

Historical Research Center, UAMS Library

Acquisitions & Access Policy

Mission

In accordance with University policy,¹ the Historical Research Center of the University of Arkansas for Medical Sciences Library is the official repository of historically significant materials that document the history of UAMS and the history of health sciences in Arkansas. The Historical Research Center collects, preserves, and provides access to these historical materials for scholarly research. Additionally, the Historical Research Center informs and educates the academic community and the general public through reference services, exhibitions and presentations.

Official Repository of UAMS Records of Historical Value

To fulfill its mission, the UAMS Library's Historical Research Center (HRC) acts as the official repository of inactive, historically significant records and artifacts generated by UAMS' administrative offices, academic departments, and committees. Records, artifacts or ephemera that document the UAMS community (student groups, alumni organizations, or other groups related to UAMS) are collected as a complement to official UAMS records. In addition, the Historical Research Center collects historically relevant personal and professional papers of and artifacts related to UAMS administrators, faculty, alumni, and benefactors. Records, artifacts, and ephemera of institutions, organizations or individuals relevant to the history of health sciences in Arkansas are also collected.

Appraisal and Transfer of Records or Artifacts to the Historical Research Center

Regardless of format, all records generated or received by the administrative and academic offices of UAMS in the conduct of their business are the property of UAMS.

Documents, photographs, or artifacts that reflect the functions and responsibilities of the originating office are highly desired for inclusion in the HRC. Historically significant documents include but are not limited to: planning documents, self-studies, correspondence, committee minutes, policy statements, annual or summary reports, records that document the process of decision-making, curriculum development, biographical information, documentation of major events, and departmental publications. Once a department or office determines that records are

¹ UAMS Administrative Guide no. 3.1.06, Dated 07/02/90, Section: General Administration, available at <http://www.uams.edu/AdminGuide/WIN03106.html>

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no longer required for current office activities, the Archivist or the Head of the Historical Research Center should be contacted. Ideally, records should be left in their original folders or files and in their original order. *The Archivist or the Head of the Historical Research Center is responsible for the evaluation and selection of inactive University records as to historical significance.* Transfer of selected records to the Center will be arranged by the Archivist or Head of the HRC.

Restrictions on User Access to Archival Collections

After formal transfer of selected records to the Historical Research Center, the office of origin or donor retains the right to access donated materials. However, ownership and copyrights related to the donated materials are relinquished to the HRC.

Access to archival materials is provided under the following restrictions:

- *The Historical Research Center reserves the right to restrict access to any records at its discretion, based on the professional examination of the donated materials by the HRC staff.*
- Records of a sitting administration are closed, except to the office of origin.
- All administrative records of UAMS are closed for 20 years from the date of their creation, except to the office of origin.
- Records containing information that might constitute an invasion of privacy are restricted for 75 years from the date of creation, except to the office of origin.
- Restricted materials may be accessed by researchers with the written permission of the chief administrator of the office of origin. Written permission must be specific about the records accessible to the user and be verifiable as to authenticity.
- Personal papers may be restricted for a period of time defined by the donor.
- Biographical files, subject files, photographs, historical texts, and artifacts are generally available for study at the discretion of the HRC staff. The physical condition or uniqueness of an item may necessitate special restrictions on use.
- Materials intended for general distribution, such as published reports, brochures, and newsletters, are available to researchers upon publication.

Created by Amanda Saar, Head of the Historical Research Center, and Suzanne Easley, Archivist, under the direction of Mary Hawks, Collections Management Librarian.