



**The University of British Columbia  
Board of Governors**

**Policy No.:**

**127**

**Approval Date:**

March 1996

**Last Revision:**

June 2005

**Responsible Executive:**

Vice-President, Students

**Title:**

**University Archives at UBC Vancouver**

**Background & Purposes:**

The purposes of this Policy are as follows:

- to serve as the University’s corporate memory by preserving and protecting its permanently valuable records;
- to provide the information necessary to establish continuity for future decision-making and to permit the University to meet its institutional accountability requirements;
- to facilitate the efficient management of the University’s corporate records by coordinating the institutional records management program;
- to augment the corporate memory through the acquisition of non-corporate records of the University, including the personal papers of faculty, staff and alumni, and the records of organizations associated with the University having permanent value;
- to disseminate information about the development of the institution to interested parties at the University and beyond;
- to encourage and facilitate academic research through the preparation of finding aids and specialized research tools and the provision of reference services.

**1. Scope**

1.1. This Policy applies to the University Archives at UBC Vancouver.

**2. General**

2.1. The University Archives, operating under the auspices of the University Library, is the official repository for the UBC Vancouver’s corporate records of permanent value created or received by University officers or employees in the course of their duties on behalf of the institution. The University Archivist is responsible for identifying, acquiring, preserving and providing access to the UBC Vancouver’s permanently valuable corporate records (regardless of physical form or characteristics). Permanently valuable records which are no longer required in the office of origin are transferred to the custody of the University Archives. The University Archives is responsible for managing and preserving those records on behalf of UBC Vancouver.

- 2.2. To complement and place into context the full range of activities and functions of UBC Vancouver, the University Archives also acquires the private papers of selected faculty members, administrators and former students; research collections assembled by faculty members in the course of their academic work; and the records of independent student, alumni and employee organizations.
- 2.3. The University Archives retains the right to charge for any reproduction or other research service. A schedule of fees is made available to the research public regularly. The University Archives retains the right to reproduce materials by mechanical, electronic, or photographic means for conservation, security or research purposes.
- 2.4. Any restrictions placed on records held by the University Archives are applied in a uniform manner to all users. Access to corporate records of UBC Vancouver is provided in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*. Access to non-corporate records is governed by agreements negotiated between the University Archives and the donors, as per Section 3(1)(f) of the *Freedom of Information and Protection of Privacy Act*.
- 2.5. The University Archivist coordinates the UBC Vancouver's records management program, monitors the application of the records schedules approved by UBC Vancouver, and participates in other records-related activities as appropriate. The University Archivist has direct access to the entire UBC Vancouver community and has the authority to accept and arrange for the transfer of non-current corporate records to the University Archives. S/he also has the authority to accept unofficial records and/or private papers. The University Archivist is accountable to the University Librarian, who receives advice from the University Archives and Records Management Advisory Committee on the implementation of the University Archives policy.

### 3. **Definitions**

- 3.1. *Corporate records* are records created, received and accumulated by University officers or employees on behalf of the University. These records can take a variety of forms. In accordance with the definition in the *Freedom of Information and Protection of Privacy Act* records include "books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic or mechanical means", but excludes individual faculty member's research records and computer programs or other mechanisms that produce records.
- 3.2. *Finding aids* are descriptive tools, published or unpublished, manual or electronic, produced by the University Archives to establish physical and/or intellectual control over records and/or archival materials. Basic finding aids include descriptive databases; guides, inventories; shelf and container lists; and indices.
- 3.3. *Non-corporate records* refer to those records which, although related to the operation or history of the institution, are not created by the institution itself. Examples of such material include: private papers of selected faculty members, administrators and former students; research collections assembled by faculty members; and the records of independent student, alumni and employee organizations. Such materials collected by the Archives are exempt from the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 3.4. *Permanently valuable records* are those records that because of their administrative, financial, legal, operational, cultural, social or scientific value should be retained permanently.

## **PROCEDURES**

**Approved: March 1996**

**Revised: June 2005**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."*

### **1. General**

- 1.1. The University Archives serves UBC Vancouver by:
  - 1.1.1. identifying permanently valuable corporate records and providing for their transfer to the Archives when they become inactive;
  - 1.1.2. identifying older University records (i.e. not scheduled) that have permanent value and ensuring that they are transferred to the Archives, and identifying those that may have been alienated from the custody of the University and negotiating for their return;
  - 1.1.3. accepting donations of inactive records of archival value of bodies affiliated with the University (i.e. Alumni Association, Faculty Association, Alma Mater Society, Vancouver Institute) that wish to enter into a negotiated transfer arrangement;
  - 1.1.4. accepting donations of any other records of archival value that document or relate to aspects of the history of the University;
  - 1.1.5. accepting donations of private papers or research materials from distinguished faculty members, administrative staff or former students taking into full consideration such factors as authority to transfer, donate or sell; financial arrangements, implications and benefits; plans for processing; copyright, and conditions of access;
  - 1.1.6. arranging and describing archival material according to archival principles and making them accessible to researchers, including University personnel, students, faculty, and the general public on a regular basis, unless access is restricted by legal requirements or written agreements with agency/person, transferring/donating the records;
  - 1.1.7. providing adequate and appropriate conditions for the storage, protection and preservation of University's archival material;
  - 1.1.8. providing regular reference service to permit both University staff and members of the general public to conduct research using archival records;
  - 1.1.9. providing advice and assistance to those responsible for creating and maintaining the University's corporate records;
  - 1.1.10. providing educational and outreach programming whenever possible to increase public awareness and understanding of the history and development of the University of British Columbia; and,

1.1.11. providing advice and assistance to, and cooperating with, other archival repositories in the province individually and as part of the development of a regional archival system.