

University Archives – Collection Development Policy

Statement of Purpose

The primary purpose of the University Archives is to collect, preserve, and make available the records of the University with enduring historical value. Other collections and manuscripts will be considered if the materials have potential research value and/or document the history of Texas State University-San Marcos, its community, and activities.

University Records

The University Archives serves as the repository for the documentation of the University's administrative activities and educational programs, its publications, memorabilia, photographic records, and select artifacts. University records are created in the normal course of business, documenting the evolution of the administration, policies, and vision as well as creating a record of the life and work of the University.

University records series, as defined by the Records Retention Schedule (RRS), have already been appraised. Series with archival value are identified on the RRS and may be transferred by the owning department when the records retention period has expired. Departments should contact the University Archivist to make arrangements for the orderly transfer of records. Archival records produced by the University should be sent to the University Archives (in lieu of the Texas State Library and Archives Commission) to fulfill preservation and access requirements.ⁱ

Records with a permanent retention period (as identified in the certified RRS) may be transferred at any time for preservation purposes. Departments that own permanent records must consult with the University Archivist to receive authorization and make arrangements for the transfer of those records.

Collected Materials – Strong Relationship to the University

In addition to official records, the University Archives actively collects materials that have a strong relationship to the University and enduring historical or research value. Collected materials include memoirs and personal papers of faculty, staff and administrators, original research conducted through the work of the University, items that were separated from the university for a time, and artifacts relevant to the history of the University.

Materials with a strong relationship to the University are appraised for historical value and potential research value, as well as other value to the University, and are evaluated on a case-by-case basis.

Other Collected Materials

On occasion, the University Archives may also consider accepting materials that, while not directly related to the University, document the role of the University in a broader context or support the ongoing work of the

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University. Some examples of these materials are personal papers of alums, materials documenting “town and gown” relations, and primary source materials that support the curriculum.

Given the staff and space limitations of the University Archives, materials not directly related to University history are not actively sought or collected. When these materials are presented for consideration, they are appraised for historical value; potential research value; any other value to the University; current or future preservation needs; space requirements; and are evaluated on a case-by-case basis.

Ownership and Copyright Assignment

Records created by the institution are the property of Texas State University-San Marcos. The University Archives assumes ownership upon the transfer of archival records from the originating department.

Upon donation of Collected Materials, unless otherwise restricted by the donor and agreed to by the University Archives at the time of acquisition, all copyrights and other ownership rights are conveyed to the University Archives at Texas State University-San Marcos.

Access Restrictions

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.

Access and Use

All archival materials are designated as “Room Use Only.” Archival materials may only be used in the University Archives reading room and are generally available during regular business hours. Researchers are encouraged to consult with the University Archivist prior to beginning in-depth research to ensure that research space and the necessary historical materials are available.

ⁱ State Records Management Laws, Preservation and Management of State Records and Other Historical Resources, Government Code Chapter 441, Subchapter L Section 441.186:

(d) Archival state records shall be transferred to the custody of the commission when they are no longer needed for the administration of the state agency unless state law requires that the records remain in the custody of the agency;

(f) Instead of transferring archival state records under this section, the components of university systems and other institutions of higher education may retain and preserve the archival state records of the component or institution in accordance with this subchapter and rules adopted under this subchapter if the records are preserved in an archives established in a library or research center directly controlled by the university.