



UNIVERSITY OF ALBERTA LIBRARIES

University of Alberta Archives Procedures

Storage and Preservation of Archival Records (University and Non-University)

1. The University Archives (UAA) is the University of Alberta's official repository of records of enduring archival value comprising:
 - University records created, received or collected by University faculty or, staff in fulfillment of their duties and transferred to the UAA.
 - University records acquired by faculties, departments and business units to support research and teaching, and transferred to the UAA for preservation.
 - Non-University records of enduring value identified as part of the *Acquisition Strategy* for non-University records of the UAA.
2. Within the context of government legislation and regulations, University policies and procedures, donor agreements and best professional and ethical practices, the UAA shall provide access to the archival materials in its custody or under its control.
3. University records of enduring archival value shall be transferred to the custody and control of the UAA when no longer required by faculties, departments and units for administrative or, operational purposes.
4. Staff of the UAA shall have direct access to University faculty and staff in order to identify University records of enduring archival value.
5. All donations of non-University archival material shall be established by donor agreement. The conditions of donation including access, use and related matters are to be determined by the agreement.
6. The UAA acquires donations of archival material in accordance with the laws and regulations governing the acquisition of archival cultural property and the acquisition strategy for non-university records of the UAA. These include the laws, conventions and treaties of the provincial and federal governments of Canada and international agreements and treaties.
7. The UAA shall comply with the conditions required by the Department of Canadian Heritage to maintain the University of Alberta Archives **Category "A"** accreditation for cultural archival property.

- 8.** All applications for certification of archival cultural property must be submitted by the UAA on behalf of the University of Alberta to the *Cultural Property Review Board*.
- 9.** The UAA reserves the right to remove and dispose of materials (de-accessioning) in its custody or under its control, as necessary.
- 10.** The UAA will issue procedures and material reproduction tariffs, as necessary, for the effective and efficient operation of the archives.