

**Louisiana State University at Alexandria**  
**Mission Statement for University Archives and Central Louisiana Collections**

The mission of the University Archives and Special Collections is to document and preserve the history and activities of LSUA and Central Louisiana in order to make these records accessible to university administration, faculty, staff, students, and alumni. Additionally, the Archive welcomes researchers of all types with an interest in the history of Central Louisiana. The archive unit collaborates with university faculty to facilitate undergraduate research and service learning.

**University Archives**

Documentation of the activities of the University encompasses the records of the history of LSUA, including the documentation of current events as they happen on campus and as reported by outside media; the activities of faculty, staff, and students of LSUA; the conduct of business by administration, Faculty Senate, Staff Senate, faculty committees, staff committees, student organizations, student committees, student publications, and academic departments on the LSUA campus; and the academic and professional endeavors of faculty and students. (Specifically excluded from collection are the records of the Louisiana Board of Regents and the Board of Supervisors of the LSU System as well as other governing bodies which maintain their own archives.) Records will be routinely added to the University Archives as part of the Records Management process.

**Central Louisiana Collections**

Secondarily, the archive will establish a program to collect primary sources that document the history of Central Louisiana, or Cenla (a geographic area centering on the cities of Alexandria/Pineville in Rapides Parish and including Avoyelles, Catahoula, Concordia, Grant, LaSalle, and Vernon parishes. Collections from other adjacent parishes may be considered part of Cenla.). These sources include manuscripts, other original paper records, scrapbooks, newspapers, and photographs of local businesses, persons and families both prominent and ordinary, plantation papers, or organizations. Oral histories will occasionally be collected, transcribed, preserved, and made accessible. Ordinarily published books, artifacts, and other *realia* will not be collected unless they are important to understand the manuscript and photographic record.

## **Acquisition Policies for LSUA University Archives and Special Collections**

### **University Archives**

The University Archives includes all records designated by the records management process as archival. These records include any document or record generated by an office on campus. Additionally, the University Archives accepts the papers of senior administrators and faculty members, as well as any document or publication generated by a student group or organization affiliated with LSUA.

### **Central Louisiana Collections**

In accordance with the Mission Statement, Special Collections will accept document and photograph collections of people, organizations, and businesses associated with the history of Central Louisiana.

Special Collections accepts collections or parts of collections that meet the guidelines for collection and documentation set forth in the Mission Statement. All materials donated to or acquired by the Archives become property of LSUA. Donors sign a legally binding document outlining all terms of donation. LSUA strongly discourages limitations placed by donors on donations.

LSUA retains the right to accept particular collections or parts of collections, and to decline to accept them. The professional staff of Archives and Special Collections will direct donors to a more appropriate repository when the contents of a collection are better suited to another institution.

### **Grandfathered collections**

Records of local chapters of the United Daughters of the Confederacy, Daughters of the American Revolution, and Delta Kappa Gamma currently reside in, but are not owned by, the University. LSUA is not responsible for maintaining and assumes no liability or responsibility for them; insurance against damage or loss is the sole responsibility of the organization owning the records. Such arrangements are temporary and will be re-evaluated on a regular basis by Archives and Special Collections.

These organizations are encouraged to donate their collections to LSUA which will maintain them and make them available according to professional archival standards.