



Hong Kong Shue Yan University Archives Policy

1. Purpose

This policy paper outlines the aims and objectives of the Hong Kong Shue Yan University Archives (hereinafter referred to as “University Archives”), providing a framework for the development of its collections and providing access to the university’s archival materials. The University Archives is a unit of and advised by the Hong Kong Shue Yan University Library (hereinafter referred to as “University Library”).

2. Mission of the University Archives

The mission of the University Archives is to serve as the central repository for records of permanent and historical value related to Hong Kong Shue Yan University. This is accomplished through the systematic collection, appraisal, organization, description and preservation of these records, and the provision of access to these records for the academic community, researchers, and the public. Additionally, the Archives foster awareness and appreciation of the University’s history through exhibitions, publications, and community engagement initiatives.

3. Applicability

This policy was approved by the University’s Academic Board on 13th June, 2025. It shall be reviewed by the University Archives Subcommittee at least once every five (5) years to ensure that it is current and aligned with the University and Library’s policies.

4. Definitions

4.1. **Active records:** Records continued to be used in the regular course of business, with sufficient frequency to justify keeping them in the office of creation.

4.2. **Appraisal:** The process of evaluating records or materials for their archival value and determining their retention period based on legal requirements and their current and potential usefulness.

4.3. **Archives:** The department responsible for maintaining an institution’s records of enduring value.

4.4. **Archival value:** The ongoing usefulness or significance of records, justified by the administrative, legal, fiscal, evidential, or historical information they contain.

4.5. **Hong Kong Shue Yan University 香港樹仁大學 (2006-present):** Formerly known

as Hong Kong Shue Yan College, the institution was accredited as the first private university in Hong Kong on 19 December 2006.

4.6. ***Hong Kong Shue Yan College 香港樹仁書院/香港樹仁學院 (1971-2006):***

Founded in 1971, the institution was initially established with the Chinese name 香港樹仁書院, which incorporated both a secondary education section (樹仁書院中學部) and a post-secondary education section (樹仁書院大專部) at Sing Woo Road, Happy Valley. In 1976, Shue Yan was officially registered as a post-secondary college and named as 香港樹仁學院. The institution was relocated to Monmouth Path, Wan Chai in 1977 and permanently moved to Braemar Hill, North Point in 1985.

4.7. ***Inactive records:*** Records that are no longer used in the regular course of business, or kept for legal, historical, or operational purposes.

4.8. ***Originating Office / Office of creation:*** The corporate body or administrative unit in which a group of records is created or received and accumulated during the course of business.

4.9. ***Provenance:*** Information regarding the origins, custody, and ownership of an item or collection

4.10. ***Shue Yan Secondary College 樹仁書院中學部 (1972-1993):*** Formerly known as the secondary education section of Hong Kong Shue Yan College at Sing Woo Road, Happy Valley. It moved to Gap Road, Wan Chai permanently in 1972, offering high school and pre-university courses.

4.11. ***Shue Yan Secondary School 樹仁中學 (1983 - 2007):*** An Aided Secondary School located in Wong Chuk Hang, which ceased operation in September 2007.

4.12. ***Transfer:*** The process of moving records as part of their scheduled disposition, especially from an office to an archive.

(Sourced from 'Dictionary of Archives Terminology' online: <https://dictionary.archivists.org/>)

5. Collecting Scope and Selection Criteria

- 5.1. The primary focus of the University Archives is to collect official records related to the history and development of “Hong Kong Shue Yan University”, and its predecessor, “Hong Kong Shue Yan College”. These records may reflect the following functions of the university:
 - 5.1.1. **Administration:** governance, policies, budget and resource allocation, campus and manpower planning, collaborations, and exchanges
 - 5.1.2. **Academic:** accreditation and academic programmes development
 - 5.1.3. **Research:** research proposals and grants applications
 - 5.1.4. **Culture and History:** oral history, campus life, stories and traditions, significant events and public relations, university’s roles, impact and contributions to society
- 5.2. Records specifically related to the Shue Yan Secondary School will **NOT** be actively collected. Associated items discovered in the archive collection will be retained.
- 5.3. The University Archives will collect official records in physical, digital or other formats from the founders, University’s management team, academic and administrative departments, board members, affiliated organizations, associations, as well as current and former members (alumni, student and staff) of the University.
- 5.4. The University Archives only accept records that are **NOT** in active use. Active records should be retained by the originating offices.
- 5.5. The University Archives will collect the following types of materials in good condition and with clear provenance:
 - 5.5.1. **Internal Documents:** committee minutes, course curriculum, academic proposals, reports, etc.
 - 5.5.2. **Publications:** press releases, bulletins, newsletters, handbooks, directories, annual reports, promotion and marketing materials such as university souvenirs, posters, leaflets, pamphlets, etc.
 - 5.5.3. **Audio and visual materials:** photographs, manuscripts, architectural drawings, site plan, maps, audio and video recordings of important events, etc.
 - 5.5.4. **Artifacts and ephemera:** flags, stamps, bricks, clothing, awards and trophies, etc.

6. Appraise and Acquire Collection

- 6.1. The Archivist is responsible for reviewing and evaluating the historical value of inactive records from the University's departments. The University Archives will identify, collect, and provide guidance on the management of records.
- 6.2. Donations and transfers accepted by the University Archives will be based on the understanding that ownership of the records will be transferred to the University Archives. Any exceptions to this transfer of ownership must be explicitly negotiated and agreed upon in advance.
- 6.3. The University Archives reserves the right to decline any donations and transfers that do not comply with relevant guidelines or exceed the Archives' capacity to acquire or manage. Decisions will be made by the University Archivist with approval from the University Librarian.
- 6.4. The University Archives reserves the right to reappraise the value of collections over time. Deselected records, with approval from the University Librarian, will be managed as follows:
 - 6.4.1. Return to donors or their heirs
 - 6.4.2. Donated to another repository
 - 6.4.3. Destroyed in a secure manner

7. Access and Use of the University Archives Collection

- 7.1. Collections in the University Archives will be classified into five categories with different levels of access restriction:
 - 7.1.1. **Public records:** records that are intended for distribution purposes and do not contain sensitive or confidential information are open to the public for immediate access
 - 7.1.2. **General administrative records:** records that do not contain sensitive or confidential information will be closed for 25 years from the last creation date.
 - 7.1.3. **Administrative records that contain sensitive or confidential information: closed for 50 years from the last creation date.**
 - 7.1.4. **Records that contain personal information:** closed for 75 years from the date of creation.
 - 7.1.5. **Permanently closed records:** Records classified as permanently closed due to financial, legal, ethical, sensitive or privacy considerations require special

authorization for access. All access requests must be submitted to the library for review.

- 7.2. The originating office, record creator or donor may advise the level of access of restricted records. Otherwise, the University Archivist will determine the access levels.
- 7.3. During the closure period, records will be accessible to the office of origin, individuals authorized by the donor, and authorized staff of the University Archives. Access requests made from other university departments will be reviewed by the University Archives, in consultation with the office of origin or Senior Management.
- 7.4. Access to non-restricted records is available by appointment with the University Archives. Users may consult these records for private study and research within the designated area under Archives staff supervision, in compliance with the University Archives house rules, the Personal Data (Privacy) Ordinance and Copyright Ordinance (Cap. 528).
- 7.5. Reproduction or use of the Archive collections in publication is prohibited without written consent from the University Librarian and the permission of the copyright holders.