

Policy 1-3.1 Rev.
Date: January 28, 1987

[Back to Index](#)

Subject: **UNIVERSITY HISTORY**

I. PURPOSE

To provide (1) for annual reporting of the current year's activities (July 1 to June 30) in each college/school, department, division, center, or other administrative unit in the university, and (2) for a current chronology of university history.

II. POLICY

- A. The university archivist and historian is responsible for collecting and cataloging information relating to the history of the university.
- B. Each college/school, department, division, center, or other administrative unit in the university shall designate a person to prepare annually a report of the current year's activities and events in that administrative unit. The deadline for submission of these reports to the university archivist and historian is July 31. The president and vice presidents are responsible in their respective areas of supervision for the designation of persons to prepare annual historical reports.
- C. The university archivist and historian is responsible for providing training and advice as needed to the persons in the various administrative units who are assigned to prepare annual historical reports.
- D. The university archivist and historian is responsible for maintaining a current chronology of university history and for making copies of that chronology available by October 1 annually in the president's office, the public relations office, and the main library of the university.

III. PROCEDURE

- A. The university archivist and historian will provide an appropriate format and guide for the preparation of annual reports.
- B. The supervisor of each administrative unit will notify the university archivist and historian by August 1 of the person designated to prepare that unit's annual report for the ensuing year.

Approved: Institutional Council 1/12/87