

University Archives Policy Statement

The Senior Management of the University wishes to make clear the role and responsibilities of the University Archives and its Archives and Records Management Programme:

The University Archives, under the direction of the University Archivist, has been designated as the official repository for records and artifacts of enduring value to the University of Hong Kong. It is also the official repository for all non-current records of the University, awaiting appraisal.

While statutory responsibility for all official University records still resides with the Registrar, he has delegated the responsibility for creating and maintaining a records classification scheme and a records retention policy to the University Archivist. The Archives' staff are professionals, with specific expertise in the appraisal, management and scheduling of records for destruction. They are also responsible for, and experts in, maintaining global professional standards of storage, preservation and conservation of records and artifacts. The University Archives will maintain the collections of both official and unofficial records and artifacts and provide access to these source materials for administrators, faculty, students, alumni, and other members of the University community, as well as scholars, authors, and other interested persons who wish to research the history of the University and its impact on the development of Hong Kong and East Asia.

The reasons for creating the University Archives and endowing it with the responsibility for our records management and the appraisal and acquisition, and maintenance of all materials deemed by the Archivist to have permanent value to the University are as follows:

To maintain in one central repository, a clear and complete account of University life and achievements, administrative actions and policies, educational programmes and the relationship between HKU and the larger community..

To support both administrative functions and teaching and research by keeping the primary resources of the University's history in a single archival repository adhering to global standards of care and making those resources available for scholarly, student, or casual research in history and other disciplines, or maintaining the records in confidentiality until such time as they can be opened to researchers.

To reinforce the image and traditions of the University of Hong Kong which stimulates financial support and encourages an appreciation of the University's past and its role in the global history of higher education and in the history of Hong Kong.