Northeastern State University Archives Collection Policy

**Introduction**

The University Archives is the repository for materials which document the history of Northeastern State University and serves as the institutional memory by identifying, acquiring, and maintaining records of enduring value that chronicle the development of the institution and providing source material to administrators, faculty, staff, students, alumni, members of the community and other interested parties. In general, records have enduring value if they contain evidence of University history, policy, organization, planning, decisions, operations, procedures, or if they have other significant value. The University Archives is not a records management program. University Archives is a department of Northeastern State University Libraries.

**Mission**

The mission of the Northeastern State University Archives is to collect, preserve, arrange, and provide appropriate access to records of enduring historical value, related to the history of Northeastern State University. The University Archives supports the missions of Northeastern State University. It serves as a resource for promoting awareness of the culture, memory, and the institutional history of Northeastern State University and encourages the use of its collections by the faculty, students, and other scholars interested in Northeastern State University.

**Size**

The Northeastern State University Archives is selective and focused in the areas noted. Collections will be limited by adherence to collection parameters and by the amount of physical space available to house and appropriately protect collections.
The following types of materials collected by University Archives

**All University**
- Annual reports and audits
- Architectural documents, building plans, blueprints, and planning reports
- Selected general event materials
- Selected maps
- Selected oral histories, interviews, video clips
- Organizational charts
- Selected photographs, slides, negatives, digital images, and scrapbooks
- Policy and procedure manuals
- Press releases
- Publications, newsletters, posters, or booklets about or distributed in the name of the institution or one of its sub-units, e.g. brochures, books, posters, magazines, catalogs, special bulletins, yearbooks, student newspapers and alumni publications
- Selected recruitment materials
- Self-studies and accreditation reports
- Selected university athletic mascot memorabilia

**Administration**
- Biographical material
- Correspondence
- Legal or constituting documents (charters, constitutions, by-laws)
- Minutes
- Mission statements
- Reports
- Speeches
- Subject files
- Substantive memoranda (not daily correspondence)

**Academic and Research Units**
- Biographical material/ Faculty vitae
- Conference proceedings
- Unit histories
- Lecture series
- Minutes
- Reports
- Research proposals and project reports, including grant records
• Speeches/Presentations by faculty
• Subject files
• Substantive Memoranda (not daily correspondence)

**Committees**
• Final reports, plans or proposals
• Membership rosters
• Minutes
• Substantive Memoranda (not daily correspondence)

**Organizations**
• Selected event materials, including promotional materials, programs, and video/audio
• Legal or constituting documents (charters, constitutions, by-laws)
• Membership rosters
• Minutes
• Mission statements
• Selected photographs
• Reports
• Substantive memoranda (not daily correspondence)

**The following types of materials are NOT collected for the University Archives**

**General**
• Agendas
• Duplicate copies: keep only the original and heavily annotated copy
• Forms (Blank)
• Legal case files
• Mail and phone logs
• Medical records
• Non-personally addressed correspondence, such as “To: Deans and Directors” memoranda
• Operating manuals (Equipment)
• Published statutes, laws, regulations, etc.
• Transitory or short-term correspondence and memoranda
• Vouchers
• Warranties and guarantees
Accounting
- Daily accounting records
- Bank and financial statements
- Bills and receipts
- Checks
- Invoices
- Budget files (working papers)
- Cash-book, day-books and cash-journals
- Equipment inventory
- Payroll records
- Purchasing orders
- Purchasing records
- Forms (Blank)
- Legal case files
- Mail and phone logs
- Medical records
- Non-personally addressed correspondence, such as “To: Deans and Directors” memoranda

Personnel
- Personnel files (Active or Inactive)
- Case files
- Confidential faculty, staff and student records
- Conflict of interest records
- Employment application files
- Employment eligibility verification files
- Grievance files (Personnel)
- Personnel evaluations

Teaching and Research
- Books, research papers, and journal articles written by persons not associated with the NSU
- Exams, term papers, and student projects
- Grade books and class rolls not associated with the original Cherokee National Female Seminary and Northeastern Normal School
- Questionnaires, if the results are recorded and preserved in a published report
- Rejected or not-funded grant proposals and files
- Grants fiscal records
- Teaching evaluation records
- Time and attendance records and reports