

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-42-78/FL
April 11, 1978

RESOLUTION ON ARCHIVES

- WHEREAS, the archival records of an institution are primary documents that provide written, oral and pictorial evidence of its history and report on the official activities and programs that have been undertaken in order to fulfill the purposes for which the institution exists, and
- WHEREAS, such records should be kept together in an archival depository where they can be properly maintained and made available to interested and responsible persons, and
- WHEREAS, no systematic attempt has been made outside of the Library, which has for many years housed some of the noncurrent official records of the University, to establish an official depository of the University archival materials, and
- WHEREAS, many noncurrent records still remain in diverse locations of the University where they are subject to the dangers of loss and mutilation, and
- WHEREAS, the destruction of many of the University's archival materials is inevitable as University departments and other units dispose of records which have lost their current value, and
- WHEREAS, the Faculty Library Committee regards as matters of official concern the collecting, preserving, and organizing of the archive records, therefore be it
- RESOLVED, that the Academic Senate request President Kennedy to designate the University Library as the official depository for non-current University records, and be it
- RESOLVED, that the President adopt as University policy a statement to the effect that (1) records created by University administrators and faculty members in the performance of assigned duties are the property of the University, (2) such records are not to be destroyed without prior consultation with the University Archivist or his designee, (3) standardized procedures will govern the transfer and disposition of inactive records to the Archives, and be it
- RESOLVED, that the President appoint the Director of the Library as the University Archivist with powers to delegate all archival duties to a designated member of the Library's professional staff, and be it further
- RESOLVED, that the Academic Senate organize an Ad Hoc Committee on Archives (1 year) to advise the University administration and the Library on policies and procedures by which archival materials may be obtained from schools, departments, and offices, and other matters