



## Ohio Administrative Code Rule 3342-5-07 University policy regarding archives.

Effective: [March 1, 2015](#)

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Policy statement. Recognizing the importance of preserving materials documenting the history of the university, the university archives is designated as the official repository for such items. The university archives has two reasons for its existence, one practical and the other historical. The practical reason is that the university archives provides a safe, central repository for records that are no longer of immediate use to the office or organization that created them. The other reason is that many of these materials are of significant historical value and are vital to the documentation of the history of the university. Although the utilization of the records storage and retrieval services of the university archives is voluntary, all members of the university community are encouraged to deposit their noncurrent records in the university archives so that posterity can better understand our activities.

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