Policy Statement. The University of North Texas Archives, established by presidential announcement in 1975, serves as the repository for the university records of continuing value as designated in the University Records Retention Schedule.

Application of Policy. Total University.

Definitions. None.

Procedures and Responsibilities. The University of North Texas Archives, established by presidential announcement in 1975, serves as the repository for the university records of continuing value as designated in the University Records Retention Schedule (see Policy 10.10). University records housed in the Archives are available, subject to the provisions of the Texas Public Information Act, to all researchers during operating hours. University records may be returned to the office of creation when the office provides for physical transfer and agrees to provide for the physical return of the records.

The University of North Texas Archives also serves as a repository for selected Texas county records through the Regional Historical Resource Depository Program, for donations of historical manuscript collections, and for transcripts and tapes of the Oral History Collection. County records are available to researchers subject to the provisions of the Texas Public Information Act. Historical manuscript collections and oral history interviews, exempted by the provisions of the Texas Public Information Act, are available as stipulated by the provisions of donors’ contracts.

Responsible Party: Vice President Academic Affairs

References and Cross-references.
UNT Policy 04.008, Records Management and Retention

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