

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>ARCHIVES POLICY</b>
<b>Effective Date:</b>	June 30, 2015
<b>Revised Date:</b>	
<b>Review Date:</b>	June 30, 2025
<b>Approving Body:</b>	President
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	Vice-President (Academic) and Provost and Vice-President (Administration)
<b>Delegate: (If applicable)</b>	Head, University of Manitoba Libraries, Archives & Special Collections; Medical Archivist, University of Manitoba Libraries, Neil John Maclean Health Sciences Library
<b>Contact:</b>	Head, University of Manitoba Libraries, Archives & Special Collections; Medical Archivist, University of Manitoba Libraries, Neil John Maclean Health Sciences Library
<b>Application:</b>	All staff, students, volunteers and external parties

### Part I Reason for Policy

- 1.1 The purpose of this policy is to clarify the mandate of the University of Manitoba Libraries, Archives & Special Collections, and the Faculty of Medicine Archives also known as the “Archives”, and the methods with which this mandate is fulfilled.

### Part II Policy Content

#### Mandate

- 2.1 The University of Manitoba Libraries, Archives & Special Collections and the Faculty of Medicine Archives are committed to preserving both the University’s institutional history and that of the wider community where this history supports

the educational and research aims of the University, under the direction of the University Librarian. The mandate of the Archives is to:

- (a) Acquire, preserve and protect University records and private records that reflect University life. Records that support the educational and research aims of the University of Manitoba, that have permanent value to the University as defined in the University of Manitoba Libraries Collection, Acquisition, Preservation (CAP) Manual will also be acquired and preserved;
- (b) Acquire, preserve and protect official University publications, rare publications, and special collections that support the educational and research aims of the University, that have permanent value to the University;
- (c) Encourage and facilitate use of the records, rare publications and special collections through the preparation of finding aids and the provision of reference services;
- (d) Provide educational and outreach programming whenever possible to increase awareness and use of these records, rare publications and special collections as well as University and community history and use of the Archives;
- (e) Support access to information and protection of privacy;
- (f) Provide information about University publications and grant permission for copyright if necessary.

## **Acquisition**

- 2.2 University records that are designated to have permanent value will be transferred to the Archives following the approved retention and disposition schedules for those records, or at the discretion of the University Archivist or the Faculty of Medicine Archivist when no records schedule exists.
- 2.3 University records collected by the Archives will become the property of the Archives. Private records may be deposited in the Archives, on terms agreed to by the owner and the Archives.
- 2.4 University records collected and preserved by the Archives include:
  - (a) Official University governance records, including records of the Board of Governors, Chancellor, and Senate;
  - (b) Administrative records of the Officers of the University;
  - (c) Records of units, faculties and departments;

- (d) Official publications of the University; and
  - (e) Any other University records identified by the Archives as having permanent value.
- 2.5 Records, rare publications and special collections reflecting University life, and University life in the wider community, including faculty, staff, students and alumni, will be acquired as defined in the University of Manitoba Libraries CAP Manual.
- 2.6 Special research collections which further the educational aims of the University of Manitoba will be acquired as defined in the University of Manitoba Libraries CAP Manual.

### **Access**

- 2.7 Access to official University records transferred to the Archives will be provided in accordance with the University's Access and Privacy Policy and Procedures, and the provisions of *The Freedom of Information and Protection of Privacy Act*, *The Personal Health Information Act* and other applicable legislation.
- 2.8 Rights of publication or quotation are subject to applicable copyright legislation and regulations.
- 2.9 Persons consulting archival material must carry out their research in the Archives office where proper supervision and assistance will be provided unless other arrangements have been made.
- 2.10 No records may be removed from the custody of the Archives without approval by the head of the Archives or delegated authority.
- 2.11 The Archives retains the right to charge for any reproduction or other research service.

### **Application of the Policy**

- 2.12 This policy applies to records in both analog and digital formats including but not limited to: textual records, emails, maps, plans, photographs, artifacts, audio and moving images, and microforms.

## **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost and Vice-President (Administration) that a formal review of this Policy is required.

- 3.2 The University Archivist and the Faculty of Medicine Archivist is responsible for the implementation, administration and review of this Policy.
- 3.3 All staff, students, volunteers and external parties are responsible for complying with this Policy.

#### **Part IV Authority to Approve Procedures**

- 4.1 The University of Manitoba Libraries Management Group may approve Procedures, if applicable, which are secondary to and comply with this Policy.

#### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is June 30, 2025.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) The Vice-President (Academic) and Provost and the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
  - (a) comply with the revised Policy; or
  - (b) are in turn repealed.

#### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
  - (a) the Archives and Preservation and Destruction of Records Policy;
  - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

- (c) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
  - (a) [Access and Privacy Policy](#);
  - (b) [Access and Privacy Procedure](#);
  - (c) [Records Management Policy](#); and
  - (d) [Libraries Collections Acquisitions Preservation Manual](#).