

BINGHAMTON UNIVERSITY LIBRARIES
Department of Special Collections

UNIVERSITY ARCHIVES POLICY

INTRODUCTION

Binghamton University Archives serve as the final repository for permanently valuable records and papers of Binghamton University. The primary purpose of the University Archives is to document the history and development of Binghamton University (and its predecessor institutions) and to provide source material for administrators, faculty, students, alumni, patrons of the community, researchers and scholars.

MISSION

The University Archives manage permanently valuable records and papers of the organization. This mission includes:

1. To promote the knowledge and understanding of the origins, aims, goals and programs of the University, and the development of these aims, goals, and programs;
2. To evaluate, collect, organize, describe, provide access to and preserve records of historical value to the University;
3. To provide information services that will assist the operation of the University;
4. To make materials in the Archives available and encourage the use of the collections to support research and scholarship by both University and non-University patrons.

ADMINISTRATION OF THE UNIVERSITY ARCHIVES

1. Administrative Relationships

The University Archives is housed in the Special Collections of the University Libraries and is administered as one of the collections in that department.

Maintenance of the University Archives is the responsibility of the University Archivist, who is supervised by the Head of Special Collections, Preservation and University Archives.

- a. The Archivist, in consultation with the Head of Special Collections, Preservation and University Archives and the Dean of Libraries, has the authority to negotiate for the transfer of non-current records from other University offices, departments, committees and divisions.

- b. The Archivist is responsible for coordinating archival activities with other University offices, departments, committees and divisions as needed to develop and maintain the Archives.

2. Acquisition of Archival Materials

The Archivist, guided by established policies and in consultation with the Head of Special Collections, Preservation and University Archives and the Dean of Libraries, determines what should be permanently retained for the Archives. The Archivist organizes the day-to-day acquisition of materials, tracking those which should be routinely received, soliciting those which must be individually requested, and recording, arranging and describing new materials.

a. Collection. Procedures include:

- (1) Routine Transfer of non-current materials from other University offices, departments, divisions and committees on a systematic basis, as agreed upon by the Libraries and the offices, departments, divisions and committees in question. Some materials will be received on an ongoing basis; others when released by the Records Management Officer in accordance with the State University of New York Records Retention Schedule and the General Retention and Disposition Schedule for New York State Government Records.
- (2) Solicitation of materials from individuals connected with the University and accepted in accordance with established guidelines of the Archives.
- (3) Receipt of donations of materials offered by individuals connected with the University and accepted in accordance with established guidelines of the Archives.

b. Evaluation. The Archivist is responsible for determining the historical and long-term research value of the records to be retained, giving priority to the following:

- (1) Records which document the development and growth of the University;
- (2) Records which reflect the development and activities of those University offices, departments, divisions and committees which cut across departmental divisions and formulate or approve university-wide or division-wide policy as well as faculty and administrative involvement in those activities.

Once transferred to the Archives, all items are the property of Binghamton University and may be stored, reformatted, or deaccessioned at the discretion of the Archivist.

At the discretion of the Head of Special Collections, Preservation and University Archives and the Dean of Libraries, in consultation with the office, department, division, committee, or individual donating the materials, certain records which have been designated as confidential may be accepted for the Archives. Confidential records will be closed for a specified period of time (see below, under "Access").

3. Contents of the Archives

In general, the collection development policy for the Archives emphasizes the systematic collection and preservation of documents and records in a variety of formats.

The Archives contains documentation of the University's history, including both official records and records and papers produced by university-related organizations, groups and individuals while they are actively connected with the University. Such documentation may take the form of manuscripts, leaflets, catalogs and publications, photographs, transcribed interviews and oral history, or tapes of concerts, lectures, and other events.

Records to be kept in the Archives include, but are not necessarily limited to:

Records and Papers of the Binghamton University Administration

- a. University records required to be preserved permanently according to the State University of New York Records Retention Schedule and the General Retention and Disposition Schedule for New York State Government Records.
- b. The records of the State University of New York pertaining to Binghamton University.
- c. Official papers of the presidents of the university.
- d. Minutes and other policy-making records of the University governing bodies, committees, academic departments, institutes and research centers.
- e. Administrative records of enduring value relating to management and planning, instruction, students, personnel, finances, plant, alumni activities, and research at the university.
- f. Personal papers relating to the history of the institution of Binghamton University.
- g. Any other records offering substantive evidence of the history and policies of the University and its predecessor institutions.

Campus Publications

- a. Official serial publications, including catalogs, bulletins, class schedules, reports, and yearbooks; publications with the University imprint; occasional publications such as special reports; and student and alumni publications.
- b. Public relations materials, such as press releases, photographs, sound recordings, tapes, newspaper clippings, and artifacts (memorabilia, objects, etc.) documenting the history of the University.

Records and Papers of Binghamton University Schools and Departments

- a. Minutes and other policy-making records of the academic committees and departments, institutes and research centers.
 - b. Master theses and doctoral dissertations written by graduate students at the University and accepted in fulfillment of degree requirements.
 - c. The personal papers of faculty and students relating to the history of the institution.
 - c. Syllabi, study guides, manuals, etc. produced for instructional purposes.
4. Access to the Archives
- a. The collection is subject to restrictions consistent with the legal rights of all concerned and necessary to ensure the safety and preservation of the materials. Rules and regulations governing use of the Archives shall be made clear to users.
 - b. Access to unrestricted materials, whether published or unpublished, is granted on equal terms to all researchers who abide by the rules and regulations of the Archives.
 - c. Restriction on access to particular materials:
 - (1) Must be recorded in writing, with copies filed in the Archives and in the offices, departments, divisions, and committees making the restrictions;
 - (2) May be waived to allow access to restricted materials only with the permission, in writing, of the originating office, department, division, or committee and the Dean of the Libraries or, in case of university records, the University's chief executive officer;
 - (3) Should be for fixed terms and must be specified at the time of transfer or donation of the materials in question.
 - (4) Must be clearly justified and easily administered.

In general, donors are encouraged to retain in their own files any records which would require restricted access.
 - d. Materials in the University Archives do not circulate. They may be used within Special Collections during times when the department is open to the public.