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FACULTY SENATE RESOLUTION 77-13

WHEREAS, The Louisiana State University does not have a systematic, formal, or professional records management program in operation on the Baton Rouge campus; and

WHEREAS, there are no guidelines for the maintenance and disposition of records generated on the LSU campus; and

WHEREAS, there is, at this time, no depository large enough to house, preserve, and service all non-current records of the administration, various departments, organizations, and other offices accumulating files; and

WHEREAS, there is no individual presently employed as a records manager for University records; and

WHEREAS, many records of historical and reference value are destroyed each year by various departments and agencies of the University due to neglect, shortage of space, and other reasons; and

WHEREAS, many departments and offices of the University are filled to capacity with non-current records and must soon decide as to their disposition;

THEREFORE BE IT RESOLVED that the Archives and Records Management Committee recommend that a study be conducted by a professional records analyst as soon as possible to ascertain the need, the initial cost, and the continuing cost of a University records management program which would include the following:

- (a) A Louisiana State University Office of University Records management;
- (b) Proper environmentally controlled records housing facilities; and
- (c) A professional Records Manager to direct the surveying, appraisal, retention and disposition, preservation and servicing of all non-current University records.