


|  | ADMINISTRATIVE PROCEDURE MANUAL | | |
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Purpose

The purpose of this procedure is to preserve records and manuscripts as well as promote and encourage research in the history of Florida State College at Jacksonville (FSCJ).

Procedure

- A. Public records with a “permanent retention” may be considered for inclusion into the College Archives. The College Archives may collect FSCJ public records as follows:
 1. Records that are in immediate danger of being lost or destroyed.
 2. Records that have intrinsic value based upon the physical form of the record, its uniqueness or other factors arising out of its creation or use.
 3. Records that document the formation of policy, development of programs and administration of the College.
 4. Records with extended and unbroken time series offering uniform and comparable information on the operations and programs of the College.
 5. Records that document the historical development of the College and its involvement in the community.
 6. Records that provide the most accurate, understandable and accessible source of information about the College to researchers.

- B. Examples of non-public records relating to the history of the College that may have archival value include:
 1. Personal/private letters
 2. Personal/private manuscripts
 3. Personal/private photographs
 4. Personal/private films and slides
 5. Drawings, postal cards and portraits
 6. Business records
 7. Newspapers, journals, magazines, books, newsletters
 8. Personal/private calendars and/or diaries
 9. Private papers of public officials whose public records are in the College Archives.
 10. Significant collections of private papers of individuals or of families that reflect the social, economic, military, religious or political history of College.
 11. Records of organizations connected to the College in Duval and Nassau County.
 12. Private papers that document the exploration, settlement or development of the College.
 13. Private papers and records that complement existing private records or public records in the College Archives, or those private papers which fill in gaps in under-documented collections areas.
 14. Records that have intrinsic value based upon the physical form of the records, its uniqueness or other factors arising out of its creation or use.

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15. Records that provide the most accurate, understandable and accessible source of information to researchers.
 16. Records that represent unique industries, labor organizations and special interest groups including the wide variety of cultural influences the College represents.
 17. Significant collections of images of college photographs or photographs whose primary subject is the College.
 18. Images that compliment and support existing manuscript and public records collections in the College Archives.
 19. Examples of early photographic imagery including daguerreotypes, ambrotypes and tintypes that document local history in connection to the College.
- C. Archival Appraisal: The College Archives will have limited, valuable space. Archival staff will use professional standards and criteria when anticipating the informational needs of researchers, historians, citizens and other users so as to reserve space for only the most valuable materials.
- D. Collection Management: All materials acquired and accessioned into the College Archives are arranged and described according to established professional standards. Every reasonable effort will be made to protect all accessions from physical calamity and decay - both in terms of environment and use.
1. Patrons will not be allowed free and unsupervised access to accessioned material. Archives staff will locate, retrieve and refile all requested materials.
 2. Food and drink will not be allowed within the same area as accessioned material.
 3. No accessioned material will be removed from the College Archives without written permission of Archives staff.
 4. Although copies of printed/written accessioned materials are available for a fee as allowed by law, no accessioned material may be sold, given or distributed unless deaccessioned.
- E. Deaccessioning/Disposition: Materials held by the College Archives, upon determination of the Records Management Program Coordinator, may be deaccessioned and destroyed through the regular FSCJ process for public records.
- F. Tax Appraisals: The College cannot appraise donated materials to determine their fair market value. The College is considered an interested party in the transaction and does not meet the IRS definition of "qualified appraisal." Such appraisals must be performed by an objective, qualified appraiser, not connected with either the donor or the College and hired for that purpose by the donor.
- G. Copyright: All materials accessioned into the College Archives become the property of the College. All rights, title and interest in and to unpublished materials together with all literary property rights are transferred to the College. Researchers are liable for any copyright infringement relating to his/her use of the material.



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REFERENCES: F.S. Chapter 119, 257.36, 1001.64, 1001.65, U.S. Copyright Law

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