

1. The purpose of establishing the AUA Archives is to preserve historically valuable documents related to the University, which otherwise would be lost. Records of past activities are valuable because of their ability to shape the Universities historical presence and also contribute to the development of the Universities future. The archive will serve as;

- long-term memory, access to past experience, expertise and knowledge, and a historical perspective
- a way of accessing the experience of past students, faculty, and staff
- an evidence of the Universities continuing rights and obligations
- a source for our understanding and identification of ourselves and our organization

Most materials have their origin in the various offices of the University. These materials are the property of the institution. When these records become inactive or obsolete, they are not to be destroyed but must be transferred from the office of origin to the Archives.

2. The list of items to be collected might include but are not be limited to:

- University founding documents (governmental decisions)
- Administrative records (minutes of governing body, policy and procedure manuals)
- publications (books and brochures)
- course catalogs
- photographs, videotapes and other materials of school events (graduation, baccalaureate ceremonies, etc. , speeches of guests, lectures)
- articles from local and foreign newspapers
- student term papers
- research projects
- materials related to extracurricular activities
- artifacts (trophies, flags, donated objects, memorabilia.)

3 The Director of the Papazian library, who is professionally trained at the University of Illinois, will assume the coordination of the University archive's management. Her duties and responsibilities will include:

- maintaining the collection materials according to preservation requirements to archival documents (obtaining acid-free boxes, providing for appropriate labeling, etc)
- providing access to archive resources and holdings to faculty, students and staff.

College, research center and departmental heads are expected to actively cooperate with the Archivist in reviewing the departmental materials on an annual basis.

4. The archived materials may be housed in the library or at the Administration's office and locked in a cabinet.

5. The University Archivist will collaborate with the local archive office in an effort to avoid future problems. An agreement might be reached with an established archive to which the collected materials could be turned over if the University Archives program should be discontinued.