University of Baltimore
University Archives Collection Development Policy

I. Collection Focus
The University Archives selects, preserves, and makes accessible records of enduring administrative, fiscal, legal, and historic value to the University of Baltimore.

II. Definition of University Records
A University Record is any information regardless of physical form or characteristics, which serves to document the organization, functions, policies, or other activities of the University. Any record produced or received by any agency or employee of the university in the transaction of University business becomes University property.

III. Selection Process for Collecting University Archives Records
Only a small percentage of the documentation generated by the University has enduring archival value and is appropriate for transfer to the Archives. The transfer of university records is managed according to mutual agreement between the office in question and the university archivist. Responsibility for managing active records in accordance with State mandates resides with the office that generates or receives the active records. Disposition of records is managed by the office of origin.

III.a. Types of Records Collected

- Administrative and departmental records:
  - 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: Timetables and class schedules, enrollment reports, graduation rosters, and other reports issued on a regular basis
  - Office or administrative files: Correspondence, memoranda, and subject files concerning projects, activities and functions
  - Biographical information: On administrators, faculty, staff, students and alumni
  - Architectural drawings: Architectural renderings, including site plans and drawings of mechanical, structural and electrical systems
  - Academic departmental records: Minutes, reports, correspondence, and syllabi
  - University publications: Newsletters, catalogs, yearbooks, student newspapers, University directories, faculty/staff rosters, journals, issued by all University offices, schools, and departments
  - Digital files or electronic records: Born-digital versions of all the above types of record
III.a. Types of Records Collected (continued)

- **Photographic material:** Prints, negatives, slides, and digital Images. 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
  - **Events and groups:** Photos of groups of faculty, staff, students, and alumni participating in various activities including sports, commencement, departments, and organizations

- **Audio-visual materials:** Documentation of University events, speeches, and oral histories

- **Theses and Dissertations:** Doctoral dissertations, masters theses, and theses generated by students in the Honors College

III.b. Types of Records Expressly Excluded

- Routine letters of transmittal and acknowledgement
- Correspondence that is not personally addressed from other departments or schools (on or off campus)
- Duplicative material and mass generated commercial documents, such as "junk mail"
- Personal papers (which do not qualify as official University records) of students, alumni, administrators, faculty or staff
- Records generated in support of the promotion and tenure process
- Personnel records
- Student records

III.c. Chronological Period Documented

The University Archives collects records primarily from the founding of the University of Baltimore in 1925 to the present.

IV. Restricted Collections

The originating office may place some restrictions on access to records but the University Archives will not accept materials that are closed to the public in perpetuity.

V. Removal of Material from the Collection (Deaccessioning)

Duplicative material and material that does not reflect the University Archives' collecting areas or does not possess sufficient archival value may be deaccessioned, subject to the documented terms of acquisition, University regulations, and state and federal laws.