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Date: 07 December 2021

Subject : Policy for Archives.

Reference(s) : a) Agenda 6 of 37<sup>th</sup> (2<sup>nd</sup> of 2021) Academic Council Meeting.

b) Agenda 2 of 42<sup>nd</sup> (3<sup>rd</sup> of 2021) Syndicate Meeting.

As per references quoted above and in accordance with the approval of management authority, the Policy for Archives of GUB is attached herewith for your kind information and necessary action please.

Md. Saiful Islam  
Registrar (Acting)

For Action:  
All Concerned

For Kind Information:  
Vice Chancellor  
Advisor  
Treasurer



# Green University of Bangladesh

## Policy for Archives

<b>Policy Title</b>	Policy for Archives
<b>Approved on</b>	a) 42nd Syndicate Meeting, dated 06 Nov. 2021. b) 37th Academic Council Meeting, dated 02 Oct. 2021.

### 1. Background

Archives can be in plain term defined as the permanent repository of valuable records. Archives provide evidence of activities and tell us about individuals and institutions. It halts the institution from losing relevant and required data and enables learning from the past. However, Archives are not for all, only the appropriate personals as defined in later part of this policy document can get access to the archived resources.

### 2. Principles of Archives

Green University of Bangladesh (GUB) Archivists will apply two principles- 'principles of provenance' and 'original order' when managing their collections. These principles should be the foundations for all the activities carried out under this policy framework.

- i. **Principle of Provenance (Protecting the external integrity):** The principle of provenance means that the records created, accumulated and/or maintained by an individual or organization must be represented together, distinguishable from the records of any other creator. In short, records originating from one office or individual, form a distinct body of material that is to be kept separate and inviolate.
- ii. **Principle of original Order (protecting the internal integrity):** Original order is a concept in archival theory that a group of records should be maintained in the same order as they were placed by the record's creator. Along with provenance, the original order is a core tenet of the archival

concept of respect des fonds (Records from the same origin came to be known as 'fonds' and the principle as Respect des fonds).

### **3. Policy Statement**

This policy is designed to provide basic guidelines to identify archival materials and transfer them to the University Archives. It will also recommend the concerned persons or offices make decisions regarding the preservation and withdrawal of records from the archive. The overall goal of this policy is to outline standards and procedures to create greater awareness of documents that might have preserving value for future use and should therefore be transferred to the University Archives.

### **4. Scope**

This policy applies to any members of the Green University including administrative and academic staff members, students, alumni, or any other stakeholders who will use the university brand for any university business and may possess documents, files, university records, or university-related records.

### **5. Sources of Archives Materials**

The Archives of the Green University will preserve the historic records of perennial value. As the “institutional memory” of the University, the Archives functions as a physical and virtual repository for the following materials:

- I. *Governance documents, such as but not limited to:*
  - a. The University’s Statutes and its amendments
  - b. Policies and decisions approved by the Academic Council and the Syndicate.
  - c. Minutes of the GAMCC meeting, Central Weekly morning meeting, Internal meeting minutes of the departments and sections, and any other meeting minutes regarding university business.
  - d. Decisions of the Disciplinary Committee, Credit Equivalence Committee, Procurement Committee, Finance Committee, Examination Results Approval Committee, Recruitment Committee, IQAC, Proctorial Office.
  - e. Reports of the Office of the Examinations
  - f. Reports of the Key position holders.



II. *Historical documents including, but are not limited to, the following:*

- a. Publications generated by various segments of the University:
  - i. Official Bulletins of the University
  - ii. Course Curriculum
  - iii. Convocation Recordings, photographs, and other memorabilia.
  - iv. University Photo Album.
  - v. Reports of the University higher managements regarding the university
  - vi. Student publications such as yearbooks, newspapers, literary magazines, and the like
  - vii. Alumni publications
  - viii. University Press Releases, Calendars and Directories
  - ix. Journals, Reviews and Conference Proceedings
  - x. Inaugural addresses and related documents
  - xi. Contacts, MoU related documents, and photographs
  - xii. Annual reports, Newsletters, programs, memorabilia, and other publications
- b. Non-current Public Relations files regarding the achievements of faculty, staff numerous aspects of the University's activities
- c. Photographs, slides, motion pictures, audiotapes, video clips and tapes, sound recordings, postcards, and digital upgrades of these.
- d. Museum objects such souvenirs, t-shirts, gift materials, special events design materials, etc.
- e. Portraits, plaques, framed University scenes, and other visual depictions
- f. Infrastructural documents, such as architectural drawings, renderings, maps, and papers
- g. Accounts of University life, such as diaries, notebooks, scripts, scrapbooks, posters, flyers, and other memorabilia
- h. Gift, donor, and endowment records that document the generosity of the University's benefactors.
- i. Any Legal documents including government, UGC, or any other authority.
- j. Other materials that may have archival value



*III. Academic Publications and Research Outcomes:*

- i. Publications of faculty members.
- ii. Research activity reports and patent of faculty members.
- iii. Reports on research projects conducted by faculty members
- iv. Proceedings of Conferences organized by GUB
- v. Journal and Review volumes and issues published by GUB

**6. Management/Admin Policy**

*A. Advisory Committee on University Archives*

The University will establish an Advisory Committee on University Archives with the following composition headed by the honorable Vice-Chancellor. Other members will be as follows:

- i. Pro-Vice-Chancellor
- ii. Treasurer
- iii. Deans of Faculties
- iv. Chairpersons of Departments
- v. Registrar
- vi. Director of Centers
- vii. Section Heads of All Sections
- viii. University Librarian (Member Secretary)
- ix. President, Alumni Association (or designate)
- x. University Archivist

*B. The Terms of Reference of the Committee on University Archives are:*

- i. The Committee is not responsible for overseeing the day-to-day administration or operation of the University Archives or for developing or implementing records management or archives procedures or practices.
- ii. The Committee will guide the University Archivist.
- iii. The Committee will promote greater institutional support for records management program activities;



- iv. The Committee will act as the policy approval and advocacy body in the review and approval of institutional records retention and disposition schedules and standards.
- v. The Committee will meet at least twice per calendar year, with meetings held at the call of the Chair.
- vi. The Committee will submit an annual report to the honorable Vice-Chancellor outlining the activities of the University Archives over the past year.

### ***C. Personnel***

There should be a flexible administrative structure that allows fiscal and personnel adjustments to meet growth and changes of archival functions. Initially, a university archivist (Equivalent to Assistant Librarian/Senior Library Officer) will be appointed/assigned who will work under the supervision of the University Librarian. A support staff may also be appointed/assigned along with the archivist depending on the volume of works and the extension of the archives.

The University Archivist will have primary responsibility for operational activities including office management, correspondence, archives' administrative files, and other duties facilitated by technical proficiency including word processing and database management.

## **7. Content Policy**

As the university archives will have two entities; physical and virtual, the content policy encompasses both. Content be accepted in Green University Archives ensuring the following procedures:

- i. The archives materials must be produced, submitted, or sponsored by members of the Green University including faculty members, administrative and academic staff and students, alumni, or any stakeholders who will use the university brand for any university business.
- ii. The materials to be submitted must have the written approval of the respected Higher Authority, Chairperson, Section head, Campus or Program or Center Director.
- iii. The work must be archived in digital or in physical form or both, subject to the format received from the concerned person or unit.

- iv. The University Archives will receive only complete and ready materials whether digital or physical.
- v. The author/owner/office will be responsible to set the level of secrecy and restriction of access to the document and provide the authority to the university archives to disseminate accordingly.
- vi. If the work is part of a series, other works in that series should also be contributed so that the University Archives can preserve it as a set.
- vii. The depositor has to provide bibliographical information of materials (such as title, author, subject/keywords) in each submission.
- viii. The digital work has to be supported the file format of the archives' database. The submitter is responsible to change the file format if necessary.

## 8. Community Policy

A "Community" in a University Archives (Institutional Repository-IR/Physical) is an administrative unit defined according to identical entities. Green University Communities may be created according to departments, sections, schools, centers, or any other entities with the written approval of the Higher Authority, Academic Department Chairs, Directors of campuses and schools, centers, and section heads. In addition:

- I. Each community holder must be able to assign a coordinator who will submit content to the community and can work with archives staff.
- II. Groups of faculty or staff wishing to establish a community in the Archives that do not fall into any existing category will be able to create a new community with the approval of the appropriate authority.
- III. Individuals may not submit items without belonging to an established community.
- IV. The individual in the community establishes that the items submitted have copyright clearance and that the submitter has the right to submit the item(s) with regard to copyright compliance.
- v. The community leader (Academic Department Chair, School or Program Director, Research Center Director, Section head) will confirm the level, area, and person of access to the community.
- VI. The depositor has to clear copyright information for items submitted when the copyright owner is other than author(s) or submitters.



## **9. Preservation Policy**

- i. Archived items will be preserved perpetually.
- ii. Green University will try to ensure the readability of records and continue accessibility to its Archives. It may not be possible to guarantee the readability of some digital or physical contents due to unusual file formats or any inevitable causes.
- iii. Green University will ensure the back-up of its files and documents according to current best practices.
- iv. Items will not normally be removed from Green University Archives. In case of space limitation, soft copies will be preserved in lieu of hard copies.

## **10. Submission Policy**

- i. Items may only be deposited by accredited members, academic staff, and employees of the institution.
- ii. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
- iii. Items may not be deposited until any publishers' or funders' embargo period has expired.
- iv. Any copyright violations are entirely the responsibility of the authors/depositors and his/her units.
- v. If Green University Archives receives any proof of copyright violation, the relevant item will be removed immediately.

## **11. Withdrawal of items**

- i. Withdrawn items are not deleted intrinsically, but are removed from public view.
- ii. Withdrawn items' identifiers/URLs are retained indefinitely.
- iii. The metadata of withdrawn items will not be searchable.
- iv. Changes to deposited items are not permitted.

## **12. Users**

Green University Archives will provide services to:

- i. Administrators,
- ii. Faculty members,
- iii. Students,
- iv. Governing bodies,
- v. Stakeholders who are involved in GUB business
- vi. Other campus units, e.g., alumni, and public relations.

Access to the certain categories of archives will be given to the limited number of users only.

## **13. Services**

The Green University Archives will provide services to its community through:

- i. providing answers to questions about the history, policies, procedures, and decision-making processes of the institution, its academic and support programs and services;
- ii. affording copies of documents, images, and other items;
- iii. facilitating access to specific information;
- iv. providing information about the nature and extent of the archives' documentation, access, and reference service policies and procedures.
- v. serving as a repository for memorabilia such as Convocation days, anniversaries, events, fairs, tournaments, conferences, seminars, workshops, drama, and so on.

## **14. Loans and Returns**

- i. Original materials in the University Archives will not be issued. If the temporary loan or return of material is requested, copies will normally be substituted for the originals.
- ii. With the permission of higher management, original materials may be loaned or returned to the originating office or donor for a specified period of time. Permanent loans or open-ended returns are not permitted.



Original material that has been loaned to the University Archives for copying or display purposes cannot be loaned to a third party without the express permission of the owner/office.

## 15. Access to the University Archive

- i. Except the restrictions specified, all records and materials preserved in the University Archives will be accessible for official use, teaching, learning, academic and/or personal research to members of the University.
- ii. Restrictions on access to the holdings of the University Archives will be limited and specific, and apply as follows:
  - a. *Governance documents*: Access is open to authorized persons only. However, access is determined by the higher management, Chairperson, Section head, School or Program Director, Center Director, or any other unit head of the originating unit in accordance with any legislation, any other relevant internal or external agreements or obligations.
  - b. *Historical documents*: Access is subject to any restrictions recommended by the respected head of the originating unit during submission.
  - c. *Papers of Individuals*: Access is subject to any restrictions recommended by the creator and the respected head of the originating unit during submission.
  - d. *Fragile, Valuable, or Rare Material*: Access to originals may be restricted by the Higher Authority to protect them from damage or loss. In that case, copies may be provided if possible.

**Note:** Documents found in the following references were consulted to prepare the policy; however, it has been updated for the Green University of Bangladesh.

## References

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