1. Overview

1.1 The SFU Archives Program supports teaching, research, and university administration by acquiring and protecting university records of historic value. It also collects records from private individuals and organizations, including faculty and university-related groups. In addition, Archives staff provide advice and guidance to faculty and administrators on compliance with provincial and federal legislation in the areas of records management, freedom of information and privacy protection.

1.2 The Archives and Records Management Department is an important resource department for University Faculty in these key areas. Take some time to familiarize yourself with the expertise and resources available in our department so that you will know when to contact us should you need advice or have a problem.

2. Doing archival research

2.1 An archives is different from a library, and the rules governing the access and use of archival materials may be unfamiliar. Your students may find it helpful to receive an introduction to researching archival material during their studies. You may wish to reference the introductory information available on our website about how to access the SFU Archival holdings or contact the Archives to arrange for a tour or a speaker on the subject.

3. Maintaining your graduate student records

3.1 Ensuring your personal graduate student files are in order and organized according to prescribed University Records Retention Schedules and Disposal Authorities (RRSDAs) can help to ensure that records are easy to access when needed. It can also simplify processing a Freedom of Information (FOI) request and helps to protect the privacy of the student's personal information, which is protected under the law. The Archives and Records Management website contains detailed information to help you organize and maintain your records in compliance with the law.

4. Donating material to the Archives

4.1 If you wish to donate your records to the SFU Archives, first review the Archives Acquisition Mandate on the department website. The Archives has a process by which potential donations are evaluated and formal ownership is transferred to SFU Archives. If you wish to donate your records, please contact the Donations Archivist.
4.2 If you have any questions or wish to get more detailed information about the services and expertise available to assist you in your role as University Faculty, then please don’t hesitate to contact our department. Detailed information is also available on our website at: www.sfu.ca/archives.

5. Contact

SFU Archives and Records Management Department
MBC 0400
8888 University Drive
Burnaby, BC  V5A 1S6

778-782-2380
archives@sfu.ca

6. Authority

6.1 This document is administered under the authority of the Archives and Records Management Department. Questions about interpretation of the document may be directed to the University Archivist. See SFU Archives' website (http://www.sfu.ca/archives) for contact details.