Kennesaw State University Archives and Special Collections

UNIVERSITY ARCHIVES Collection Development Policy and Guidelines

2017

I.   Statement of Purpose:

The mission of the KSU University Archives is to serve as an institutional repository for Kennesaw State University for records of enduring value[1]. In so doing, the KSU Archives collection development policy and guidelines align with and support the university's record retention schedule[2], support the long-term retention needs of electronic records with high value as determined by the University, and identifies and develops the historical record of the Kennesaw and Marietta campuses of Kennesaw State University. Each of these three functions is described in detail below.

II.   Kennesaw State University's Records Retention Schedule

The Records and Information Management program in the Department of Museums, Archives and Rare Books facilitates institutional alignment with the Board of Regent's Records Retention Guidelines as provided by the University System of Georgia's Board of Regents (available at http://www.usg.edu/records_management/schedules/) by offering a range of services and educational resources. The Guidelines currently indicate a number of record series produced by various KSU units with a suggested "permanent" retention. The KSU Archives will appraise each of these series for inclusion in the Archives Digital Repository (for electronic/born-digital records) or the University Archives Collection (for paper records) based on the following considerations:

   a. Risk vs. value
   b. Cost of preservation over time

As the majority of KSU records are currently produced in a digital environment, the Archives does not accept paper surrogates or print outs unless the digital originals are not accessible or are otherwise unavailable. For digital records and record sets deemed not suitable for inclusion in the Archives Digital Repository but require long-term retention, the KSU Archives will offer assistance to the host unit for preserving the records "in situ."

III.   High Value KSU Records Requiring Long-Term Preservation

In addition to the BOR Records Retention Guidelines, the University may deem other record series or sets of information of sufficient value over time to justify long-term digital preservation. The KSU Archives will follow the same appraisal considerations outlines above if the preservation solution entails transfer to the Archives Digital Repository.

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[1] Enduring value is defined to mean records maintained in perpetuity or until such time they are reappraised. Enduring value may also be translated as "historical value."
[2] See the Records and Information Management Records Retention Policy and Guidelines (forthcoming, 2017).

IV. Developing and Preserving a Historical Record of the Kennesaw and Marietta campuses of Kennesaw State University.

The KSU Archives actively participates in defining and developing the historical record of the institution for current and future purposes. Although the Archives may undertake the compilation of information in order to provide improved reference services and the interpretation of history for outreach and exhibits, our primary mission is to provide a comprehensive historical collection that supports the historical research and analysis efforts of others, including the Campus Historian, students and academic departments. The purpose of articulating a defined collecting scope and historical appraisal guidelines for the University Archives Collection is to ensure the most efficient use of limited resources including staff time, materials and supplies, and storage space (electronic and physical). We believe that historical value depends not only on access and preservation, but careful selection of record series according to the appraisal guidelines outlined below.

APPRAISAL GLOSSARY

- **Risk**: Risk is defined as the possibility that information held by the Archives may be misused of the potential likelihood of informationRecords and documents with some or all of the following characteristics may be considered HIGH information risk.
    - Personally identifiable information[3]
    - Confidential data, including information protected by FERPA[4]
    - Sensitive data or information[5]

- **Value**: Records and documents with some or all of the following characteristics may be considered having HIGH informational value:
    - Public relations value: Issued as KSU publications, including information, records and documents stored on KSU websites. This category includes final reports, policies, course catalogs, etc. The KSU Archives assumes that published information has been vetted by its originating unit, is authentic, and is intended for public consumption.
    - Serves as an internal record or evidence of the significant infrastructure of the university at a particular period in the university's history and contains the appropriate metadata to verify its origin, function and authenticity.
    - Serves as in internal record or evidence of s significant endeavors, initiatives, or programs of institutional importance and contains the appropriate metadata to verify its origin, function and authenticity.
    - Serves as an internal record or evidence of the university's culture at a particular period in the university's history and contains the appropriate metadata to verify its origin, function and authenticity.
    - Documents with value as artifacts, for example, an original charter or institutional founding document.

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[3] Per The Georgia Personal Identity Protection Act (GA Code Section 10-1-911), "Personal information is an individual's first name or first initial and last name, in combination with any one or more of the following data elements...A) Social security number, B) Drivers license number or state identification card number, C) Account number, credit card number, or debit card number, if circumstances exist wherein such a number could be used without additional identifying information, access codes, or passwords; (D) Account passwords or personal identification numbers or other access codes; or (E) Any of the items contained in subparagraphs (A) through (D) of this paragraph when not in connection with the individual´s first name or first initial and last name, if the information compromised would be sufficient to perform or attempt to perform identity theft against the person whose information was compromised." Source: Kennesaw State University, Information Security Office URL: https://policy.kennesaw.edu/content/personally-identifiable-information. Last accessed 1/9/17.

[4] This includes data that the University is required to protect under the following legal or regulatory provisions: Family Educational Rights and Privacy Act of 1974, Payment Card Industry Security Standards Council, Health Insurance Portability and Accountability Act, and State of Georgia Personal Information. This includes non-public proprietary or confidential information or documents containing such information as social security number, driver's license number or state identification card number, banking account number, credit card number, debit card number, account passwords or personal identification numbers (excluding KSU IDs), education records, grades. Source: Kennesaw State University, Information Security Office URL: https://policy.kennesaw.edu/content/confidential-data. Last accessed 1/10/17.

[5] Sensitive data includes information that the university protects to reduce risk in the event of public disclosure. This includes non-public proprietary information such as, but not limited to, student email addresses, business continuity plans, infrastructure diagrams, emergency communication contacts, and public safety policies, procedures, and technical specifications. Source: Kennesaw State University, Information Security Office URL: https://policy.kennesaw.edu/content/sensitive-data. Last accessed 1/9/17.

- **Preservation Costs**: Archival preservation is an essential part of providing good stewardship for KSU's archival assets. Preservation is an ongoing process and requires the following:

  - Staff: Trained, professional archival staff are necessary for effective, cost-efficient stewardship of archival assets. Professional activities include appraisal of materials for the KSU Archives, extracting and recording necessary metadata including creator, provenance, date of creation, function and relevance as well as rights management, physical organization and stabilization of analog collections, maintenance of collection storage areas, and ensuring effective access for archives staff and patrons. Similar activities are required for digital collections with the addition of digital curation processes to ensure the usability, authenticity and retrieval of digital objects in the future.
  - Materials and supplies: Paper and analog materials require archival storage materials to protect and stabilize materials over time. Typical supplies include archival storage boxes and file folders, sleeves, tissue paper, and media containers. Digital curation requires appropriate software systems, tools and upgrades to carry out preservation activities.
  - Storage: Archival storage areas require appropriate environmental and security controls, as well as shelving units. Digital storage for long-term preservation requires standard environmental and security systems for enterprise computer systems, as well as server space and appropriate archival standard back up systems, as well as the skill and time of UITS staff.

Appraisal Guidelines:

In order to develop a robust historical record of Kennesaw State University, the KSU Archives privileges the following categories of records and documents for inclusion in the University Archives:

1. KSU's Public Record – KSU publications, including but not limited to: institutional annual reports, athletic media guides, documents/records posted on institutional web sites, course schedules and catalogs, faculty/staff/student handbooks, press releases, notifications/updates/reports/communications from the Office of the President, departmental newsletters, University Relations publications, Foundation publications.

2. Internal record
   a. Infrastructure
      i. Records and information documenting the state of the University from year to year, including but not limited to: organizational charts, lists of academic deans and chairs, commencement speakers, institutional policies
      ii. Changes in physical campus – records documenting new buildings, demolition of old buildings, master plans, campus maps, aerial photographs.
   b. Significant Programs and Initiatives
      i. Accreditation reports and self-studies; UPCC and GPCC records; shared governance and council meeting minutes

      ii.   Institutional initiatives and strategic planning

      iii. Departmental histories, including founding, milestones/recognition, substantive changes, name changes

  c. Culture

      i.   Student organizations and initiatives

      ii.   Diversity, un- or under-represented groups

      iii. Campus movements, significant events

3. Legacy: records and information about those individuals with the greatest impact on the institution and the local community, including but not limited to university presidents, trustees and donors. Individuals in this category will have significant name recognition and an important relationship with KSU.