



# ARCHIVE POLICY

## Table of Contents

<b>Section</b>	<b>Title</b>	<b>Page no.</b>
<b>I</b>	<b>Introduction</b>	
<b>II</b>	<b>Definitions</b>	
<b>III</b>	<b>Responsibilities</b>	
<b>IV</b>	<b>Scope</b>	
<b>V</b>	<b>Acquisitions Criteria</b>	
<b>VI</b>	<b>Preservation</b>	
<b>VII</b>	<b>Compliance</b>	

# **ARCHIVE POLICY**

## **I INTRODUCTION**

- 1.1 The purpose of this Policy is to set out the criteria for the preservation and development of the historical record of the University and maintain details of events and activities in chronological order.
- 1.2 Preservation of and selective acquisition of records / papers and artifacts will help the University in achieving its mission.
- 1.3 The University has an obligation, in line with the Public Relation Office, Library and Studio to implement and preserve good archiving procedures and processes.
- 1.4 The Archive will help the current and future generations of staff and students at the Rabindranath Tagore University and for researchers and the community as a whole to know and understand and appreciate growth profile of their University.

## **II DEFINITIONS**

- 2.1 The University's archival records are those records which have been chosen to be preserved permanently.

## **III RESPONSIBILITIES**

- 3.1 The Archive space is managed by a member of staff based in the Library; with the support of the Archive Steering Group which is IQAC.
- 3.2 University corporate records with a permanent retention period may continue to be stored locally in the University library, and will be the responsibility of Library & IQAC. However, key hard copy documents will be placed in the Archive located at the Library. These will include, Copies of Approvals, Copies of MoUs, Annual Reports, University Prospectus, Events Report, Photographs, Policy documents, ordinances, Statute etc.
- 3.3 All stakeholders permanently or temporarily governed by this policy, will abide by the ethical code and help IQAC and Library to maintain the Archive.

## **IV SCOPE**

- 4.1 The Rabindranath Tagore University Archive consists of:
  - 4.1.1 Records and artifacts relating to the Rabindranath Tagore University, Photographic and Event reports.
  - 4.1.2 Associative Collections i.e. those collections which have some association with the University, either by people or place;
  - 4.1.3 Special Collections owned and acquired by the University.
  - 4.1.4 All Policy Documents, Prospectus, Syllabus Copies, MoUs, Approvals Copies.
- 4.2 Archival records may be in any format or medium. They may be born digital. They may be unique, original and irreplaceable. Library & IQAC shall try to digitalize the Archive.

## **V ACQUISITIONS CRITERIA**

- 5.1 The University seeks to acquire archives, manuscripts and other primary source materials relating broadly to the history of the Rabindranath Tagore University. Primary areas of interest are:
- 5.1.1 Architecture & Landscape Education;
  - 5.1.2 Policy Documents, MoUs, Publications
  - 5.1.3 Photographs and Report of events in the University. Record of visits of various team
  - 5.1.4 Research, Academic and Extension Activities details
- 5.2 The University will positively consider acquiring archives, manuscripts and other materials not deemed to be directly relevant to the Rabindranath Tagore University area where they are deemed to be of exceptional value or rarity through PRO, Library and IQAC.
- 5.3 In order to protect the rights of the donor and the integrity of the archives themselves, we abide by the following terms and conditions:
- 5.3.1 No archives will be accepted without an agreement form detailing the specific terms and conditions of donation/gift or deposit, including the manner and timing of transfer of more archives at a later date if necessary.
  - 5.3.2 Only documents which, in the judgment of an appropriately qualified member of staff in the Information and Library, are of sufficient quality for permanent preservation will be accepted.
  - 5.3.3 No archives will be accepted without clear and valid title of ownership.
- 5.4 Collections will be checked for infestation before being accessioned.
- 5.5 The University reserves the right to de-accession any item it sees fit.

## **VI PRESERVATION**

- 6.1 The University aims to preserve the archives in its care for current and future generations of staff, students and researchers, and the community as a whole. The best possible standards for storage, preservation and use will be maintained in line with service manual of university.
- 6.2 The University will seek to minimize risk to the archives, and limit damage to a minimum in the event of a disaster. The unique and irreplaceable nature of the Archive is recognized.
- 6.3 The environment in the Archive will be maintained as closely as possible. An environment suitable for mixed paper and photographic collections will be maintained.

## **VII COMPLIANCE**

- 7.1 The University will adhere to Data Protection principles as set out in the Data Protection Act 1998, when storing and processing personal data in the Archive.
- 7.2 The University will adopt appropriate and adequate security measures for storage of and access to archival records.