Policy Group: Library and Learning Resources
Policy Number: ACA-LIB-06
Date Approved: 27 March 2012
Effective Date: 27 March 2012
Date Last Revised: 10 November 2010
Responsible Office: University Archives

POLICY

University Archives

I. Policy

Materials created in the course of business at Zayed University are the administrative responsibility of the originating unit, committee, or individual while they have active reference value. For most materials, the relevant time period of retention in-office for each type of material created will be addressed in the general Zayed University Records Retention Schedule which is maintained by the University Archives.

At the time materials no longer have active reference value and/or have fulfilled the period of in-office retention as established in the Records Retention Schedule, the administrative responsibility for the materials transfers to the University Archives.

The University Archives will collect, appraise, organize, describe, preserve, and make accessible institutional records and other materials of enduring value in all formats that reflect the history and development of Zayed University. Those records which have fulfilled their retention period as established in the Records Retention Schedule, and which have no lasting historical value, will be disposed of in an appropriate manner with the guidance of the University Archives as needed.

II. Application

This policy applies to all administration, faculty and staff, and to official student organizations and activities.

III. Key Provisions

A. Ownership of University Records

Materials created in the course of business are the property of Zayed University.

This applies to both paper (hard copy) and electronic (soft copy) materials.

B. Confidentiality

Materials containing sensitive information will be identified at the time of transfer to the University Archives from the originating unit, committee, or person. Any temporary or permanent confidentiality restrictions will be noted in the descriptive information (metadata) concerning those records.
A researcher wishing to access such records must obtain permission to work with them from the originating unit, committee, or person. Barring the availability of one of these, permission must be obtained via the Provost or Chief Administrative and Financial Officer or their designates.

C. Access to Collections
Materials collected and stored by the Zayed University Archives will be available and prioritized for those with university affiliations, with the exception of those materials addressed by the University Archives Confidentiality Provision.

External researchers must obtain permission to consult University Archives materials via the Provost or Chief Administrative and Financial Officer or their designates.

D. Collection Development
In keeping with the University Archives mission to document the history, development, and activities of Zayed University, materials collected include but are not limited to committee and unit materials such as minutes or reports, planning documents, publications, biographical materials, statistics, and other materials. The University Archives Procedure and Records Retention Schedule provide specific information on the types of materials collected by the Archives. The Archives should be contacted whenever there is a question about the suitability of materials for transfer.

IV. Related Policies

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V. Administration

This policy is administered by the University Archives. Any questions can be directed to the University Archives. Further information about the services of the University Archives, and the Zayed University Records Retention Schedule, will be available on the Library Web site.

VI. Revision History

<table>
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<th>Revision</th>
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<tbody>
<tr>
<td>21 November 2010</td>
<td>Newly created Policy</td>
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<td>Date Approved by the Provost’s Council</td>
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