

# University Archives

Policy 105.2

## 1 Introduction

1.1 The Appalachian State University Archives is the official archival agency of the University. The mission of the Archives is to collect, preserve, and administer the records of the University having continuing administrative or historical value.

## 2 Scope

2.1 This policy applies to all departments on the Appalachian State University campus.

## 3 Definitions

### 3.1 Archive

a repository or collection especially of information

## 4 Policy and Procedure Statements

### 4.1 Public Record

4.1.1 Every document created or received in the transaction of university business at Appalachian State University is a public record of the State of North Carolina. This definition applies to confidential records as well as to those available for public inspection; it applies whether the record is on paper, diskette, disk, microform, tape, or any other medium.

### 4.2 Administration

4.2.1 The University Archivist is Director of University Archives and Records. In conjunction with every department, activity, or clerical unit, this office creates a "records schedule" to account for the retention and disposition of all records generated by the University. The [North Carolina General Statutes, chapters 121 and 132](#), require such a records-retention schedule; each office designates a person to maintain this function; the State Archives, under the North Carolina Department of Cultural Resources, approves each schedule in accordance with its own guidelines.

### 4.3 Records Schedule

4.3.1 The records schedule is a listing of all the materials of university business specific to a particular office or department; it remains in effect until officially updated or amended. A schedule provides instructions for retention and destruction of documents. Any destruction of records must be in accordance with this schedule, agreed upon by the office, the University Archivist, and the North Carolina Archivist. Each office should review its schedule at least every five years to ensure that it reflects the true document flow of the office.

### 4.4 Final Disposition

4.4.1 When, according to the records schedule, records are candidates for final disposition, the University Archivist will review them for their ongoing value. The University Archives will retain permanently those documents of lasting historical or administrative significance.

### 4.5 Personal Papers

4.5.1 In addition to the public records of the university's official business transactions, the University Archives receives the personal papers of members of the academic and administrative faculty and staff.

### 4.6 History and Heritage

4.6.1 University records represent the history and heritage of Appalachian State University. The records of the Archives are available to University offices and are open to qualified researchers, subject to appropriate provisions for safeguarding the confidentiality of designated records.

## **4.7 Questions**

4.7.1 All questions regarding the disposition of records at Appalachian State University should be referred to the University Archivist in University Archives and Records (ext. 4040).

## **5 Additional References**

## **6 Authority**

## **7 Contact Information**

University Archivist: 828.262.4040

## **8 Original Effective Date**

## **9 Revision Dates**