

North Dakota State University Institutional  
Archive Collection Policy

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## I. OVERVIEW OF NDSU ARCHIVES

The NDSU Archives has served the university and Fargo community since 1950. Originally housed in the NDSU Library, the archives are housed in the West Building on 7<sup>th</sup> Avenue North near Interstate 29.

The archives are divided into two main collections, the Institute for Regional Studies (IRS), and the University Archives (UA). The IRS Collection is dedicated to documents, photographs, publications, and other materials related to the history of the southern Red River Valley and North Dakota. The UA Collection preserves organization records, faculty papers, photographs, and other materials of enduring historical value related to North Dakota State University. This collection also holds materials from the North Dakota Agricultural Experiment Station and NDSU Extension office. Both collections are open to the public, students, and faculty at NDSU.

### **Mission Statement**

The NDSU Archives collects, preserves, and promotes the heritage and history of the southern Red River Valley and North Dakota State University. Our collections highlight the history of both North Dakota State University and the region that surrounds it. Materials related to the cultural, political, economic, and environmental history of the two, as well as the administrative function of the University, form the basis for both the Institute of Regional Studies and University Archives. Our mission is to create an inclusive collection and research environment that is accessible to the public, students, and faculty at NDSU.

### **Role in the University**

The NDSU Archives serve the dual functions of public archive and a university repository. As such it serves to:

- 1) Collect materials related to the history of the university and the daily life of students at NDSU.
- 2) Ensure that current and future generations understand the importance and evolution of NDSU as a land grant university.
- 3) Collect, maintain, and make available materials related to courses at NDSU that will help faculty understand what has been taught at the university or aid in attaining tenure.
- 4) Collect, maintain, and make available materials related to changes in university organization and the function of departments from within the various schools at the university.
- 5) Collect, maintain, and make available materials related to the history of the lower Red River Valley.
- 6) Promote the history of both NDSU and the lower Red River Valley.

## II. INFORMATION ABOUT SCOPE OF, OR LIMITATIONS TO, POLICY

The University Archives preserves organizational records and faculty papers of enduring historical value to support the university mission and the research needs of academic and administrative units, faculty, staff, students, and others at NDSU and beyond. NDSU departments are encouraged to contact the NDSU Archives to make arrangements to transfer their records

The University Archives focuses on non-current records generated by university units as well as the North Dakota Agricultural Experiment Station and NDSU Extension Service. It also preserves the papers of former faculty members. Among its holdings are the minute books of the College Council from October 1890 forward; copies of the Spectrum (student newspaper) from 1896 to present; extensive photographs, negatives, and slides taken for the university and experiment station; and a collection of over 20,000 glass plate negatives for the university and state primarily from the 1920s and 1930s. The following list is not an exhaustive list, but serves as the basis of the archives collection scope:

### **Budgets**

Budgets from the university or department can provide insights and information about the institution's financial decisions, priorities, and challenges over the history of the university. Budgets can highlight the evolution of the university's financial priorities, show patterns or trends, highlight the pressure of outside factors like government funding and educational policy. Documentation of budgets can provide a history of financial booms and challenges. Budgets can provide information about how the university allocates resources in the past, and how it can influence future decisions.

### **Annual reports**

Annual reports provide a detailed and organized summary of the activities within particular departments within the university. University annual reports often include an executive summary, a review of instruction and student successes, research activity, special initiatives, department planning, staffing numbers, student enrollment, and educational data relating to the department that year, such as student ratings of teachers, and degrees produced. These reports will help support accountability, transparency, and a way to understand the contributions of each department for future generations.

### **Accreditation materials**

Accreditation materials help to preserve the university memory, allowing decision makers and stakeholders to understand the university's accreditation history and the steps taken to maintain

high standards at the university or specific colleges within the university. The accreditation materials can highlight the efforts of the institution to continuously improve the quality of their departments. The records can also provide a record of changes in educational practices, pedagogy and methodologies employed by the university.

### **Correspondence concerning department issues or the running of the department**

These records will offer insights into administrative and academic portions of the university. The correspondence can provide key information regarding decision making processes, policy, and departmental dynamics over time. They will help provide historical value through transparency and perspective of different departments on campus.

### **Syllabi**

Syllabi are a close link to the history of the education provided by the department. syllabi can provide historical value through professor information, course objectives, units of study, required readings, grading of student work, course assignments, and assessments, evolution of courses, technological integration, social and cultural context.

### **Faculty journal articles**

Faculty journal articles in a university archive are essential for preserving, showcasing, and celebrating the institution's scholarly history. It highlights the commitment to academic excellence, supports faculty recognition, and provides a valuable resource for research, learning, and institutional reflection.

### **Faculty posters**

Faculty posters as they serve as valuable artifacts that encapsulate the academic contributions, research endeavors, and intellectual creativity of the institution. Faculty posters are representations of the scholarly and research contributions made by the university's academic community. These records often cover a diverse range of topics, methodologies, and findings. They provide a look into the depth of research conducted at the university, and changing academic endeavors. They serve as evidence of how faculty members from different departments and disciplines come together to address challenges and push the boundaries of achievement at the university.

### **Meeting notes/minutes/agendas**

Meeting notes and minutes preserve the historical record of the university's decision-making processes, governing bodies, and policies. These documents support transparency and accountability. It can highlight the evolution of university key decisions, helps in matters of

compliance, and recognizes the contributions of faculty and staff. Meeting notes serve as a valuable resource for understanding past events, milestones, and achievements at the university or in a particular college or department.

### **Maps and Architectural Drawings**

Maps or architectural drawings can provide a link to the university's past that falls into the archives scope of collection. These documents may contain structural, mechanical, electrical, architectural information about campus or particular buildings. Maps and drawings can provide key information regarding the historical development of campus, and information about future planning of the campus. The maps and drawings also provide a visual legacy about the university's architectural history.

### **Oral Histories**

Oral histories capture first hand accounts of individuals within the university community. These narratives provide different perspectives on the history of the university through personal experience, cultural connections through the lens of academic and social dynamics on campus. Oral histories will help provide a more diverse and inclusive history about the university that may be overlooked in traditional written records.

### **Limitations**

#### **Mass-produced records**

Any type of record that has been produced in mass quantities is not unique. These materials will not be accepted into the collection.

#### **FERPA related items**

Any record with personally identifiable sensitive information such as medical records, individual/personal bank records or other information that could be used to steal an identity are not deemed for collection in the archives.

#### **Routine financial reports**

Documents containing regularly occurring financial information are not collected by the archive unless it contains a unique identifier or transaction.

#### **Explosives**

Due to the dangerous nature of explosive materials and the safety of the archives, these materials will not be accepted.

**Stand-alone research notes**

Individual notes or data sets from researchers will not be accepted unless connected to other data sets in a collection.

**Plaques, awards and trophies**

While interesting, plaques, awards, and trophies consume too much space within the archives. If you would like to submit images of plaques or awards, those are more likely to be accepted.

### III. LEGAL RESPONSIBILITIES

Under North Dakota Century Code (NDCC) 55-02.1-05 and the powers it grants to the State Historical Society, the NDSU Archives has been designated a local government repository. Following the definition outlined under NDCC 55-02.1-01 for archival resources, the NDSU Archives seeks out materials which are noncurrent and no longer needed for the function of the university department of origin and which the university archivist deems important for future research or reference related to the function and history of NDSU. Additional materials related to student organizations or life on the NDSU campus and life in the lower Red River Valley are sought out as well.

It is also important to remember that once items are donated to the NDSU Archives they become property of the archives. Please ensure that you have legal ownership of the materials you may wish to donate before bringing them to our archives. A deed of gift or other similar receipt will be produced and retained in our collection. A copy of the deed of gift will also be given to the person donating for personal records. The NDSU Archives has the right to refuse materials if they do not fit within our mission statement but may help you find an institution or organization better suited for them.

The NDSU Archives follows all state and federal statutes regarding what can be kept within our collections as well as the restrictions that can be placed on the materials. We strongly encourage anyone interested in donating materials to the archives to go over this list before beginning the donation process.

- Family Educational Rights and Privacy Act (FERPA): This law protects personal student information and academic records. Materials related to a student's grade or personal information (SSN or other similar personal data) should be removed or redacted before being donated to our collection.
  - If materials containing personal data like the examples given above are donated to the archives, the NDSU Archives will either thoroughly redact the information before adding the items to our collection or will ensure they are properly disposed of.
  - For more details, please consult the US Department of Education website or with resources provided by NDSU.
- Native American Graves Protection and Repatriation Act (NAGPRA): This law provides a process for federal agencies and other organizations that receive federal funds to repatriate certain Native American cultural items to descendants, surviving tribes, or appropriate Native American organizations. Materials that could fall under NAGPRA include human remains, funerary objects, sacred objects, or objects of cultural patrimony. The NDSU Archives will ensure that all donated materials or items currently held in our collection will be handed over to the appropriate people or organizations.
- North Dakota Open Records Statute (NDCC 44-04-18 et seq): North Dakota law guarantees access to public records, regardless of the form those records take. Certain university materials are exempt under the law, such as non-financial or administrative research materials.



- For legal questions, please consult the North Dakota Century Code, Faculty Senate by-laws, or meet with the staff of the archives to discuss whether the materials are legally required to be kept or not.
- Copyright of the materials donated: When materials, such as personal papers or other such items, are donated to the collection they become the property of the archives. Because of this, the NDSU Archives holds all copyright to the materials in its collection. Any party that seeks to use materials in the collection for ANY reason must first seek permission from the archives and pay the proper usage fees for copies. We also strongly encourage those using our materials to cite and give credit to our institution properly. Proper citations for our materials can be found in the collection finding aids.
  - For more information regarding copyright and fees, please contact the archives.

## IV. INFORMATION ABOUT THE PROCESS OF COLLECTION & HOW TO DONATE

### **Accepted Materials**

The North Dakota State University Institutional Archive collects materials in all formats documenting the administrative, intellectual, cultural, and social history of NDSU from its founding to the present. The primary purpose of the repository is to collect institutional records, faculty and personal papers, department records, teaching materials, associated organization records, and historical materials.

All materials from all departments on NDSU's campus must be donated to the NDSU institutional archive, regardless of treatment, format, or creation date. However, the records must be related to NDSU and must be original without having been mass-published or produced. The archive collects the following types of materials:

- Manuscripts, drafting processes related to manuscript creation, and archival records of members of the NDSU faculty, administration, and staff,
- Archival records of schools, offices, centers, and student organizations,
- Reports, surveys, committee records and minutes,
- Correspondence, personal papers, and journals,
- Digital files,
- Maps and architectural drawings,
- Technical reports,
- Audio and video materials,
- Oral histories,
- Scrapbooks and albums,
- Teaching materials (as long as they are self-created),
- Select artifacts and ephemera (including brochures, leaflets, pamphlets).

### **Materials not Accepted**

When deciding to donate records to the institutional archive, keep in mind that the NDSU institution archive cannot accept all types of records. One of the major considerations is the ability to preserve the materials donated; the archive will not normally accept records that are of a particularly specialist nature, requiring skills or equipment beyond the office's resources to preserve or interpret. Only materials which in the judgment of the archivist in charge are of sufficient quality for permanent preservation will be accepted. Additionally, the following types of materials the archive discourages being donated:

- Most types of artifacts, including trophies, posters, NDSU merchandise and clothing, banners, etc.,

- Records that have been mass-produced, or are not considered unique,
- Records that do not have a clear creator or have not contextual evidence,
- Records that violate FERPA laws, meaning they contain student grade, GPA, or other academic information that cannot be shared with the public according to FERPA law,
- Newspapers, unless they contain information related to NDSU or the Red River Valley area,
- Records that contain personal information such as addresses, funding, or other financial information,
- Records that cannot be read or viewed due to damage,
- Printouts of websites or copies of other copyrighted material.

### **How to Prepare Documents for Transfer**

As the institutional archive for NDSU, all material created on or related to the campus must be preserved within the archive. As such the NDSU institutional archive serves as the official repository for institutional records of the university, personal papers of faculty, and materials of students, alumni, and associated groups. These materials document the history and evolution of NDSU for research and historical purposes, and will be available to the public.

The archive adds to its holdings through the transfer of university records from offices and departments; donation of faculty members' personal papers; the transfer of student organization records from student groups; and donations from the personal papers and memorabilia of alumni. When deciding to transfer materials to the archive, it is important to keep in mind that the materials must adhere to the rules outlined above in the “Accepted Materials” section. If the following steps cannot be done, the materials still need to be transferred. The following steps can be used to prepare materials for transfer to the archive:

- 1) Determine if the documents are relevant to the institution archive’s mission,
- 2) Examine the documents for any FERPA, copyright, or other legal issues,
- 3) Identify the creator/context of creation of the documents for the archivist,
- 4) Explain the significance of any discipline- or department-specific document that archivist(s) should be aware of,
- 5) Watch and/or listen to any audio-visual materials to determine if they are functional,
- 6) Prepare the “Transfer Form” form for EVERY individual box of materials being transferred,
- 7) Print out the form and place a copy in each box of materials,
- 8) If any questions arise, call the archive at (701) 231-8914.
- 9) Make a work order for Facilities to pick up the materials and have them delivered to NDSU Archives.

## V. INFORMATION CONCERNING ACCESS & USE

### **The uses that institutional records provide**

- 1) When historical precedent or development is called on for current planning and policy making the archived materials can provide critical support.
- 2) Research involving history of a department or a professor's previous works and classes.
- 3) Research concerning how different departments have structured their classes and departments as a whole.
- 4) Alumni will gain access to their old classes.

### **How the departments can benefit from the use of their materials in the Archives**

- 1) Departments will be able to learn how to improve their curriculum, classes, and structures of the departments.
- 2) Knowing how much or which materials have been accessed can provide useful information into what has interested researchers, alumni, and visitors, providing helpful data.
- 3) It will provide stability for the departments and the college.
- 4) Shows the care that both the archive and the departments have for their history and the history of the community; this provides positive near passive outreach.
- 5) It shows the support that the departments have for the administration and archives.

### **Why you should donate your materials every year**

- 1) It is the legal responsibility to preserve the material created by every department. Legal and ethical responsibilities will be fulfilled if you send it to the archives.
- 2) Supports and nourishes the dissemination of knowledge.
- 3) It will provide a cleaner and more organized state administratively for your department and the archives.

## VI. CHECKLIST FOR DONATING MATERIALS

The NDSU institutional archive is excited to take and preserve all records created and/or related to the university. The donation process for transferring these materials to the archive has been simplified into the checklist below for your convenience.

Make sure to go through each step before transferring the materials to the archive. If you have any questions during the process, you can reach the archivist(s) at (701) 231-8914 or by email at [nds.archives@nds.edu](mailto:nds.archives@nds.edu).

- Gather any materials related to NDSU that you want preserved in the institutional archive (if you are unsure whether the materials belong in the archive, refer to the “Accepted Materials” in Section III above),
- Determine if the documents are relevant to the institutional archive’s mission,
- Examine the documents for any FERPA, copyright, or other legal issues,
- Identify the creator(s)/context of creation of the documents for the archivist,
- Explain the significance of any discipline- or department-specific document that archivist(s) should be aware of,
- If the materials are organized in a logical or recognizable system then keep them in the original order. If not, then organize the materials (the most common is chronologically or by shared topic),
- Watch and/or listen to any audio-visual materials to determine if they are functional,
- For digital materials, make sure they are viewable and not password locked or created on an outdated system,
- Place any loose papers/materials into folders, or boxes if there are enough materials,
- Prepare the [“Deed of Gift”](#) form for EVERY individual box of materials being transferred,
- If there are any artifacts (materials that are not paper-based such as trophies, banners, plaques, trophies, etc.) that you want to donate, contact that archive first before transferring them.
- Use only 1 cubic foot boxes, no substitutions.
- If you are transferring more than 1 cubic foot box of material, please write (magic marker) the box number in the upper left corner of the box, below the lid: re: box 1 of 4, box 2 of 4, etc. Please make sure that the box numbers correspond to the box number and description on the transmittal form.
- It is important that the information you record on the transmittal form is accurate. It will be your inventory to the records if you need to retrieve material.
- Insert one copy of the transmittal form in the front of box number 1 of your shipment.