

POLICY

The Yukon College Archives serves all divisions, offices and institutes within the College, as well as students, faculty, staff and the general public. Its primary objective is to acquire, preserve and make available College archival records and publications in all formats relating to the history, programs, organization, functions and structures of the College and its predecessor institutions, Whitehorse Vocational Training School and Yukon Vocational and Technical Training Centre.

1. The Archives of the College include:

- a) Official Records of Yukon College: all records created and received by College employees that are designated for archival preservation through Records Disposition Authorities. These records include correspondence, files, reports, minutes, registers, directives, publications, photographs, images, audio and visual recordings, architectural plans, and other documentary materials in all formats including electronic records.
- b) Non-official records of Yukon College: with appropriate donor agreements and as space and staff resources permit, selected records of College related activities or organizations (such as student, faculty or staff organizations), and manuscripts, oral histories, papers or publications which reflect the development of the College (such as private papers and publications of students, faculty, and staff that are significant to the College Archives, and which would not be selected by the Yukon Archives within its preservation mandate.

2. Official records of Yukon College are the property of the College. No person shall remove or destroy College records except in accordance with an approved Records Disposition Authority. The College Archivist shall determine appropriate final disposition for all College records in accordance with ongoing legal, fiduciary and historical requirements for the records.

3. The Archivist shall provide access to College records and other materials to students, faculty, staff, and the public in accordance with Yukon College Information Access and Protection of Privacy Policies and Procedures, and accepted standards for preservation and conservation of documentary heritage resources, within reasonable times and as staff resources permit.

BOARD GOVERNING POLICIES

Board Policies 1, 3, 6.

Revised:

Original date: July 11, 2008

Next Review: July 2010

Policy Holder: ARMLS

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GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

College Act
Yukon College Information Access and Protection of Privacy Policy and Procedures

PROCEDURES

AUTHORIZATION

Approved by President _____ (signature)

On _____ (date).

B. FORM (attached)