1. Cataloging and arranging of the UW-M Archives is being carried forward by a history graduate student in the Downtown Campus Library. Arrangements are being made for the transfer to archives of Official Records of UW-M now in the hands of operating units. Official publications of UW-M and its predecessor institutions, college, departmental and division files and publications, faculty papers, publications and memorabilia, and the records and publications of societies and organizations are also being included. It is expected that part of the collections will be available for consultation and reference service on or before July 1. For these purposes, public records are defined as all records, documents, correspondence, original papers, files, manuscripts or other materials bearing upon the activities and functions of any UW-M department or agency or its officers or employees.

2. The Committee recommends to the UW-M Faculty the following restatement of function and responsibility:

The University Archivist, as a representative of central administration, is responsible to the President and this Committee for professional supervision of the policies and practices to be adopted and used in maintaining the UW-M Archives. The UW-M Librarian is responsible for the actual operation of the UW-M Archives, such as direct supervision of its staff and its collections, provision of fireproof and secure storage space, protection against unauthorized use of materials and papers as well as assistance to proper reference and search requests, and management of the budget allocated for its maintenance. The UW-M Archives Committee has responsibility for representing the faculty interest in the establishment of policies for the UW-M Archives and in advising the UW-M Librarian on Archives operations.

3. The Committee also recommends designation of the UW-M Librarian as UW-M Archivist, a title now assigned to the Secretary of the Faculty. The present appropriate obligation of the Secretary of the Faculty is to preserve official operational records of UW-M prior to their transfer to the Archives.

ARCHIVES COMMITTEE

Ralph M. Aderman
Harold N. Ahlgran, ex-officio
Alfred F. Fiorita, ex-officio
Mark M. Gormley, ex-officio
Frederick L. Olson, Chairman
Stephen L. Stover