Weber State University Archives
Collection Development & Acquisitions Policy

Introduction

The Weber State University Archives serves as the final repository for the historical records of Weber State University. Its primary purpose is to document the history of the University and to provide source material for administrators, faculty, students, alumni, and other members of the University community, as well as scholars, authors, and other interested persons.

Core Mission

The core mission of the University Archives is as follows:

- To appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to Weber State University
- To provide adequate facilities for the retention and preservation of such records
- To provide information services that will assist the operation of the University
- To serve research and scholarship by making available and encouraging the use of its collections by members of the University and the community at large
- To promote knowledge and understanding of the origins, aims, programs, and goals of the University, and of the development of these aims, goals, and programs
- To implement records management by formulating policy and procedures that will ensure the collection and preservation of archival materials

History of the Weber State University Archives

The University Archives started out as the Weber State College History Museum, under the direction of Dr. Harold C. Bateman, Professor Emeritus of History, from 1970 to 1974. Bateman began gathering historical documents and information about Weber State College, using his research as background for interviews with prominent Weber State Faculty and Alumni in order to build a history of the institution. The program name was then changed to Weber State College Oral History Museum.

In 1974, the Weber State College Archives was designated the official repository for all non-current records of the College. The decision was made to hire Annette Peel as the College Archivist, and in 1976, Afton Higgs replaced Peel as the College Archivist. Following a discussion between Academic Vice President, Dello Dayton and the Library Director, Craige Hall, about whether to have the Archives report to the Library Director or College Administration, a newly remodeled area in the basement of the library was created to house the College Archives.

“An Archives Advisory Committee was made up of five members with representation from the History Department, College Administration, Alumni, Archives and Library Administration.” At this point, the College Administration began “encouraging campus agencies to deposit materials in the Archives.” In 1977 John Sillito replaced Higgs as the College Archivist, and in 1991 with the change of the institution from College to University, Sillito became the University Archivist until his retirement in 2010. The University
Archives is currently under the direction of Jamie Weeks, Associate Curator of Archives and Digital Collections.

Collection Development

In the absence of systematic records management, the Archives must rely on the cooperation and support of administrators, deans, directors, faculty, students, and alumni to ensure that materials of historical value are collected and preserved. The University Archives will promote university-wide records management and collect material in the following categories from all administrative and academic units of the University:

OFFICIAL RECORDS, PAPERS, AND PUBLICATIONS OF WEBER STATE UNIVERSITY

- **Administrative and departmental records**: Includes records documenting the day-to-day activities of the University, but most documents can be grouped into the following categories:
  - **Governance and policy documents**: Constitutions and by-laws, minutes and proceedings, policies and procedures, reports;
  - **Financial records**: Annual budget and audit reports;
  - **Records of the Registrar**: Includes timetables and class schedules, enrollment reports, graduation rosters, and other reports issued on a regular basis;
  - **Office or administrative files**: Correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities and functions;
  - **Biographical information**: On WSU administrators, faculty, staff, students and alumni;
  - **Architectural drawings**: Includes various architectural renderings, including site plans and drawings of mechanical, structural and electrical systems;
  - **Academic departmental records**: Includes minutes, reports, correspondence, and syllabi;
  - **University publications**: Includes newsletters, catalogs, yearbooks, student newspapers, University directories, faculty/staff rosters, journals, brochures, monographs, programs, posters, and announcements issued by all University offices, schools, and departments, as well by faculty, student and alumni organizations.

- **Digital files or electronic records**: Machine-readable data files generated for conducting University business will be considered for permanent retention.

- **Security copies of microfilm reels containing vital records**.

- **Records of student organizations**: Includes constitutions and by-laws, minutes and proceedings, policies and procedures, reports.

- **Photographic material**: Includes prints, negatives, and slides. Subjects prominently featured include:
  - **People**: Photos of individual faculty, staff, students, and alumni;
  - **Buildings and campus scenes**: Photos of individual buildings and groups of buildings; as well as aerial shots; and
  - **Events and groups**: Photos of groups of faculty, staff, students, and alumni participating in various activities including sports, commencement, departments, and organizations.

- **Audio, videotapes and films**: Includes documentation of University events (particularly athletic activities), lectures, commencements, convocations, and Oral History.

- **Artifacts**: Includes rare and unique objects pertaining to Weber State University. The Archives strongly prefers collection artifacts that contain well-documented provenance and are in fair and
original condition. The Department will limit collecting to items that can be reasonably preserved, cared for, stored, and made accessible for research and exhibit purposes.

- **Theses and Capstones**: Includes Masters Theses and Senior Projects.

The official administrative records of Weber State University (correspondence, reports and subject files) designated as archival should be inactive and no longer used in the current activities of the originating office. Records should be forwarded to the Archives according to schedule after consulting with the archivist for the orderly transfer of non-current materials. An inventory of records transferred should accompany accessioned material. The originating office may place restrictions on access to non-current records in accordance with state and Federal law.

**PERSONAL AND PROFESSIONAL PAPERS OF WEBER STATE UNIVERSITY FACULTY**

The University Archives seeks to acquire, organize and provide access to the personal and professional papers of Weber State University faculty as a means of documenting the internal life and culture of the University community. The University Archives seeks documentation of the careers of the Weber State University faculty in the following formats:

- **Correspondence**: official, professional and personal.
- **Biographical material**: resumes, bibliographies, biographical sketches, chronologies, genealogies, newspaper clippings, and personal memoirs
- **Photographs and graphic materials**
- **Tape recordings of lectures, speeches and discussions**
- **Lecture notes and syllabi**
- **Research files**
- **Departmental or committee minutes and records**
- **Drafts and manuscripts of articles and books**
- **Diaries, notebooks, appointment calendars and memorabilia**.

The University Archives recognizes the rights of faculty and private donors to impose reasonable restrictions on materials to protect privacy and confidentiality. Restrictions on access should be for a fixed term and determined at the time of donation. The Archives encourages minimal access restrictions consistent with the legal rights of all parties.

**Types of Records Excluded**

- Routine letters of transmittal and acknowledgement
- Correspondence that is not personally addressed from other departments or schools (on or off campus)
- Duplicated material and mass generated commercial documents.

**Chronological Period Documented**

The University Archives collects records primarily from the founding of Weber State University as Weber Stake Academy in 1897 to the present.
Restricted Collections

The originating office may place some restrictions on access to records but the University Archives will not accept materials that are closed to the public in perpetuity.

Removal of Materials from the Collection (Deaccessioning)

Duplicates and materials that do not reflect the University Archives’ collecting areas or do not possess sufficient archival value may be deaccessioned, subject to the documented terms of acquisition, University regulations, and state and federal laws.

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