Transmission of Documents to the University Archives

Responsible Official:	Executive Vice Chancellor and Provost
Responsible Office:	Digital Curation, Archives, and Special Collections at the UC Merced Library
Issuance Date:	10/22/2024
Effective Date:	10/22/2024
Summary:	This policy codifies instructions currently present in the UC Records Retention Schedule regarding the transferring of relevant campus records to the University Archives.
Scope:	This policy applies to all university employees who handle administrative records, and all inactive records documenting the university's decision making processes, the functions of the university, and the essential cultural history of the campus, such as administrative records, general publications, and records concerning student organizations.

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I. REFERENCES AND RESOURCES

UC Policies

- Policies for Administration of University of California Archives
- University of California Records Retention Schedule
- University of California Copyright
- BFB-RMP-1: University Records Management Program
- BFB-RMP-2: Records Retention and Disposition: Principles, Processes, and Guidelines

II. POLICY SUMMARY

This policy codifies instructions present in the University of California Records Retention Schedule to ensure UC Merced's academic and administrative history is preserved.

This policy applies to all university employees, units, or offices of record who handle administrative records, and all inactive records documenting the university's decision-making processes, the functions of the university, and the essential cultural history of the campus, such as administrative records, general publications, and records concerning student organizations.

III. DEFINITIONS

The University Archives is a unit of the UC Merced Library and its collections consist of selected inactive campus records that have enduring administrative, legal, historical, or research value and document campus history, including its people, events, plans, and accomplishments, which may:

- be in any format, including: paper-based materials, audio recordings, microform, film, digital files, websites, email, maps, photographs, and architectural drawings;
- be unique (only one copy exists); and
- in rare cases, contain personally identifiable information or need to be restricted (typically, records of this nature are not accepted, however, there are exceptions if such records are also historically valuable).

Broad categories of records in the University Archives include:

Administrative Records: Any record that documents or contains valuable information related to the organization, functions, policies, decisions, procedures, operations, or other business activities of university. May include but is not limited to: administrative records from UC Merced schools, departments, and units, such as academic plans, policies, program establishment/consolidation/disestablishment; communications of historical importance; agendas and minutes from campus committees and working groups; annual financial reports and statements with enduring value; photographs, posters, and video of significant events, individuals, and campus scenes; curriculum records such as course descriptions and proposals; records that document student life, including athletics.

General Publications: Academic catalogs, handbooks, program announcements, directories, commencement and stage production programs, art exhibition catalogs, research publications,

newsletters, miscellaneous brochures, posters, UC Merced press releases, newspaper clippings, and other publications about the campus.

Inactive Records: Records that are no longer required for day-to-day business and may be obsolete. At the end of their active use, records should be systematically removed from active systems and from prime office spaces. If the retention period found in the Schedule has lapsed or the inactive records are still required for a records hold or other legitimate business requirement, then they should be managed in secure environments for appropriate lengths of time based on the Schedule prior to their destruction. Should the inactive records have permanent retention periods, they may be eligible to be formally transferred to the University Archives.

Student Organizations*:* Significant student organization correspondence, minutes, newsletters and publications created by the organization, flyers, scrapbooks.

IV. POLICY TEXT

The UC Merced University Archives is the designated repository for campus records with historic or long-term value. Retaining, preserving, and making UC Merced's historical records accessible supports the University's commitment to instruction, research, and public service. The UC Merced University Archives are operated in accordance with the Policies for Administration of University of California Archives.

Materials created during the course of University business are the property of The Regents, and may not be removed or disposed of without consulting the University of California Records Retention Schedule ("Schedule"). The University Archives, however, does not collect all university records. It collects inactive records documenting the university's decision-making processes, the functions of the university, and the essential cultural history of the campus, such as administrative records, general publications, and records concerning student organizations.

Some of the records described in the Schedule are specifically designated for permanent retention in the University Archives. Other records, not specifically identified in the Schedule for permanent retention, are also of interest.

Records must be offered to the University Archivist as instructed in the University of California Records Retention Schedule if they are designated as "subject to University Archives review" or for transfer to University Archives at the end of a specified period.

V. PROCEDURES

Consultations with the University Archivist are required for the successful following of this policy. This consultation will provide guidance on materials covered, and not covered, by this policy. After consultation takes place, and the records are judged to be covered under this policy, recommendations will be made to the proper boxing and delivery of materials being transferred.

A. TRANSFERRING MATERIALS:

Prior to transferring any records to the University Archives offices responsible for maintaining campus records must contact the University Archivist via the UC Merced Library website to discuss the records and if appropriate allow University Archives to evaluate them.

B. ACCESSING MATERIALS:

Records transferred to the University Archives are made accessible to patrons in the UC Merced Library Digital Curation and Scholarship research suite. University Archives materials can be accessed by all registered researchers. Typical users and uses of archival records include:

1. University administration
2. Faculty and student research
3. Non-UCM researchers, alumni, and the general public
4. Historical topics related to the university
5. Curriculum development and instruction
6. Public relations and public information
7. University development
8. University publications
9. Exhibition programs

Patrons are not allowed to access restricted materials, which typically contain confidential information that is restricted according to state and federal laws. Many records housed in the Archives are public records, and access to them is therefore governed by the California Public Records Act.

VI. RESPONSIBILITIES

UC records managers and archivists work together to establish disposition schedules that identify records of enduring value for permanent retention, for transfer to archives, or for consideration for disposal; these schedules are found in the UC Records Retention Schedule. The Schedule is applicable to all units both administrative and academic. In addition, the University Archives collects materials that have permanent historical value even though they are not officially designated for archives in the Records Disposition Schedules.

A. UNIT RESPONSIBILITIES:

1. Records remain in the custody of their office of origin until they are no longer actively needed for business purposes.
2. In all cases where an archival instruction appears in the Schedule, units in possession of such records must contact the University Archivist to discuss their disposition.

B. UNIVERSITY ARCHIVES RESPONSIBILITIES:

Depending upon the wording of the instruction in the Schedule, University Archives:

1. May, at its option, accept and retain records “subject to University Archives review”, accept and retain a portion of the records, or not accept the records.
2. Must accept records with a specified retention period other than “permanent” that are to be transferred to University Archives at the end of the stated period.
3. Must accept “permanent” records for transfer to the University Archives after the specified period.

VII. REVISION HISTORY

Date	Action/Summary of Changes
10/22/2024	Original Policy issued