RESOLUTION

SSR 2019/2020-004

I. Resolution Name: (5 word limit) Archive of Staff Senate Records

II. Committee Assigned/Sponsoring Committee: Executive Committee

III. Stated Resolution:
Be it resolved that the University of Central Oklahoma Staff Senate hereby resolves to deposit records, including but not limited to proposals, resolutions, agendas, minutes, and rosters, into the University Archives. The Staff Senate Webmaster/Historian, or equivalent, in coordination with the Archives and Special Collections department, or equivalent will deposit said records after the final minutes of the year are approved.

IV. Definition of Terms:
None

V. Justification:
The Staff Senate creates documents that reveal the development of the University over time that should be preserved as part of the permanent historical record of UCO. The University of Central Oklahoma Archives, housed in the Max Chambers Library, is dedicated to collecting, preserving, and making accessible for research any materials that document the history of the University. An official archive will be more permanent than the current web-based archive.

VI. Office(s) Contacted: (List all offices/departments contacted for information, and keep record of the conversations in your Senate files.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office/Department</th>
<th>Date Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shay Beezley</td>
<td>Max Chambers Library</td>
<td>04/10/2020</td>
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VII. Office(s) Affected: (Be specific, as these offices may receive the resolution, if passed.)
Staff Senate
Archives and Special Collections, Max Chambers Library

VIII. Directed to: (List individual(s), office(s), or department(s) that are to receive the resolution, if passed.)
Habib Tabatabai, Executive Director, Max Chambers Library
Nicole Willard, Archives & Special Collections, Max Chambers Library
Staff Senate

Passed by consent of the UCO Staff Senate this 2\textsuperscript{nd} day of June, 2020.

Scott DeBoard, Staff Senate President