

## **SJSU ERFA Archival Policy**

The San Jose State University (SJSU) Emeritus and Retired Faculty Association (ERFA) papers document the organization's activities. The print materials are housed in the SJSU Library Special Collections and the digital materials in SJSU ScholarWorks, the University's digital repository. <http://scholarworks.sjsu.edu/> Materials include Board minutes, correspondence, the constitution and by-laws, policy statements, directories and lists of retired SJSU faculty members, newsletters, news-clippings, and obituaries. The print collection is divided into four series: Administrative Records, ERFA Newsletter, Newspaper Clippings, and Obituaries and Necrologies.

The Finding Aid for the ERFA Archives, Special Collections, is available through the Online Archive of California (OAC) <http://www.oac.cdlib.org/findaid/ark:/13030/c80g3gks/>

NB: None of these print materials are available online.

SJSU ScholarWorks hosts:

SJSU ERFA News (Early spring 2009, v. 22, no. 4 – present)

All other materials (2015 – present)

NB: As of 2015 all materials are submitted digitally with the exception of directories that are submitted, in print format, to Special Collections 5 years after the date of coverage.

### **Archiving Instructions**

ERFA News and Board minutes are submitted by ERFA Webmaster to Librarian responsible for ScholarWorks who will post in ScholarWorks.

All other materials are submitted by the ERFA Archivist to Librarian responsible for ScholarWorks who will post in ScholarWorks.

Approved by the ERFA Executive Board 4/4/2016