

Joyner Library Procedure Manual

500.12

Subject: Development and maintenance of the ECU Archives

Title: Archives Collection Procedure

Operational Procedure - Date Adopted by the EHRA Assembly: March 2, 2000

Administrative Procedure – Date Issued by Administration:

Date Revised: March 7, 2019

The purpose of the University Archives is to collect, administer, preserve and make available for research the records, regardless of format, which reflect the history and development of the university as a whole as well as individual divisions and units. Most of these record series have been identified in the Records Retention and Disposition Schedule for the University of North Carolina System. These record series are considered archival because they provide evidence of a unit's function and they contain information of enduring historical value.

Such record series include:

- Chancellor's Correspondence
- Board of Trustee Minutes
- Faculty Senate Meeting Minutes
- SACS Reports
- University, Division and Unit Annual Reports
- Divisional and Unit Publications

University Archives will accept papers specifically related to a current or past faculty members' work at the university. Faculty personal papers will be sent to the Manuscript and Rare Books Department for consideration. If they are deemed to be inappropriate for addition to the Manuscript Collections, they will be returned to the prospective donor. University Archives will also accept papers pertaining to an alumnus' time at the university.

All materials will be reviewed and appraised by the University Archivist in accordance with local, state, and federal laws in order to determine the appropriateness of their long-term preservation.