NUMBER: LIB 1.03

SECTION: University Libraries

SUBJECT: Archives and Record Management

DATE: July 1, 2004

REVISED: July 1, 2011

Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Frieda Patrick Davison
Issued by: USC Upstate Library

I. Policy

A. Within the USC Upstate Library is the University Archives and Special Collections Unit. This unit includes university records and publications, donated named collections, the Archives of the Upstate, and the Pre-1900 Books Collection.

B. The active management and administration of the archives and records management program is vested in the Dean of the Library and delegated to the University Archivist.

1. Archival Functions

a. The University Archivist shall perform all duties in connection with the administration and development of the archives to achieve the purpose of its creation.

b. The holdings of the University archives shall include but not be limited to:

(1) inactive records of permanent historical value for which control has been transferred to the University archivist by the originating department or the System officer to whom the department reports

(2) University published materials including student newspapers, yearbooks and departmental publications

(3) photographs, drawings, sound recordings and film.

c. Authorization for any and all persons for access to the archives' holdings or information contained therein shall be at the discretion of the University Archivist. Requests for such authorization may be made by letter or by appointment with the University Archivist or other members of the archives' staff as designated by the Archivist.

d. The University Archivist shall collect, arrange, and make available to authorized persons at reasonable times in the Office of the Archivist all obtainable archive materials relating to the operation and the history of the University. The Archivist shall carefully protect and preserve this material from deterioration, mutilation, loss or destruction. The Archivist shall keep the official archives in his or her custody in such arrangement and condition as to make them accessible for convenient use and

shall permit them to be inspected, examined, abstracted or copied by any authorized person at reasonable times under supervision.

e. The University Archivist is authorized on behalf of the University to negotiate for the transfer of and to receive University archival materials from the custody of any other agencies, repositories or individuals.

f. All university records of any division shall, upon termination of the existence and function of that office, be transferred to the custody of the University Archivist.

2. Records Management Function

a. Any actions taken that affect the disposition of official University records must conform to the provisions of the Public Records Act of 1973.

(1) Library faculty and staff as designated by the Dean or the Archivist shall have the right of reasonable access to and examination of all current University records. Such access shall be for the purpose of preparing retention schedules and finding aids for materials included in the Archives and Special Collections Unit.

(2) Each schedule will stipulate all factors relating to the disposition of that record series—such as microfilming, transfer of inactive records to an off-site storage area and the timetable for destruction or transfer to the University Archives for permanent preservation.

(3) In preparing records retention schedules for the various University departments, each director, chair, or department head will be consulted.

(4) The Dean of the Library shall have the final authority over the disposition of any and all records and shall serve, for matters relating to records management, as the University's authorizing official where such a designation is required.

b. Current Records Administration

(1) All units within the University are expected to take such action as is necessary to protect current records from misplacement, loss, or destruction.

(2) The Dean of the Library or designee shall advise University departments regarding adoption of sound practices relative to the creation and maintenance of current University records.

II. Procedure

Transfer of Inactive Records

A. The office from which the records are being transferred prepares a list in which such records are described in terms sufficient to identify them.

B. This list is filed in the files of the Office of the Dean of the Library and a copy is sent to the originating office.

III. Reason for Revision

A. Policy organization, content and accuracy reviewed July 2011; no substantive revisions required. What should be included in an e-mail signature:
E-mail signatures should include your name, job title, department, mailing address,