

NORWICH UNIVERSITY

Archives and Records Policy

The Norwich University Archives is the repository for all non-current, inactive official University records that have sufficient value to warrant their long-term preservation.

For the purposes of this policy official University records are defined as written documents and still photographic images, regardless of format, produced or received by any department, officer or employee of the University in the conduct of its business. Please review the Archives Accessions and Acquisitions Policy for specific guidelines and examples of records collected by the Archives.

- 1) Records produced or received by any department or employee of the University in the transaction of University business becomes University property and subject to the appropriate University policy for retention or disposal, access, and publication.
- 2) No official University records shall be discarded, destroyed or transferred from the custody of the University without consulting Archives staff to evaluate their potential value for long-term preservation. Once transferred to the Archives, records will be treated as non-current and inactive and administered according to archival standards and best practices.
- 3) The Norwich University Archives is the depository for records related to the University having research or historical value. In addition to official University records as described above, this may include manuscripts and personal papers of faculty, staff, students, alumni, affiliates, and affiliated organizations given to the University for preservation or use.
- 4) The Sullivan Museum and History Center at Norwich University is responsible for collecting, preserving and providing access to historical materials that include, but are not limited to, the following formats: textiles, objects, artwork, maps, architectural drawings, and audiovisual recordings.
- 5) The Norwich University Archives provides equal access to our collections to all individuals interested in the history of Norwich University, including students, faculty, staff and alumni. Access to collections may be subject to reasonable rules and restrictions imposed for the preservation of our collections as guided by archival standards and best practices. Such access may also be subject to restrictions imposed by statute, office of origin or the donor of personal papers as outlined in our Records Restriction Policy.