


Category	Library and Learning Commons	Policy Number	ACA-LIB-103	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	2.2	
Responsible Office	Provost	Policy Owner	LLC	
Date Approved	31 October 2023	Effective Date	31 October 2023	
Date Last Reviewed	30 September 2023	Due Date for Next Review	30 September 2026	

POLICY

University Archives

1. Purpose

This policy outlines the aims and objectives of the Zayed University Archives.

2. Scope of Application

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

3. Definition

University Archives	The official repository for Zayed University records having permanent historical, administrative, academic, legal, and/or fiscal value that are no longer actively used by the offices that generated these records. Administered by the Library and Learning Commons, the University Archives serves as the institutional memory of the University.
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4. Policy

4.1 Materials created in the course of business at Zayed University (“**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 University Records Retention Schedule which is maintained by the University Archives.

4.2 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.

4.3 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 the 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.

5. Key Provisions

5.1 Ownership of University Records

Materials created in the course of business are the property of the University. This applies to both paper (hard copy) and electronic (soft copy) materials.

5.2 Confidentiality

5.2.1 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.

5.2.2 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 the Chief Administration and Finance Officer (“CAFO”), or their designates.

5.3 Access to Collections

5.3.1 Materials collected and stored by the 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.

5.3.2 External researchers must obtain permission to consult University Archives materials via the Provost, or the CAFO, or their designates.

5.4 Collection Development

In keeping with the University Archives mission to document the history, development, and activities of the 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.

6. Related Policies and Laws

ACA-REG-102 Undergraduate Student Academic Records

ACA-LIB-101 Library Public Services

UNI-LEG-301 Copyright

SUP-HR-07 Personnel Records

SUP-FIN-05 Financial Records Management

7. 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 University Records Retention Schedule, will be available on the Library Website.

8. Revision History

Date	Revision
31 October 2023	Approved by the Provost (Version 2.2).
30 September 2023	Reviewed with no substantive changes required.
8 November 2022	Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.
24 September 2020	Reviewed and added the Definition section with no substantive changes required. Approved by the Provost (Version 2.1).
27 March 2012	Policy approved (Version 2.0).
10 November 2010	Policy reviewed (Version 1.0).