

# SIMON FRASER UNIVERSITY

## MEMORANDUM

Paper S-117

Secretary, University Senate

S.M. 1/4/68

From D.A. Baird

*Library (cc)*

University Librarian

Subject Archives

Date February 20, 1968

14733-PC

With the approval of President P.D. McTaggart-Cowan and the Senate Library Committee, a university archives is being established within the Library. The scope and purposes of the archives are outlined on the accompanying paper.

In order that the records held in the archives may be as complete as possible, we are asking for your cooperation in depositing minutes, supporting papers, and other records that might be of historical value. You may prefer to send copies of working documents to the Archives at the time they are produced. The alternative method is to deposit annually all non-current material of the preceding year.

I would be glad to hear from you, at your earliest convenience, in regard to the arrangements that can be made for deposit of your records, and the restrictions, if any, that you would wish placed upon the use of such material.

DAB/mmb  
Enc.

*Donald A Baird*

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Library (C)

UNIVERSITY ARCHIVES

Early in 1965 the University Librarian brought up the question of collecting and preserving archival materials relating to the University. A meeting of the Committee of Heads accepted the proposal in principle, recognizing the fact that records of the initial developments at a university tend to be among the most valuable when one is preparing a history of the institution in later years.

A. FACILITIES AND SECURITY

The University Archives would be maintained as a section of the Library's Collections Division. The records would be preserved in a restricted access area. The materials deposited would be open to any interested researchers, but files of confidential documents would be kept closed in locked steel filing cabinets, for the length of time agreed on by the depositor.

B. MATERIALS TO BE COLLECTED

Up to the present time, collecting has included newspaper clippings gathered after circulation to department heads, photographs of buildings and individuals, faculty publications, and student publications such as the newspaper and year book.

Representatives from the Department of History and the Library have met to review the collecting of archival material and believe that there are many additional documents which should be brought together and preserved. It is recommended that the following types of materials be collected:

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*Livarius*

1. Publications of the University: calendars, handbooks, etc.
2. Minutes of Boards and Committees:

Board of Governors and its committees.

Senate and its committees, e. g.:

Library

Graduate Studies

Graduate Admissions

Undergraduate Admissions

Honorary Degrees

Scholarships, Awards and Bursaries

Ad Hoc Committee on Examination Grading and Practices

President's Committees, e. g.:

President's Advisory Council

Committee of Heads [now Departments]

Space Usage

Long Range Academic Planning

Aesthetics

Instructional Devices

Faculty Council and its Committees

3. Records and University correspondence of the Chancellor,  
President's office and administrative offices

4. Records of the Faculty of Arts

Faculty of Education

Faculty of Science

Minutes of departmental meetings

*Library*

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5. Departmental publications, e.g. Communications Centre:  
theatre programs and photographs of productions.
6. Faculty publications: Books and periodical articles.
7. Faculty correspondence
8. Student publications

Newspapers, year books, handbooks.

Student society minutes and ephemera.

Student club literature.

9. Newspaper and magazine clippings, to be turned over by  
the Information Officer on a regular basis. University  
press releases.
10. Photographs, recordings, tapes and films.
11. Oral history of the growth and development of the University,  
from the experiences of the Chancellor, the President, the  
Academic planner, members of the first Board of Governors,  
Prime Minister Bennett, Minister Peterson, etc.

We recommend that these materials be brought together in an Archives collection at the end of the third year of the University's operation, this being August, 1968. Thereafter, non-current materials of the previous year would be deposited annually. Some agencies might prefer to send copies of their minutes and proceedings to the Archives on a current basis.

DAB/dcp

February 21, 1968