

Maag Library Archives & Special Collections

Restriction and Ownership Policies

RESTRICTIONS ON ARCHIVAL RECORDS

Records that may violate the right to privacy of students or personnel as delineated in the Freedom of Information Act, Ohio Freedom of Information Act, the Federal Records Retention Act, and the Ohio Records Retention Act will not be accepted by the Department of Archives & Special Collections.

OWNERSHIP OF ARCHIVAL RECORDS

YSU shall hold title to its non-current records of historical value, except for those records on loan. These records will be acquired through custodial transfer from various offices either by way of approved records retention schedules or ad hoc transfer of records to the Department of Archives & Special Collections. Papers of individual family and alumni will be acquired through legal donation. The Department of Archives & Special Collections reserves the right to dispose of materials that do not fit within the mission and goals of the Department of Archives & Special Collections (See: Deaccessioning policy).