

Weber State University Archives

Collection Development and Acquisitions Policy

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.

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
- **Photoprints 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.