



SIMON FRASER UNIVERSITY
Policies and Procedures

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Archives, Recorded Information Management, and Freedom of Information and Protection of Privacy (Formerly GP 15)

1. The University Archives serves the University as a whole and its primary objective is the gathering and dissemination of knowledge. It has as its first priority, the acquisition, appraisal, preservation and use of archival records relating to the history, organization, function and structures of Simon Fraser University. A second priority of the University Archives is to develop manuscript collections which parallel and complement research resources established by the University. These records and manuscripts include all media and several technologies, e.g. photographs, computer files, etc.
2. An Archives, Recorded Information Management and Freedom of Information/Protection of Privacy Committee shall be appointed and operate as contemplated by this policy and Appendix I attached.
3. The Archives of the University include:
 - a. Official Records of Simon Fraser University: those records created, received and accumulated by all University offices and officers and by the various governing bodies of the University. These records (which evidence the functions, policies and decisions of the University) include correspondence, reports, mi

7. Public access to official University records tr

B. Membership

5. The University Archivist shall report annually to the Committee through the Dean of Student Services on matters concerning the Archives Department.
6. The Committee shall determine any other procedures by which it operates.

Archives and Recorded Information Management Sub-Committee

1. The Committee shall meet at least twice annually in November and April. Meetings shall be at the call of the Chair.
2. Each committee member shall be entitled to one vote.
3. A committee member may have a substitute attend in her/his absence.
4. The committee may call upon expert resource persons as needed to assist it with specialized issues.
5. The University Archivist shall report annually to the Committee through the Dean of Student Services on matters concerning the University's archival and recorded information management programs.
6. The Committee shall determine any other procedures by which it operates.

Freedom of Information and Protection of Privacy Sub-Committee

1. The Committee shall meet at least twice annually in October and March. Meetings shall be at the call of the Chair.
2. Each committee member shall be entitled to one vote.
3. A committee member may have a substitute attend in her/his absence.
4. The committee may call upon expert resource persons as needed to assist it with specialized issues.
5. The University Archivist shall report annually to the Committee through the Dean of Student Services on matters concerning the University's archival and recorded information management programs.
6. The Committee shall determine any other procedures by which it operates.