

University Archives Collection Development Policy

Introduction

The Loyola Marymount University Archives serves as the final repository for the records of enduring historical, legal, fiscal, and/or administrative value created or received by Loyola Marymount University (LMU). Its primary purpose is to collect, organize, describe, preserve, and make available the historical records of the University for researchers.

The University Archives retains material in the following areas:

- Early Records
- Administrative Records
- Curriculum and Instruction Records
- Student Life Records
- Loyola Law School Records
- Religious Community Records

Relationship of the University Archives Collection Development Policy with Other Archives and Special Collections Collecting Areas

University Archives is unique in the Department of Archives and Special Collections in that it is the only collecting area that focuses on material created by LMU. This collection development policy does not cover any of the material in other collecting areas in the Department of Archives and Special Collections including Arts & Artifacts, the Center for the Study of Los Angeles Research Collection, Manuscripts, Postcards, or Rare Books. Only audiovisual material created by LMU is present in this collection. For other Audiovisual collections, please see the Audiovisual Collection Development Policy.

The University Archives follows the same Mission, Collecting Principles, and Deaccession Policy as stated in the Department of Archives and Special Collections General Collection Development Policy. To view the General Collection Development Policy, please go [here](#).

University Archives Collecting Areas

Early Records

Early Records seek to encompass documentation of the establishment and operations of Loyola University and Marymount College, the schools that would later merge in 1973 to form Loyola Marymount University.

Loyola University

The beginnings of Loyola University can be traced to the founding of St. Vincent's College in 1865. After St. Vincent's College closed in 1911, members of the Society of Jesus opened the Los Angeles College. Los Angeles College grew quickly and in 1918, the Jesuits opened a new campus incorporated as the Loyola College of Los Angeles. In 1929, Loyola College achieved university status, becoming Loyola University, and moved to its final location on the Westchester Campus.

Marymount College

The Religious of Sacred Heart of Mary began teaching young women in Los Angeles in 1923, although they did not open Marymount Junior College in Westwood, California until 1933. In 1948, Marymount Junior College became Marymount College, a four-year college offering baccalaureate degrees. After years of steady growth, Marymount College moved to a new campus on the Palos Verdes Peninsula in 1960. In 1968, Marymount College moved to the Westchester campus on which Loyola University was located. The two schools shared a location, but continued to operate as entirely independent organizations. In this same year, the Sister of St. Joseph of Orange became partners with the Marymount Sisters.

Administrative Records

Administrative Records encompass the records or papers generated by the various administrative offices of Loyola Marymount University in the conduct of their business. These records often document major changes in the University's history and include but are not limited to:

- Early records documenting the activities of the University's predecessor higher education institutions: St. Vincent's College, Marymount School and College, and the Sisters of St. Joseph of Orange
- University publications such as annual reports, newsletters, magazines, booklets, directories, and ephemeral material distributed in the name of Loyola Marymount University
- Records of the Office of the President, including correspondence, administrative subject files and reports
- Articles of incorporation, bylaws and charters, mission statements, Board of Trustees meeting minutes, Board of Regents meeting minutes that document University policy decision-making.
- Records documenting commencement ceremonies including invitations, programs, and address transcriptions
- Records of the office of University Relations, Communication and Government Relations, and Development and Alumni Relations including donor files, alumni directories, Alumni Association files, news clippings, and documentation of promotional and fundraising organizations
- Records of the Offices of Administrative Services, Public Safety, Facilities Management, Information Technology, and Human Resources, including correspondence, administrative subject files and reports
- Photo prints, negatives, slides, audio and video film, tapes, and reels, oral history interviews, and electronic records documenting the development of the University
- Construction and operations records documenting the physical assets of the University

Curriculum and Instruction Records

Curriculum and instruction records pertain to all documentation of the educational programs offered by Loyola Marymount University. These records include but are not limited to:

- Reports, correspondence, and other records created by the Office of Academic Affairs, Undergraduate Education, Research Advancement and Compliance, and Faculty Affairs
- Correspondence, subject files, meeting minutes, and reports of deans, directors and administrators of schools, colleges, programs, and institutes of the University including the Loyola Law School
- Faculty records such as biographical information, correspondence, lecture notes, and syllabi

Faculty Papers

University Archives does not currently collect faculty papers or research created by faculty members of Loyola Marymount University or the Loyola Law School. Faculty members are encouraged to submit this material to the Digital Commons, the Digital Repository at Loyola Marymount University and Loyola Law School. More information about participation in the Digital Commons can be found [here](#). Additional questions can be addressed to digitalcommons@lmu.edu.

Student Life Records

Student Life Records document the activity of students on campus that provide a further understanding of the student experience at Loyola Marymount University. This includes, but is not limited to:

- Records of the Student Affairs division including reports, correspondence, news clippings, and memoranda created by the Vice President of Student Affairs
- Publications such as student newspapers, yearbooks, student handbooks, bulletins, magazines, newsletters, brochures and guides
- Documentation of student events such as announcements, invitations, flyers and posters, news clippings, correspondence, photographs, and audio/visual recordings
- Records generated by student government, student organizations, and student-run media such as booklets, newsletters, meeting minutes, flyers, programs, announcements, invitations, photographs, audiovisual material, ephemera, and electronic records
- Records generated by the Athletics Department including game programs, statistical data, and team rosters
- Records created by Departments that provide student services such as Health Services, Student Psychological Services, Career Development Services, and Student Life

Loyola Law School Records

Loyola Marymount University Archives is the repository for the records created by Loyola Law School. This includes, but is not limited to:

- Loyola Law School publications such as the Loyola Digest, the Loyola Brief, Loyola Law School News, and the Loyola Lawyer
- All records created by the Office of the Dean and the Law School Advisory Board

- Faculty records such as biographical information, correspondence, lecture notes, and syllabi

Religious Community Records

Religious Community Records document the ongoing activity of religious communities on the LMU campus. This includes, but is not limited to

- News clippings, publications, promotional material, photographs created by Campus Ministry
- Correspondence, publications, meeting minutes, scrapbooks, photographs, flyers and posters, created by the Society of Jesus, the Religious of the Sacred Heart of Mary, and the Sisters of St. Joseph of Orange

University Archives can only accept material created or collected by members of the Society of Jesus, the Religious of the Sacred Heart of Mary, and the Sisters of St.

Transferring Records to University Archives

The official administrative records of Loyola Marymount University designated as archival should be inactive and no longer used in the current activities of the originating office. Records should be forwarded to University Archives according to schedule after consulting with the archivist for the orderly transfer of non-current materials. An inventory of records transferred should accompany accessioned material. The originating office may place restrictions on access to non-current records in addition to the restrictions on administrative, Board of Trustees, employee and student records. Records sent to the University Archives that do not fit the collecting scope of the University Archives will not be retained.

If you have material to transfer to University Archives, please contact Archives and Special Collections:

special.collections@lmu.edu (email)

310-338-5710 (front desk telephone)