



## Historical Information on Lakehead University

**Category:** General;

**Jurisdiction:** Provost and Vice President, Academic;

**Approval Authority:** Executive Team;

**Established on:** January 29, 1988;

**Amendments:** None.

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This policy has been established for the preservation of historical documents on Lakehead University and cooperation is needed in putting this policy into practice. At this time the Chancellor Paterson Library is prepared to accept a **limited** amount of historical material for storage in the Library.

**This is not a request that all excess documents be sent to the Library.** Normal storage places and practices are to be maintained. As you run out of space, sort through the oldest stored material, put it in appropriate order, label it and make arrangements through the Chief Librarian for the Library to receive it. The Library cannot store all of your old documents. The material which is of interest in the establishment of archives on Lakehead University and which should be preserved includes:

1. correspondence, reports, minutes, registers, directives, announcements, publications, programs and schedules of University events, audio-visual material depicting the development of the University, architectural and building plans, and mementos (These records give evidence about the functions, policies and decisions of the University);
2. publications of student, employee and alumni groups, societies and organizations. (These records reflect the life of Lakehead University, but are not included in the official records).

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If you have any questions about the policy or its implementation please contact the Chief Librarian.

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**Review Period:** 7 years;

**Date for Next Review:** 2019-2020;

**Related Policies and Procedures:** To be determined;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).