

Records Authority Statement

Archival Records:

All administrative officers of the College, including members of the teaching faculty whose performance of administrative duties puts them in possession of publications, files, records, or documents including electronically stored or generated files pertaining to their official duties, are requested to observe the following regulations:

1. The records of the official activities of College offices and officers are the property of Columbia College Chicago.
2. Such property is not to be destroyed or disposed of or placed in storage without the approval of the Archivist in consultation with an authorized College unit representative. If large scale destruction of certain types of records is routinely performed, the authorized College unit representative in charge of the destruction should inform the Archivist, in writing, of this action.
3. Each administrative office is responsible for sending two permanent record copies of every College publication created by that office to the College Archives.
4. Each administrative office determines when records cease to have current administrative value. The Archivist will thereupon (in consultation with the appropriate college authorities, where necessary), determine which of these records have permanent value to the College and shall arrange for their systematic transfer to the College Archives, an appropriate records storage area, or for their disposal.
5. The Archivist shall consult with administrative officers to determine the type of restrictions to be placed upon the use of confidential records.
6. The President of the College may add such further regulations and directives as may be necessary or appropriate.

Manuscript Collections:

The Columbia College Chicago Archives is authorized to obtain and house rare books, records, and other materials of individuals, institutions and organizations whose work or purpose reflect the history of the College, or whose material falls within its collecting policy. In most cases the College will request that ownership of the materials be transferred to Columbia College Chicago, but in some cases it will administer and act as a depository for the materials.

Approved on: June 14, 2010 _____ (date)

By Sylvia _____

Title: Chair, Academic Affairs Committee, CCC Board of Trustees

By [Signature] _____

Title: President, Columbia College Chicago