University Archives  
Keiss Library and Learning Commons

Policy Statement

The Gwynedd Mercy University Archives was established July 21, 1986 to preserve materials of permanent value that document the origins, development, activities, and achievements of the University. Only those records of enduring administrative, legal, fiscal, historical, and/or other informational worth will be retained, according to the following regulations and procedures:

(1) All records created by the administration, faculty, staff, and students of Gwynedd Mercy University in the performance of their assigned duties are the property of the University. The term “records” here means recorded information of any kind, regardless of the format or medium.

(2) Such records are not to be removed permanently from the University nor destroyed without the approval of the officials in charge of the office where the records are maintained and the concurrence of the University Archivist.

(3) The Archives staff will be responsible for surveying and appraising all University records, to identify those of permanent value. Selections will be made on the basis of administrative, legal, fiscal, historical, and other archival criteria, in consultation with the record creators and keepers. The Archives staff will also devise and oversee a system for the regular transfer of the selected materials to the Archives, once the records become inactive (no longer in use).

(4) The Archives staff will accession, preserve, organize, describe, and make these records available for research, following accepted archival guidelines. The Archives staff will also be responsible for the continued maintenance and preservation of the materials in their care.