

Documentation Policy of the Brigham Young University Archives
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University Archivist: J. Gordon Daines III

Introduction

The Brigham Young University Archives is the repository for the non-current records of Brigham Young University as well as related organizations in the campus community and the personal papers of the faculty and staff. University Archives also houses the intellectual creations of the university in the form of dissertations and theses as well as overseeing the collection of articles and books related to the university's history.

University Archives exists to create an institutional memory for the university. It supports administrative and legal reference as well as research and teaching concerning the history of Brigham Young University. It also documents the role that Brigham Young University plays in the worldwide growth of the Church of Jesus Christ of Latter-day Saints. The University Archivist is responsible for selecting material to be housed in the University Archives.

General Selection Guidelines

- The University Archives collections to a collection depth of 5. It is attempting to exhaustively document the history of the university and its many roles.
- Materials are collected from the founding of Brigham Young Academy in 1875 to the present. Material is also collected to help researchers understand the context leading to the foundation of Brigham Young Academy.
- Materials relating to Brigham Young University are collected wherever they are found. The primary focus is material from the campus in Provo, Utah. A secondary focus is helping BYU-Idaho and BYU-Hawaii document their institutions and relationships to BYU-Provo.
- Primarily original materials are collected. Photocopies, microform, typescript, and other copy formats are also collected when they further an understanding of the university's history.

Specific Selection Guidelines

Appropriate collection documentation

- Official records: constitutions, bylaws, minutes and proceedings, transcripts, lists of officers and members
- Office files: correspondence and memoranda and subject files concerning projects, activities and functions as well as policy development
- Historical files documenting policies, decisions, committee and task force reports, survey data, etc.

- Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the organization or its subdivisions
- Audio-visuals: photographs, sound and video recordings, and films
- Personal papers of members which relate directly to organization's work
- Charts and maps
- Personal papers of students, faculty, staff which relate to the university's work
- Biographical information
- Professional correspondence
- Teaching material
- Professional publications
- Personal and family correspondence, diaries, photographs

Material not collected

- Records of specific financial transactions
- Routine letters of transmittal and acknowledgement
- Non-personally addressed correspondence
- Requests for publications or information
- Replies to questionnaires
- Blank forms or duplicates
- Papers, reports, workpapers and drafts which have been published
- Artifacts and memorabilia

Suggested themes to document (not an exhaustive list)

Core topics

- History of Brigham Young University
- Relationship to the Church of Jesus Christ of Latter-day Saints
- Administrative history
- Social history
- Faculty and Student governance

Subtopics

- Student life
- Sports
- Campus activities
- LDS campus wards
- Courtship