

**Reference Number:** S03-225

**Senate Approval Date:** Wednesday, January 01, 2003

## University Historical Archives

### #S03-225

The San Francisco State University Historical Archives shall be the official repository for non-current records and other materials that document the history of the University and that are of permanent value. The Historical Archives shall collect, preserve, and provide access to such materials relating to the history of the University.

The University Historical Archives Advisory Committee shall consist of:

- Three faculty members chosen by the Executive Committee of the Academic Senate from the departments that have courses that most frequently involve use of the University Historical Archives. These members shall serve for overlapping three-year terms. Each year, when it comes time to select these committee members, the Library faculty member with primary responsibility for the SFSU Historical Archives shall advise the Executive Committee on those departments from which appointments should be made.
- One member of the Academic Senate chosen by the Executive Committee for a one-year term; that member shall serve as liaison to the Executive Committee of the Senate.
- The Library faculty member with primary responsibility for the SFSU Historical Archives.
- The University Librarian or designee.
- The University administrator with primary responsibility for records management (or designee)
- One alumnus/a chosen by the Alumni Association.

The University Historical Archives Advisory Committee shall advise the University Librarian, the Library faculty member with primary responsibility for the SFSU Historical Archives, and the University administrator with primary responsibility for records management regarding the collection and preservation of, and access to, materials related to the history of the University. The committee shall develop a comprehensive archival policy for all University materials that are likely to be of permanent value in understanding the history of the institution.

The University Historical Archives Advisory Committee shall meet at least once each semester. The first meeting of each year shall be called by the Library faculty member with primary responsibility for the SFSU Historical Archives.

The committee shall elect its own chair from among the faculty members of the committee at the first meeting of each academic year.

**\*\*\*UNANIMOUSLY Approved by the Academic Senate at its meeting on May 13, 2003\*\*\***

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