Subject: Development and maintenance of the ECU Archives

Title: Archives Collection Procedure

Operational Procedure - Date Adopted by the Library Services Faculty: March 2, 2000

Administrative Procedure - Date Issued by Administration:

Date Revised:

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 North Carolina General Records Schedule for Universities. These record series are considered archival because they provide evidence of a unit's function and they contain information of enduring 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

Research and faculty papers will also be considered for inclusion in the University Archives when items are unique, usable and significant:

• Unique - Items that are not duplicated elsewhere in the records of the university or in the library.
• Usable - Accurate, comprehensive, and complete sets of documents that can be applied to a wide variety of research problems.
• Significant - Records that are significant within the field of study.
Papers will be collected of faculty members who have distinguished themselves in their field. Education, medical research, maritime history and nursing are of particular interest.

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. The archivist will consult with faculty and administrators when necessary in making appraisal decisions. Faculty research and personal papers not meeting the criteria for permanent retention will be returned to the prospective donor.