

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 99:002	Supersedes Policy Number: I:01:06
Date: August 1, 1986	Dated: January 22, 1985
Subject: Archives	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: G-070
Approved: President: Signature on File	

I. General Statement

According to the Tennessee Board of Regents' "Guidelines on Records Disposal, G-070", the Library/Archives is to "Retain two copies permanently" of "Printed Materials and Publications" such as "class schedules, school catalogs, brochures, etc."

II. Policy Statement

Two copies of ALL publications printed under the auspices of Austin Peay State University should be provided to the Acquisition Department of the Library.

III. Definition

Printed materials include, but are not limited to, the following: reports issued by the various administrative offices; handbooks; class schedules, including those for campus, Ft. Campbell, off-campus, and Continuing Education; catalogs; theatrical, musical, and other University programs; sports information, including copies of all press books and schedules; newspapers; magazines; and all publications issued from the offices of the Dean of Students, University/School Relations, and Alumni Affairs. Also included are: minutes of the Faculty Senate, University Assembly and its councils, and the Student Government Association.

IV. Responsibility

- A. The office issuing a publication is responsible for sending two copies of the publication to the Acquisitions Department of the Library.
- B. The chief officer of a University governance body is responsible for sending two copies of the organization's minutes to the Acquisitions Department of the Library.
- C. The Library is responsible for processing materials for inclusion in the University Archives.
- D. The Library is responsible for the care and preservation of materials in the University Archives.
- E. The Library is responsible for setting use policies for archival materials.