

Policies of the University of North Texas	Chapter 4
04.017 University Archives and Special Collections	Administration

Policy Statement. The University Archives serves as the repository for university records of continuing historical value as designated in the UNT System Consolidated Core Records Retention Schedule or as determined by the University Archivist. The University Archives also contain other items besides documents that are related to UNT and that have a continuing historical value. In addition to UNT records and materials, the University collects records and materials from non-UNT entities as well for the purpose of historical research and preservation. Special Collections serves as the repository for items unrelated to UNT that have historical value and that UNT has accepted for continued preservation.

Application of Policy. All University.

Definitions.

1. **Final Disposition.** "Final Disposition" means the terminal treatment of a UNT record, either by destruction or by permanent storage in the University Archives.
2. **Special Collections.** "Special Collections" means the repository for non-UNT records and materials of continuing historical value that have been reviewed by the University Archivist or their designee and that have been accepted by UNT for placement in Special Collections.
3. **UNT System Consolidated Core Records Retention Schedule.** "UNT System Consolidated Core Records Retention Schedule" or "Records Retention Schedule" means the document that identifies and describes records and the length of time that each type of record (called a "record series") must be retained for the UNT System, UNT and other component institutions of the UNT System. Other information contained in the Records Retention Schedule includes a record's security designation, archival value, designation as a vital record, and determination regarding final disposition. The University's Records Management Officer and the Texas State Library and Archives Commission certify the official Record Retention Schedule.
4. **University Archives.** "University Archives" means the repository for UNT records and other materials, which have met the requirements for retention, and are of continuing historical value as designated by the Records Retention Schedule or as determined by the University Archivist.

Procedures and Responsibilities.

1. **Administration and Location.** The University Archivist is responsible for overseeing and administering the University Archives and Special Collections, which are located within the University Libraries.

Responsible Party: University Archivist

2. **Access.** Access to the University Archives and Special Collections will be provided by the University Libraries. Records housed in the University Archives and Special Collection are available, subject to the provisions of the Texas Public Information Act, to the public during normal operating hours unless otherwise limited in accordance with Library policies.

Responsible Party: University Archivist

3. **Final Disposition.** Each department and unit of UNT shall appoint a designated Records Management Representative, who shall be responsible for coordinating the disposition of records with the Institutional Records Management Program, located within the UNT Compliance Office. The disposition of records shall be conducted in accordance with UNT Policy 04.008, Records Management and Retention, the Institutional Records Management Program and the procedures for final disposition of records located at <http://records.unt.edu>. The Records Management Representative shall be responsible for initiating the process for final disposition of university records and for documenting the disposition of university records on the Final Disposition Log (FDL), located at <http://records.unt.edu>. University records that have an archive designation under the Records Retention Schedule also shall have an archives designation on the FDL and shall be transferred to the University Archives. Records which are not required to be archived under the Records Retention Schedule may be referred to the University Archivist for “archives review” if the Records Management Representative or the Records Management Officer believe that the records may have lasting historical value. If the University Archivist or his/her designee determine that university records provided for review should be included in the University Archives, that determination shall be noted on the Final Disposition Log. Transfer of records to the University Archivist for inclusion in the University Archives or for review must be coordinated with the Institutional Records Management Program prior to transfer.

Responsible Party: Records Management Representative, Records Management Officer, University Archivist

4. **Donations.** For the purpose of historical research and preservation, the University Archives and Special Collections department collects rare and unique materials

including rare books, oral histories, historical manuscripts, maps, microfilm, photographs, art and artifacts and documents with important historical value. These documents and materials, if unrelated to UNT, are located in Special Collections. Although exempted from required disclosure under the Texas Public Information Act, some of these items, such as historical manuscript collections and oral history interviews, may be made available to the public as stipulated by gift agreements entered into between UNT and the donors. Donations are required to be reported to Advancement to ensure compliance with UNT Policy 09.002, Fundraising and Private Support.

Responsible Party: University Archivist, University Archives and Special Collections Department

5. Archival Appraisal. The University Archives and Special Collections staff does not provide a monetary appraisal for items included in University Archives and Special Collections. Trained archival staff do perform archival appraisals to determine if items have historical value and are appropriate for inclusion in the University Archives and Special Collections. Archival appraisal decisions are based on an evaluation of the items for similarity to other existing materials in the University Archives and Special Collections as well as whether items can be used for historical research and have an enduring historical value for future users.

Responsible Party: University Archivist, University Archives and Special Collections

References and Cross-references.

UNT Policy 04.008, Records Management and Retention

UNT Policy 09.002, Fundraising and Private Support

Texas Government Code, Sec. 552.120

Texas Government Code, Sec. 552.301

Texas Government Code, Sec. 552.302

Forms and Tools

Final Disposition Log: <http://records.unt.edu>

Records Management, Retention and Final Disposition Procedures: <http://records.unt.edu>.

Approved: 6/1/1995

Effective:

Revised: 8/94; 8/98; 4/02, *5/2011, 7/2/2018

*format only