

AXE LIBRARY GUIDELINES
University Archives

The University Archives are housed in the Special Collections unit and are administered by the position of Curator of Special Collections and University Archivist. The University Archives are intended as the legal repository of University records as required by Kansas law and regulation. The University Archives will consist of the "corporate record" of Pittsburg State University and its antecedent institutions.

The various offices of Pittsburg State University will be encouraged to deposit materials with the Archives as they are no longer of use to the entity generating the record. The Archives will work with the various offices to develop "Records Retention Schedules" and assist in the storage and/or destruction of records as consistent with legal requirements and the maintenance of an adequate historical archive for the University. All University units are requested to provide two copies of their printed materials to the Archives.

Patron service and other procedures will parallel those of Special Collections.