records of personnel matters: Applications and supporting material, resumes, evaluations, records of interviews
- c. Reprints or more than two copies of reports and publications
- d. Student records: Transcripts and financial aid information

VI. Artifacts or Three-Dimensional Objects

The University Archives seeks to collect artifacts that visually document the material culture of FAU. The University Archives will consider for inclusion into the collection artifacts that are in fair and in original condition. University Archives will limit collecting to items that can be reasonably preserved, cared for, stored, and made accessible for research and exhibit purposes.

VII. Procedures

- a. Transfer of Records: The University Archives will accept University records which are scheduled for permanent retention only. It will not accept records which are considered active records. University records considered for transmittal to the University Archives for permanent retention must be reviewed by the University Archivist prior to transfer acceptance. All transfer of records must be placed in acid-free records cartons (supplied by the University Archives) and accompanied by a listing of the contents.
- b. Deed of Gift/Transfer of Records Forms: The University Archives will not accept materials without a legal transfer of title through a deed of gift, deposit agreement, transfer of records form, or other official acknowledgement.
- c. Deposits: The University Archives will not accept material on deposit.

- d. Closed Collections - The University Archives will not accept materials that are closed to the public in perpetuity.
- e. Deaccessioning - Duplicates and materials that do not reflect the University Archives' collecting areas or do not possess sufficient archival value may be deaccessioned, subject to the documented terms of acquisition, University regulations, and state and federal laws.
- f. Revision of Policy: The University Archives reserves the right to amend its collection development policy at any time.

VIII. Procedures for Reviewing Collection Development Guidelines

This collection development policy is designed to serve the mission and goals of Florida Atlantic University, S.E. Wimberly Library, and the Special Collections Department. In order to determine the effectiveness of this policy, at the end of every calendar year, the University Archivist will review the acquisitions, user records, and deaccessions of that calendar year. The policy will be re-evaluated and changed as needed to meet the goals of Florida Atlantic University and the University Archives.

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