



## ***UAMS ADMINISTRATIVE GUIDE***

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**REVISION:**

**SECTION: ADMINISTRATION**

**AREA: GENERAL ADMINISTRATION**

**SUBJECT: UNIVERSITY ARCHIVES**

### **PURPOSE**

The purpose of this policy is to recognize the importance and permanent value of many of the University's official files, records and documents. The University has established its Archives to insure the preservation of these materials.

### **PROCEDURES**

All administrative officers of the University, including members of the teaching faculty whose performance of teaching and administrative duties puts them in possession of files, records or documents pertaining to their official duties, are requested to observe the following procedures:

1. The records of the official activities of the University officers and offices are the property of the University of Arkansas for Medical Sciences.
2. Such property is not to be destroyed without the approval of:
  - a. The officer in charge of the department where the papers accumulate.

### **AND**

- b. The UAMS University Archivist.
3. The officer in charge of each administrative office determines when records cease to have current administrative value. The Archivist will thereupon determine which of these records have permanent value to the University and shall arrange their systematic transfer to the University Archives.
4. The Archives will preserve the personal papers of faculty and administrative officers of the University.
5. The Archivist shall consult with administrative officers to determine the type of restrictions to be placed upon the use of confidential records.
6. The Chancellor may add such further regulations and directions as may be necessary or appropriate.