



MANDATE AND POLICY

Mandate:

To preserve the academic and cultural heritage of the University of Regina, and to oversee the entire life cycle of official records of the University, both for use by the university community and for use by any interested persons outside the University.

Policy:

It is the policy of the University of Regina Archives to collect any material, regardless of medium, originating from or relating to the University, its faculty, staff and students, which is deemed of permanent worth based on its administrative, fiscal, legal or historical value.

In addition, the Archives will seek to complement established programs of the University through the collection of related material, respecting the acquisition mandates of other archival repositories. The Archives reserves the right to refuse donation of related material where such donation conflicts with its policy.

Upon collection, all material irrevocably becomes the property of the University of Regina, and as such may not be returned to any donor.

Further, it is the policy of the Archives to preserve and maintain such acquisitions as it may make in secure and environmentally stable conditions, and to make the material available within the boundaries of access or restrictions established by the donor/creator or creating agency and the Archivist, or at the discretion of the Archivist in the case where no such boundaries exist. Permission to grant access shall revert to the Archivist in the case where the donor is unable to respond to requests. Access may be denied on open material in exceptional circumstances by the Archivist after consultation with the Department Head.

Fees for reproduction of material shall be levied as necessary. The lending of archival material after it has entered the Archives shall be avoided. In the case of a creating office, lending shall proceed at the discretion of the Archivist.

All official records created within the University are the property of the University. "Official" records are those which were created at the time the creator was serving in an official capacity as a representative of the University, and/or which reflect the functions and procedures of the creator's office. These records are subject to inclusion in a general records management program drawn up by the Archivist, and therefore



shall be reviewed by the originating departments in tandem with the Archivist, acting as Records Manager, for inclusion in retention and disposal schedules. These schedules shall be drawn up within existing legal limitations and approved by the University administration's Documents Committee, and shall be revised every five years or as necessary.

The Archivist shall complete such duties as would allow him/her to fulfill the Archives' mandate within the bounds of the policy. S/he will be responsible for the materials within the repository, and serving in the capacity of Records Manager, shall have the responsibility of acquiring intellectual control over all official records, insofar as this is possible. In light of this, the Archivist shall have, or have direct access to, the necessary authority to achieve this control.

The Archivist shall co-operate fully with all professional colleagues, and shall maintain liaisons with outside archival agencies.

Mandate and Policy established November 15th, 1983.