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**Topic**
General Administration [1]

**Policy Number**
050-20

**Reviewed Date**
March 1, 2003

**Responsible Office**
- Office of the Executive Vice Chancellor and Provost [2]

**Purpose**

In 1963, President Clark Kerr mandated the establishment of University Archives on each UC campus to preserve the historical and evidential records of the University. University Archives are intended to support UC's commitment to instruction, research, and public service as stated in the 1960 UC Master Plan and in the 1979 review of the multicampus UC system.

**Policy**

University Archives are administered in accordance with Policies for Administration of University of California Archives [3] (approved by the UC Archivists Council, April 2001). The University Archivist is responsible for collecting, processing, housing, and providing access to certain non-current University administrative records.

**A.** Materials created during the course of University business are the property of The Regents, and may not be removed or disposed of without consulting the University of California Records Disposition Schedules Manual [4]. Some records in the schedules are specifically designated for permanent retention in the Archives. Other records, not so identified, are also of interest, such as correspondence, minutes, photographs, and illustrations of campus individuals, events, and buildings. UC archives do not collect all university records, but primarily those records documenting the university's decision-making process and the essential cultural history of each campus. Records remain in the custody of their office of origin until they are no longer actively needed for business purposes. A list of ?UC Campus-Level Core Administrative Records? is included in Policies for Administration of University of California Archives[3].

**B.** The University Archivist should be consulted prior to the destruction or other disposition of University records not listed in the University of California Records Disposition Schedules Manual [4].

**C. Access**: Access policies are determined in compliance with the California Public Records Act (CPRA) and professional guidelines. Access to some records is restricted, usually for a specific period of time, when they fall under CPRA exclusions. Access to records that remain in a campus office is provided by that office.
D. Copyright: Copyright for UC records is held by The Regents of the University of California. Administration of UC records must comply with the policies stated in the *University of California Policy on Copyright Ownership* [5].

Responsibilities

Contact Office of Origin (see above) with any questions.

Related Policies

- **050-19 - Records Management and Retention** [6]

References

- UCSF Library Website [7]
- Policies for Administration of University of California Archives [8]
- University of California Records Disposition Schedules Manual [9], Office of the President
- University of California Policy on Copyright Ownership [5]

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[2] mailto:ExecutiveViceChancellor@ucsf.edu