

## Emporia State University Archives Charter

### I. Establishment of Archives

- i. The Emporia State University Archives is hereby established as the official archival agency of the University to be operated in strict compliance with the laws of Kansas concerning public records preservation (K.S.A. 45-40 et. seq.). The ESU Archives shall assume responsibility for such university archival materials as are now in the University Library, particularly the Normaliana Collection, and shall proceed to provide for their preservation, further organization and use.

### II. Mission (mandate, purpose)

- i. The Emporia State University Archives shall collect, organize, preserve and administer the use of records, both official and unofficial, which document the history of the University.
- ii. The ESU Archives is intended to serve primarily the interests of members of the administration, faculty, staff and student body of ESU but is to be available for use by such other scholars and interested citizens as may wish information related to the history of Emporia State University. It may be necessary to restrict the use of certain materials.

### III. Administrative Organization

#### a. Library Function

- i. The Emporia State University Archives shall be administered as an integral part of the University Library.

#### b. Archivist

- i. A qualified professional member of the Library staff shall be appointed as Archivist to be responsible to the Director of the Library for the development and operation of the Archives. The Archivist shall formulate policies, procedures, rules and regulations for the operation of the Archives, consistent with the policies of the Library and the University, and shall administer the Archives in accordance with the same.

#### c. Advisory Board

- i. An Archives Board shall be appointed to advise the Archivist and the Director of the Library with respect to operating policies and procedures for the Archives. Its function will be purely advisory. Its membership will include members of the faculty and staff of the university, the University Archivist, and such other persons as the President, Vice President for Academic Affairs, and Director of the Library deem advisable.
- ii. The Archives Board shall meet at least twice a year and shall make an Annual Report which shall be incorporated into the Annual Report of the Director if the Library to the Vice President.

#### IV. Financial Support

- a. The Director of the Library shall make provision in the Library budget for support of the Archives – personnel, supplies, equipment and miscellaneous – to assure efficient operation of the Archives. The Director shall also furnish or arrange for space to the same end.

#### V. Operation

- a. Transfer of Records
  - i. On behalf of the University, the Archivist is authorized to negotiate for the transfer and receipt of records from the custody of any office or agency of the University and to receive gifts of records from such other individuals or organizations outside the University as wish to provide materials pertinent to the Archives. Gifts comprising a large volume or with unusual limitations are subject to the approval of the Director of the Library.
- b. Release of Archival Material
  - i. All record-creating divisions and offices of Emporia State University are hereby directed and empowered to release to the University Archives records not needed for the transaction of current business, whenever the Archives is willing and able to receive them.
- c. Treatment of Archival Material
  - i. The Archivist is authorized to protect and to preserve material the Archivist considers of value to the Archives as well as to dispose of other material in his custody and to provide for use of the Archives materials in a manner consistent with the laws of Kansas.

#### VI. Official Establishment

- a. The foregoing shall be in full force and effective as of March 1, 1987.

Signed: [R. E. Glennen]  
President, Emporia State University