

# LAFAYETTE COLLEGE

*David Bishop Skillman Library*

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## *Special Collections and College Archives* COLLEGE ARCHIVES MISSION STATEMENT

**AS APPROVED BY THE BOARD OF TRUSTEES—October 27, 1979**

I. The College Archivist, who reports to the Provost of the College, shall have the following duties:

1. to systematize the storage and disposal of inactive records
2. to arrange for cataloging as appropriate
3. to select and prepare for permanent housing of records of historical value
4. to answer questions and, following officially approved guidelines, make archival material available for authorized users

II. The Archives Advisory Committee is composed of the Provost; the senior vice-president, as Chairman; the College Archivist, *ex officio*, as Secretary; and the Secretary of the Board of Trustees; Counsel for the College, representing legal concerns; the Treasurer of the College representing fiscal concerns; the Librarian; and an historian from the History Department representing the historical concern. The President of the College is also a member, *ex officio*.

The duties of the Archives Advisory Committee are:

1. to advise the President and the Board of Trustees on the establishment of a College Records Disposal and Retention Policy
2. to approve schedules of transfer of records from operating offices and departments to the Archives
3. to establish policy guiding the protection of the confidentiality of records, particularly personnel records

III. The intention of the President and the Board of Trustees in establishing this position and this committee is to provide for:

1. the *orderly* transfer of College records from active to inactive status when they lose legal, fiscal, or operational value
2. the physical preservation under appropriate security of records of historical value for use by duly authorized researchers
3. the *orderly* disposal with appropriate authorization of records that have no significant historical value

IV. In fulfilling their responsibilities the Archives Advisory Committee and the College Archivist will be guided by these definitions and principles:

1. No office or department will be asked to yield up records as long as they are considered to have legal, fiscal, or operational value, unless it be to a central active records depository; nor in turn will any office or department hold on to records that have lost such value.
2. The College Archives will in turn contain records that still have historical value, that is, *evidence* about the operation and changes in operation of the College in the performance of its educational functions, or *information* about people, activities and events associated with the College.
3. The Lafayette Collection of the Skillman Library is the official repository of the published records of the College. Therefore, when records (e.g., catalogs, bulletins, announcements, reports, the *Alumni Quarterly* and the *Alumni News*) are published, four copies should be sent automatically to the Skillman Library. Similar arrangements should be made for the transmittal of such publications as *The Lafayette*, *The Melange*, and other student publications [or those of other student publications] or those of other auxiliary organizations.
4. Working with the appropriate officers and under the guidance of the Archives Advisory Committee, the Archivist will develop procedures and guidelines for the receipt of unpublished records and will determine and recommend to the committee what is to be kept and what is to be destroyed.
5. To develop a complete and meaningful archival depository of the history of the College it is desirable that selection be made from the papers of all constituent organizations of the College, administrative offices, educational departments, all committees, student groups and organizations, and alumni, and even the personal papers, at the will of the individual, of officers of the College, members of the Board of Trustees, alumni, and the teaching faculty.
6. While it is assumed that many records, indeed the bulk, will be disposed of as the Archives are being organized it is suggested as a guideline that every record uncovered that was produced before the Lewis administration be retained since its very survival has given it historical significance.

V. Safety and Security

1. Adequate facilities assuring both the physical preservation and the security of the Archives should be provided.
2. Archives will be organized in the most convenient ways for proper preservation and use.
3. Archival records will be available for use only by those authorized. The Archives Advisory Committee will recommend to the Archivist subject areas where he may use judgment in providing access and will establish stricter guidelines in areas where the appropriate originating office has reason to insist on confidentiality.