

## 1.0 POLICY STATEMENT

- 1.1 This policy establishes MacEwan University Archives (the “University Archives”) as the official repository for University Records of Archival Value. The University Archives serves as the official memory of the University by identifying, preserving, and providing access to digital, textual, photographic, and audiovisual records of enduring value related to the origins, programs, and mandate of the University and its predecessors. The University Archives supports and fosters research, scholarship, and creative activity through the preparation of Finding Aids and the provision of reference services.

## 2.0 PURPOSE

- 2.1 The purpose of this policy is to ensure University Records of Archival Value are identified, acquired, arranged, designed, preserved, and made accessible to faculty, students, staff, and external researchers using best practices.
- 2.2 This policy is designed to ensure:
- 2.2.1 University Records of Archival Value are managed effectively and efficiently;
  - 2.2.2 University Records of Archival Value are preserved to ensure public accountability, information authenticity, continuity of decision-making, and academic, administrative, and legal research;
  - 2.2.3 Non-Official Records needed for research and teaching at the University is acquired, preserved, and made available; and,
  - 2.2.3 The use of University Records of Archival Value in research, teaching, and the creation of new knowledge is encouraged and facilitated.

## 3.0 APPLICABILITY

- 3.1 This policy applies to all employees of MacEwan University.

## 4.0 DEFINITIONS<sup>1</sup>

### **Archives**

The preserved documentary records of any corporate body, governmental agency or office, or organization or group that are the direct result of administrative or organizational activity or the originating body and that are maintained according to their original provenance.

### **Archivist**

An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials’ authenticity and context.

### **Archival Value**

Records identified by the University Archivist as having enduring value. Enduring value is the continuing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain, justifying their ongoing preservation.

<sup>1</sup> Ricard Pearce-Moses, *A Glossary of Archival and Records Terminology* (Chicago: Society of American Archivists), 2005.

### **Deaccessioning**

The process by which an archive, museum, or library permanently removes accessioned materials from its holdings.

### **Finding Aids**

Paper and online tools that facilitate in the discovery of information within a collection of records.

### **Non-Official Records**

All records regardless of form or medium, that relate to the operation or history of the University and its predecessors but are not created by University officers or employees on behalf of the institution. Examples of such materials include records of student, staff, and faculty associations.

### **Reference Services**

Services delivered online and in person which aid patrons in locating materials relevant to their interests. This may include orienting the researcher to the use of the materials, helping the research identify relevant holdings, and retrieving and reproducing materials.

### **University Records**

All records regardless of form or medium, created or accumulated by MacEwan University and its employees in the course of their duties and containing information on the organization, function, procedures, policies, and activities of MacEwan University, or any other useful information on the past and present of MacEwan University and its predecessors.

## **5.0 POLICY ELEMENTS**

- 5.1 The University Archivist is responsible for identifying, acquiring, preserving, providing access to, and Deaccessioning University Records of Archival Value. The University Archivist is accountable for setting priorities and the general management of the University Archives.
- 5.2 Archives staff will arrange and describe University Records of Archival Value according to the archival principles and standards.
- 5.3 Archives staff will prepare Finding Aids and provide regular Reference Services to the University faculty, staff, students, and external researchers.
- 5.4 Faculty, staff, students, and external researchers will consult University Records of Archival Value in the University Archives Reading Room where proper supervision and reference assistance can be provided.
- 5.5 University Records of Archival Value will be transferred to the University Archives by academic and administrative units according to the MacEwan University Records Retention and Disposition Schedule and the MacEwan University Records Destruction Procedure
- 5.6 Alberta's *Freedom of Information and Protection of Privacy Act* shall determine access to University Records of Archival Value transferred to the University Archives.

## **6.0 ASSOCIATED PROCEDURES**

None

## 7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- *Freedom of Information and Protection of Privacy Act*, Section 43 (1)
- Records Management
- Records Destruction Procedure
- MacEwan University Records Retention and Disposition Schedule
- University Archives Acquisition Guidelines
- University Archives Donation Agreement
- University Archives File Transfer Authorization Form

## 8.0 ACCOUNTABILITY

### **Policy Sponsor**

Provost & Vice-President, Academic

### **Responsible Office**

University Library

## 9.0 HISTORY

### **Relevant Dates**

Approved: **23.03.12**

Effective: **23.03.12**

Next Review: **28.03**

### **Modification History**

**17.09.28** New policy. Approved by Board motion #01-09-28-2017/18.

**23.03.12** Minor revisions made following a comprehensive review. Approved by Policy Sponsor.