

Documentation



UNIVERSITY ARCHIVES

- Minutes, memoranda, correspondence and reports of the university's governing board.
- Records of the office of the chief executive including correspondence, administrative subject files, and reports.
- Correspondence, subject files, and reports of the office of the chief academic affairs officer.
- Correspondence, subject files and reports of the chief administrative officer.
- Correspondence, subject files and reports of the chief officer of units of the school operating with a high degree of independence, such as colleges and major research institutes.
- Correspondence, subject files, and reports of the chief public relations officer.
- Minutes, memoranda, and reports of all major academic and administrative committees, including the faculty senate and its committees.
- Correspondence, subject files, and reports of the office of the chief student affairs officer.
- Accreditation reports and supporting documentation.
- Annual reports of the university.
- Annual budgets and audit reports.

- Plans, such as strategic, academic, marketing or public relations, affirmative action, master campus plans.
- Organizational charts.
- Maps, plats, deeds, and other property records documenting physical growth and development.
- Reports of the office of institutional research.
- Reports of the university development office.
- Reports of research projects, including grant records.
- Alumni records, including minutes of the alumni association.
- Departmental records, including minutes, reports, syllabi, and sample test questions.
- Personnel records of retired, resigned, or deceased faculty.
- Records of the registrar, including timetables and class schedules, noncurrent student transcripts, enrollment reports, graduation rosters, and other reports issued on a regular basis.
- Reports of the admissions office.
- Records of student organizations.
- All publications, newsletters, or booklets distributed in the name of the university, including: catalogs, special bulletins, yearbooks, student newspapers, university directories and faculty/staff rosters, handbooks, fact books, faculty and university newsletters, alumni magazines, and ephemeral materials.
- Audiovisual materials documenting the development of the institution, such as still photographs and negatives, motion picture films, oral history interviews, and audio and video tapes.
- Security copies of microfilm produced by any campus vital records program.

- Selected artifacts relating to the history of the institution.