



# Special Collections & University Archives

<b>Policy Number</b>	4-005.2
<b>Responsible Authority</b>	Dean of Libraries
<b>Initiating Authority</b>	Provost and Executive Vice President of Academic Affairs
<b>Effective Date</b>	5/30/2023
<b>Date of Origin</b>	5/13/2005

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## APPLICABILITY/ACCOUNTABILITY

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This policy applies to all university and direct support organization (DSO) employees and volunteers, vendors, contractors, and consultants to the extent that they meet the definition of contractor under the Florida Statutes section 119.0701.

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## BACKGROUND INFORMATION

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University records are initially created and retained in administrative offices or departments. Frequency of use, availability of space, historical value to the institution, and statutory retention requirements are factors that determine when and if specific public records should be retained in the office or offered to Special Collections & University Archives. These records may be in any physical or digital format and are appraised for their content and historical value. Please refer to UCF Policy 2-003 Records Management and UCF Policy 2-100 Florida Public Records Act: Scope and Compliance for additional information on the retention and storage of public records.

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## POLICY STATEMENT

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It is the policy of the University of Central Florida to preserve the institutional memory of the university by maintaining an archive of its history and accomplishments and to preserve that history in the University of Central Florida Libraries' Special Collections & University Archives. Special Collections & University Archives, at the University of Central Florida Libraries main campus, maintains the official repository of university historical records. The university's public records and related materials held in Special Collections & University Archives are selected,

preserved, and made accessible because of their historical value. Working with staff in Special Collections & University Archives, university and direct support organization (DSO) employees and volunteers, vendors, contractors, and consultants are responsible for determining those public records that have historical value and that those records are transferred to Special Collections & University Archives.

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## DEFINITIONS

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**Historical Value.** The usefulness, significance, or importance of materials based on the administrative, legal, fiscal, or evidential information they contain. Materials of historical value include but are not limited to:

- administrative files
- financial documents
- reports, statistics
- strategic plans
- self-studies
- mission statements
- brochures, newsletters
- publications
- photographs
- multimedia materials

**Public Records.** All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency, which are used to perpetuate, communicate, or formalize knowledge. For further information about Florida's public records law and how the university identifies, retains, and discloses public records, refer to university policies 2-003 Records Management and 2-100 Florida Public Records Act: Scope and Compliance.

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## PROCEDURES

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When an administrative office or department defines inactive university public records (i.e., those that no longer need to be accessed routinely) to be of historical value, the department should contact Special Collections & University Archives. Inactive public records of historical value will be selected for transfer to the archives in consultation with the originating campus unit and Special Collections & University Archives personnel.

Special Collections & University Archives personnel will provide guidance on selecting university public records for inclusion. Once it is determined that the public records will go to Special Collections & University Archives, procedures for the transfer of those records will be provided, and university public records transfer agreement(s) completed when the records have been received and processed.

When public records of historical value are accepted into Special Collections & University Archives, they will be stored in secured stacks, cataloged in the University of Central Florida Libraries' online catalog, and made available to university personnel and community members as appropriate.

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## **RELATED INFORMATION**

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[Special Collections & University Archives Web site](#)

[UCF Policy 2-003 Records Management](#)

[UCF Policy 2-100 Florida Public Records Act: Scope and Compliance](#)

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## **CONTACTS**

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[Special Collections & University Archives](#)

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**POLICY APPROVAL**  
**(For use by the Office of the President)**

Policy Number: 4-005.2

Initiating Authority:  Date: May 30, 2023

University Policies and  
Procedures Committee Chair:  Date: 5/24/2023

President or Designee:  Date: 5/30/23

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