I. PURPOSE & INTENT

In order to preserve the history of the University of South Florida (USF), the Special and Digital Collections of USF Libraries is designated to receive two copies of all regular and irregular aggregated reports, publications, and other documents that are disseminated by USF Tampa units that reflect the organizational and operational activities of these units and their staff, faculty and/or students.

II. STATEMENT OF POLICY

It is the responsibility of the records management liaison or communications department manager for each unit to transfer two copies of all its publications and aggregated reports to the Special and Digital Collections Department. These will be collected by Special Collections staff and assessed for accession to the USF Tampa Archive. Special Collections retains the right to selectively accession only those materials that conform to the collection development guidelines.

A publication is defined as a printed and/or electronic document (as indicated in USF Policy 0-209, USF Publications) such as, brochures, magazines, newspapers, newsletters, catalogs, posters, books, booklets, and the like, produced by any unit of USF Tampa that bear the USF imprint. Aggregated reports pertain to the statistics and operations of the University and include the recurring administrative summaries such as those generated at the end of each semester and year. Day-to-day operating memoranda and correspondence are not included within the scope of this policy.

See also Policy 5-012, Records Retention and Disposition.
*Current Responsible Office: Academic Affairs

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.