

FACULTY ARCHIVES AGREEMENT

I acknowledge the following:

1. I am familiar with University policy concerning Faculty Archives (Faculty Handbook, Chapter VI), which states that the personnel files of each faculty member who served the University for five or more years shall be maintained in the appropriate dean’s office for five years after the faculty member retires or ceases being an active faculty member*. These files will ordinarily be destroyed after having been so maintained.

2. I am aware that the Faculty Archives policy further provides that, at the time of a faculty member’s retirement or cessation of active status*, the faculty member may review his/her personnel file, identify sensitive materials for destruction, and leave non-sensitive materials to be placed in the University Library for archival purposes, for use in accordance with special collections procedures.

3. I have reviewed my personnel file and have identified sensitive materials that I wish to have destroyed at the conclusion of the five-year retention, by stamping “DO NOT ARCHIVE” on each of those materials. I understand that, after signing this agreement, I shall not have another opportunity to mark materials for destruction. I understand that, in signing this agreement, I convey to the University all title and interest to materials not designated for destruction and that the University shall be free to use them as it chooses, consistent with the Faculty Archives policy.

*The five-year retention period shall not begin until the conclusion of any then-pending civil or criminal action to which the faculty member is a party because of his/her employment or the completion of the faculty member’s last FERP period.

Name (faculty member, executor,
next of kin, or dean, as applicable)

Signature

Date

FACULTY ARCHIVES TRACKING

Faculty Member Name: _____

College: _____

Dept/Div/School: _____

Separation Date: _____

Legal Action Pending: _____ Yes _____ No

If "Yes," date of conclusion of legal action: _____

Scheduled Destruction Date of Sensitive Material: _____

Confirmations:	Date	Signature
Sensitive Materials destroyed	_____	_____
Non-sensitive Materials Transferred to Library	_____	_____
Non-sensitive Materials Received by Library	_____	_____