

ADMINISTRATIVE PROCEDURE

Transference of Records to the University Archives

Related Policy: 10.10 – Records Management and Retention

Related Policy: 17.3 – University Archives

These procedures have been established to implement UNT Policies 10.10, Records Management and Retention, and 17.3, University Archives. These procedures relate to all records of historical value within the University. All records must be maintained in accordance with University Policy and the appropriate Records Retention Schedule.

The Records Retention Schedule indicates records that have historical value to the university as well as records that should be reviewed by the University Archivist for possible inclusion in the University Archives Collection.

I. Procedure for Transferring Records to the University Archives

A request to transfer records to the University Archives must be documented on the *UNT/UNT System Final Disposition Log/Transfer to Archives Form*. The form must be signed by the person requesting the transfer and the administrator responsible for the unit transferring the records.

Responsible Party	Action
Unit requesting transfer of records	<ol style="list-style-type: none">1. Obtain a copy of the Final Disposition Log/Transfer to Archives Form online at the Records Management Program website (records.unt.edu).2. Complete the FDL form (in accordance with approved record series listed in the appropriate Records Retention Schedule). Submit for approval from the Records Management office.3. AFTER notification of approval, contact University Archives at 940-565-2769 to pick up records and FDL form and/or arrange for review.
University Archivist / University Archives	<ol style="list-style-type: none">1. Receive and review the <i>Final Disposition Log/Transfer to Archives Form</i> and the associated records for addition to the University Archives Collection.2. Approve the addition of records into the University Archives Collection. If records are not added to the archives, University Archives will contact the requesting unit and the Institutional Records Management office to arrange the return of records to the requesting unit for regular records disposition (in accordance with the administrative procedure for final records disposition).3. Forwards the <i>Final Disposition Log/Transfer to Archives Form</i> to Institutional Records Management for retention in accordance with the Records Retention Schedule.

Institutional Records Management / Institutional Compliance	<ol style="list-style-type: none"> 1. Review <i>Final Disposition Log/Transfer to Archives Form</i> for accuracy. 2. Retain the official copy of the <i>UNT/UNT System Final Disposition Log/Transfer to Archives Form</i> in accordance with the Records Retention Schedule.
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Contact Information

Records Management Program

Kari Egerton, Assistant Director for Institutional Records Management
(940) 565-4147
kari.egerton@unt.edu
records.unt.edu

Institutional Records Management
Program Institutional Compliance
Mean Green Village Building P 117

Morgan Gieringer, University Archivist
(940) 565-2766
Morgan.Gieringer@unt.edu
<http://www.library.unt.edu/archives/university-records>

University Archives (Willis Library)
Willis Library 437
940-565-2769

Brenda Robertson, Head Librarian
972-338-1617
Brenda.Robertson@untdallas.edu
Library@untdallas.edu
<http://www.untdallas.edu/library>

UNT Dallas Founders
Hall (B2) 117
972-338-1616

Questions concerning these procedures should be directed to Kari Egerton, the Assistant Director for Institutional Records Management at kari.egerton@unt.edu .

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