

Policy Title: Yukon University Archives
Policy Approver: President’s Office
Policy Holder: Director, Finance and Administrative Services
Category: Operational
Original Date: July 2008
Last Revised: July 2008
Next Review: July 2010

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 11th day of July, 2008.

July 11, 2008

President, Yukon College

Date

1. Purpose of Policy

The Yukon University Archives serves all divisions, offices and institutes within the University, as well as students, faculty, staff and the general public. Its primary objective is to acquire, preserve and make available University archival records and publications in all formats relating to the history, programs, organization, functions and structures of the University and its predecessor institutions, Whitehorse Vocational Training School and Yukon Vocational and Technical Training Centre.

1. The Archives of the University include:

- a) Official Records of Yukon University: all records created and received by University employees that are designated for archival preservation through Records Disposition Authorities. These records include correspondence, files, reports, minutes, registers, directives, publications, photographs, images, audio and visual recordings, architectural plans, and other documentary materials in all formats including electronic records.
- b) Non-official records of Yukon University: with appropriate donor agreements and as space and staff resources permit, selected records of University related activities or organizations (such as student, faculty or staff organizations), and manuscripts, oral histories, papers or publications which reflect the development of the University (such as private papers and publications of students, faculty, and staff that are significant to the University Archives, and which would not be selected by the Yukon Archives within its preservation mandate.

2. Official records of Yukon University are the property of the University. No person shall remove or destroy University records except in accordance with an approved Records Disposition Authority. The University Archivist shall determine appropriate final disposition for all University records in accordance with ongoing legal, fiduciary and historical requirements for the records.

3. The Archivist shall provide access to University records and other materials to students, faculty, staff, and the public in accordance with Yukon University Information Access and Protection of Privacy Policies and Procedures, and accepted standards for preservation

and conservation of documentary heritage resources, within reasonable times and as staff resources permit.

2. Governing Legislation and Relevant Documents

Board Policies 1, 3, 6.

Yukon University Act

Yukon University Information Access and Protection of Privacy Policy and Procedures