

UC Santa Barbara
Policies

Policy 7055

Issuing Unit: Administrative Services

Date: July 1, 1985

UCSB ARCHIVES

I. REFERENCES:

A. UCSB Policies Manual, Policy 7050, University's Record Management Program.

B. University of California Records Disposition Schedules Manual (contained in UCSB Policies Manual, following the pink tab in the last volume).

II. POLICY:

A. Definition:

The University Archives at UCSB is the repository for all campus records having permanent value in documenting the history of the Santa Barbara campus. The Archives are administered by the University Archivist for the UCSB campus and are located in the Department of Special Collections of the campus Library.

B. Archival Materials:

Materials which should be preserved in Archives fall within the following broad categories:

1. Administrative Records: All records for transfer to Archives as set forth in the Disposition Schedules, and all records of historical importance originating in UCSB administrative offices, academic divisions, departments, schools, and organized research unit offices, Academic Senate, committees, etc.
2. General Publications: Academic catalogs, handbooks, program announcements, directories, commencement and stage production programs, art exhibition catalogs, research publications, newsletters, miscellaneous brochures, posters, etc.
3. Student Publications: Campus newspapers, yearbooks, literary journals, miscellaneous periodicals, collection of ephemera, etc.
4. University Extension: Annual reports, programs, announcements, program publications, etc.
5. Campus Publicity: UCSB press releases, newspaper clippings, other publications and clippings about the campus.
6. UCSB Support Groups Records: Any records and materials from groups such as the Friends of the Library, etc.

7. Dissertations and Theses completed at UCSB.
8. Photographs, Slides, Tape Recordings documenting important events and/or the development of UCSB.
9. Books published about UC or UCSB and its antecedents.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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