

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1035

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**PROCEDURE TITLE:** College Archives

**STATUTORY REFERENCE:** CHAPTER 119 FLORIDA STATUTES  
DEPARTMENT OF STATE, DIVISION OF LIBRARY AND  
INFORMATION SERVICES, GENERAL RECORDS SCHEDULES  
GS1 (STATE AND LOCAL GOVERNMENT RECORDS) AND  
GS5 (COLLEGE AND UNIVERSITY RECORDS)

**BASED ON POLICY:** I-26 College Archives and Special Collections

**EFFECTIVE DATE:** October 11, 2005

**LAST REVISION DATE:**

**LAST REVIEW DATE:** October 11, 2005; November 1, 2023

## I. PURPOSE

To provide standards for the collection of archival material by the College Archivist, who shall review, evaluate, and preserve all records, documents and other relevant materials of enduring historical value to the College.

## II. PROCEDURE

- A. Before records are scheduled for destruction under the State of Florida laws, they should be reviewed for archival quality and historical interest.
  1. College documents, as defined in this procedure, include all forms of recorded information: paper, audio or video tapes, computer disks, photographs, digital information, artifactual objects and the college art collection.
  2. College records are defined as all documents produced or reviewed by any agency or employee in the transaction of College business.
- B. It is the responsibility of the administrative officers, deans, faculty, and staff, in cooperation with the College Archivist, to ensure that records documenting the history and activities of the college community are transferred to the archives for retention.

1. Records are initially created and retained in administrative offices or departments. Frequency of use and availability of space help determine if records should be retained in the office or offered to the College Archives.
  2. When an administrative office or department defines inactive records of historical value, the department should contact the College Archivist, to fill out a College Records Transfer Consultation Request Form (form available from the online College Procedure Manual or by hard copy from the Archivist).
  3. Inactive records of enduring historical value will be selected for transfer to the College Archives in consultation with the originating campus unit and the College Archivist through a process of archival appraisal. An electronic file list of the records with dates of record generation greatly assists with the appraisal process.
  4. Once it is determined that the records will go to the College Archives, guidelines for the transfer of records will be provided to the office. A records transfer agreement will be completed once the records have been received and accessioned by the College Archives.
- C. The College Records Management Liaison Office (RMLO) within the Office of the Property Manager advises on the retention and disposition of public and College records not selected by the College Archivist. See Policy I-25: Retention and Destruction of Records.
- D. Records commonly transferred to the archives include:
1. Constitutions and by-laws, minutes, and proceedings, transcripts, lists of officers and College bodies
  2. Office files of historical value: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities and functions
  3. Historical files documenting policies, decisions, committee and task force reports, questionnaires
  4. Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the College or its subdivisions
  5. Audio-visuals: photographs, films, and sound and video recordings
  6. Important papers of students, faculty, and staff that relate to the College's work or mission statement
- E. Records which should not be transferred but scheduled for disposal **after consultation with the Archivist**, include:
1. Records of specific financial transactions
  2. Routine letters of transmittal and acknowledgements
  3. Non-personally addressed correspondence such as "Deans and Directors" memoranda
  4. Requests for publications or information after the requests have been filled; and
  5. Replies to questionnaires if the results are recorded and preserved either in the Archives or in a published report

- F. Items which may be discarded directly from individual offices when they are no longer needed for administrative purposes include:
1. All blank forms and unused printed or duplicated materials
  2. Keep original and annotated copies. Dispose of duplicate copies
  3. Papers, reports, workpapers and drafts, which have been published
  4. Artifacts and memorabilia - the archives collect non-documentary objects related to the college's history on a very limited basis - contact the Archivist to clarify historical value of such objects
- G. **Materials should be transferred in the chronological order, subject index, and project or program files, in which the record's creator maintained them.** Each transfer of material must include a letter that briefly identifies the material and describes the activity to which it relates.

This procedure is intended as a general guide on the retention and preservation of historical information about the College. If there are questions about records not listed here or questions about the retention or disposal of specific record series, please contact the College Archivist.

	11/01/2023
<b>PRESIDENT</b>	<b>DATE</b>