

Rules of Archives

THE MCGILL UNIVERSITY ARCHIVES
(Approved by Executive Committee
Board of Governors, 12 April 1976)

1. The Archives

- a) Records raised by administrative officers, by officers of instruction and research and by their staffs in the performance of their duties as University officials or employees are University Archives and as such are the property of the University.

The objective of the University Archives is to select, collect, preserve and provide service upon data that accurately and fairly represent the total life of the institution and its affiliated bodies.

In order to carry out this objective effectively: the head of each department (budgetary unit, office, etc.) shall cause to be made and preserved records containing adequate and proper documentation of the a) organization, b) functions, c) policies, d) decisions, e) procedures, and f) essential transactions of the department, designed to protect the legal and financial rights of McGill University and of persons affected by the activities of the department and which will serve to document McGill University's activities to the fullest extent feasible.

Examples of "archival materials" will include, but not be limited to, the non-current: Minutes of meetings, correspondence, legal records, curricular and student records, University and student publications, personnel and fiscal records, drawings, paintings of a documentary character, electronic and other record

tapes, sound recordings, micro-forms, motion pictures, still photographs and prints, posters, letter-press and near-print publications, teaching aids, archival copies of theses and dissertations, 1/special and annual reports, calendars, manuals, scrapbooks and like materials.

- b) Such property shall not be destroyed without the joint approval of the department head and the archivist.
- c) Such property shall be transferred to the Archives Office when the departmental head and the archivist deem it opportune.
- d) The papers or records of officers, staff, donors and other individuals, families, corporations, societies, etc. with McGill connections and associations may be accepted under such terms as may be agreed upon by the donor and the Archivist. Material which may be collected and made part of the "archives" also include papers, records and other forms of documentation from associations, business, church, social, cultural and other organizations, which have relevance to McGill's history and current activities. When historical manuscripts are offered which are not clearly in the category of university archives as described under 1. a) above, an Historical Manuscript Acceptance Board 2 / shall be convened consisting of representatives of the McGill library system, McGill museums, and the University Archives, which shall be responsible for nominating the most appropriate McGill repository for such historical manuscript or collection.
- e) The Archives of the University shall be stored in a central archives office under the direction of the University Archivist, responsible to the Principal or his delegate.

2. Rules and Regulations

- a) The archivist shall stamp and number deposited material and he shall keep such registers, lists and indexes as he deems necessary.
- b) He shall give each depositor a list of the items presented.

1. It is not intended to transfer theses and dissertations to the University Archives at the present time.

2. The name of the Committee has been changed to "Historical Manuscripts Advisory Committee" and that it include members to be designated in the following fashion: Five persons to be designated through the Senate Committee on Libraries; five persons to be designated by the Executive Committee of the Faculty of Graduate Studies and Research; two persons to be designated by the Archives. This was agreed to, as well as proposals that the Chairman be the Vice-Principal responsible for the Archives; and that at least one half of the members should be users from the McGill academic community."

- c) All records over 30 years old shall be available for study. Records of more recent date may be produced at the archivist's discretion. He will consult with depositors when he is in doubt. Access to materials shall follow in general the practices of the Canadian Government.
- d) A depositor shall be entitled to have any items, which he has deposited, returned to his keeping for a short time.
- e) No individual or organization may borrow any document from the University Archives. Only in exceptional circumstances will the Principal or his delegate and the depositor, on the advice of the archivist, consider waiving this rule.
- f) Records may be consulted in the Archives Office or in a University Library by special arrangement.
- g) The University Archivist shall make and enforce reading room, office, laboratory and stack area rules and regulations for the protection of the collections.

3. The Archivist

- a) He shall be responsible for preserving and administering the archives of the University deposited in the Archives Office and for advising on the control of those records which are retained in 'local' offices.
 - b) He shall formulate proposals for a records management programme, including methods of reducing unnecessary duplication and economic ways of storing current records. He shall be responsible for the operation of the records-centre aspect of such programmes.
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