

# Library Records Center Collections Policy

The Library Records Center is a controlled access storage facility operated by the Department of Archives and Records Management. The Records Center is used to house materials that fall under the purview of the Department of Archives and Records Management. There are two distinct collections areas within the Records Center. The largest amount of space is dedicated to the Records Management program, while there is also a smaller section that is dedicated to Special Collections. Both areas are secured from the general office areas in the Records Center and require badge and security code access.

## Records Management

### Georgia Tech Records Management Mission

The Georgia Tech Records Center maintains the operational business records for the institute per University System of Georgia Board of Regents policy. The records stored at the Records Center are highly sensitive and remain the property of the originating department and access to those records is restricted to authorized personnel only. For this purpose, access to the Records Center is strictly monitored and controlled. Records Management personnel manage the retention lifecycle of Georgia Tech business records, providing security and controlled access throughout the life of the records up until the end of the records' prescribed retention period, including eventual disposition.

### Types of Records Accepted

The Records Center houses physical operational business records of the Georgia Institute of Technology. An operational business record is any recorded information made or received by a unit or department in the transaction of business, pursuit of legal obligations, or operation of official activities. Records accepted by Records Management are described by the categories found in the [University System of Georgia Board of Regents Retention Schedule](#).

Records Management does not accept items that are not business records subject to the USG Board of Regents Retention Schedule or that are not created by/for Georgia Tech departments/business/operational units.

### Records Center Storage

The Records Center provides secure, controlled access storage for Georgia Tech operational business records. The Records Management sections of the Records Center are monitored by security cameras at each point of ingress/egress and secured behind a keypad locked fence. Access to the area is restricted to Archives and Records Management personnel.

### Documentation

Records Management documents all processes involved in the maintenance of each set of records sent to the Records Center. This includes transfer requests/accession sheets when the

records are first sent for storage as well as a database of all records sets under the care of Records Management. Records Management also documents each time a record is requested and checked out by the creating department/unit, as well as when it is returned. Final disposition, most often consisting of destruction, is also documented on Destruction Authorization Forms which are stored and maintained by Records Management permanently.

## Disposition

The vast majority of all records maintained by Records Management are temporary and must be disposed of in accordance with the USG Board of Regents Retention Schedule. Records Management personnel single out records that are due for destruction and contact the creating department/unit before final disposal. Destruction of materials is handled by Records Management through a contracted secure destruction vendor.

# Special Collections

## Georgia Tech Archives & Special Collections Mission

The Georgia Tech Archives collects, preserves, exhibits, and makes available for research institutional archives, manuscripts, personal papers, organizational records, visual materials, memorabilia, rare books, and architectural collections. These materials primarily document the history of Georgia Tech and the activities of its faculty, staff, students, and alumni.

## Collections categories & definitions

### *Accessioned Collections:*

The accessioned collections include items described the Archives' mission statement which document the history and the culture of Georgia Tech, or otherwise pertain the collecting interests of the Institute.

Once accessioned, these materials become the permanent property of the Georgia Tech Archives and are subject to the standards and policies governing the care, access, and disposition policies governing the Archives collections.

### *Non-accessioned collections:*

Non-accessioned materials may be described as those collection items acquired for use as exhibit accessories, for educational purposes, or as decorative furnishings for Institute facilities and buildings. Items may be of temporary value and acceptance is subject to the discretion of Archives staff.

### *Departmental collections:*

Departmental collections maybe defined as non-accessioned collections of objects with value or significance to the Institute which do not necessarily fall into the collecting categories defined

by the Archives for its core historical collections. Items may be of temporary value and acceptance is subject to the discretion of Archives staff.

Objects in this category could include antiques, architectural interiors, artwork, audio/visual works, rare books and manuscripts, furniture, equipment, gems, memorabilia, minerals, literary and historical documents/papers, natural history artifacts or historical artifacts, numismatic collections, photographs, pottery and ceramics, and sculpture that are deemed to have intrinsic value, historical significance, or lasting cultural value to the Institute.

## Collections Evaluation Criteria

The suitability of collection materials shall be judged primarily by Archives staff on the basis of the following criteria:

An object must be of museum quality and proven to be authentic beyond a reasonable doubt.

Its acquisition must either enhance an existing class of objects in the collection or provide a foundation on which to begin a new area in the collection.

An object must warrant the indefinite commitment on the part of Georgia Tech to provide for its preservation, exhibition, storage, and protection, including insurance.

An object must be exhibitable or able to be made so by a reasonable conservation effort. An object should have research potential and/or inspire scholarly investigation.

## Library Records Center Special Collections Storage

The Library Records Center's special collections storage area provides secure, controlled access storage for collections materials defined per this policy (see categories and definitions above).

This storage facility affords climate-controlled storage with handling and care per museum standards. For non-accessioned collections, legal custody remains with the department of origin. Continued storage and retention of these materials may be at the discretion of the Archives staff.

Unless previously arranged with Archives staff, transport of collections items to the LRC facility is the responsibility of the transferring department.

## Documentation

Georgia Tech Archives maintains inventories and provenance records where available for collections material in its custody. Appraisal information, when available, may also be included in our records.

Non-accessioned materials will be inventoried according to standard collections practices, though no extensive cataloging, condition assessments, or preservation efforts will be undertaken by Archives staff.

## Disposition / Deaccessioning

For items no longer required by the Institute for its collections, Archives staff will coordinate with Georgia Tech property management to engage appropriate disposition and deaccessioning processes.