



University Archives Regulations
University of Bamberg

- ratified by the University Senate at the assembly on 6 February 2008.-

In accordance with Article 13 Subsection 1 Sentence 2 of the Bavarian Higher Education Act (BayHSchG) of 23 May 2006 (GVBl p. 245) in conjunction with Article 14 Subsection 1 Sentence 1 of the Bavarian Archive Act (Bay-ArchivG) of 22 December 1989 (GVBl p.710), amended on 16 December 1999 (GVBl p. 521), University of Bamberg issues the following Regulations:

Section 1: Duties

- (1) The University Archives are responsible for archiving all records of archival value for University of Bamberg, especially materials produced by the academic self-governing bodies, university administration, faculties and departments, core institutions as well as scientific institutions affiliated with the University.
The University Archives serve as a public archive for the research, teaching and study conducted at University of Bamberg. In addition, it is an archive for other scholarly work and factual information.
- (2) The University Archives are also responsible for documenting the history of University of Bamberg and its development from its prehistory to its founding to the present. The University Archives further have the duty of acquiring collections that supplement current archive holdings or otherwise contribute to the Archives for the purposes of indexing and use of the archival materials. The University Archives additionally collect materials that support the documentation and study of the University's history and its predecessors as well as work on the history of science and education, in particular in the region of Upper Franconia. The University Archives also serve as a repository for the personal papers of professors and other documents with academic and historical value. Archive acquisitions are conducted in collaboration with the University Library.
- (3) The University Archives offer their expertise to those departments and institutions at University of Bamberg which collect records and advise them on how to manage and safely store their documents.
- (4) In order to pursue their professional tasks, the University Archives set up their archival library with a significant collection on the history of the University and archival science.

Section 2: Definitions

- (1) Records refer to files, legal, official and other documents, card indexes, maps, images, films and audio recordings, as well as other media and storage devices, including electronic files and their corresponding software.
- (2) Records are of archival value which will continue to have enduring value for University of Bamberg in terms of promoting academic research, securing the vested interests of affected persons or third parties and other long-term purposes.
- (3) The collections include, in particular, images, pamphlets, newspaper clippings and periodicals produced by the University, student organisations or institutions closely associated with the University. It also includes an array of memorabilia that relate to the University and its history.

Section 3: Director of the University Archives

The University of Bamberg Archives have a director who is determined by the University Board of Management. The director is responsible for managing the Archives and their employees as well as for budgeting and spending. Together with the University Board of Management, the director determines the long-term goals of the University Archives.

Section 4: Submissions and Acquisitions

- (1) The aforementioned departments and institutions of University of Bamberg are required to submit to the University Archives any records they no longer need in order to carry out their work responsibilities. Irrespective of the above, after 30 years records are to be submitted as long as there are no legal or administrative provisions which otherwise extend this period for the given department or institution. These departments and institutions are not permitted to withhold, dispose of, destroy or enable the destruction of records without informing the University Archives and must be granted permission from the Archives to do so.
- (2) The University Archives determine the archival value of the submitted records and appraises their enduring value. To this purpose, the University Archives must be allowed to examine records and finding aids. Whatever the University Archives deem records of archival value must be submitted to the Archives. Any records which are not of archival value will be destroyed by the department from which they came in accordance with the University of Bamberg's regulations governing the disposal of documents (Aussonderungsordnung).
- (3) The University Archives can archive records from other institutions and private individuals, especially members of the University, which contribute to the documentation of the University's history. The University Archives can also lend support to other institutions and private individuals in pursuit of this same task. Personal papers are generally acquired as donations. In exceptional cases, a contractual agreement between the owner and the University might include provisions regarding deposits which are subject to reserved property rights.

Section 5: Use

The University Archives index archival materials and make them available for use. The use of the University Archives is subject to the most current version of the Terms of Use of the University of Bamberg Archives.

The University of Bamberg Computing Centre provides assistance to the University Archives for the transfer of materials to electronic storage devices and for their subsequent use.

Section 6: Preservation of Archival Materials

The University Archives preserve archival materials over time using the necessary technological and organisational means to protect them from unauthorized use, deterioration and destruction. The archive holdings are part of the cultural property of the University of Bamberg. The holdings are inalienable.

Section 7: Confidentiality, Property Rights

The Bavarian Archive Act provides provisions on records which are subject to laws and agreements governing confidentiality. It also includes rules about handling information which is personally protected or protected by privacy laws. The Act further regulates the enforcement of property rights.

Section 8: Effectiveness of Terms

These regulations come into effect on the day following their public announcement at the University.

Bamberg, 5 March 2008

Prof. Dr. Dr. habil. G. Ruppert

President