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SJSU ERFA Archival Policy

San Jose State University, Emeritus and Retired Faculty Association

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SJSU ERFA Archival Policy

The San Jose State University (SJSU) Emeritus and Retired Faculty Association (ERFA) provides an archive of the organization's activities. Materials are deposited in the SJSU Library Special Collections, in ScholarWorks (the University's digital repository <http://scholarworks.sjsu.edu/>) and on ERFA's shared drive.

SJSU Library Special Collections houses ERFA materials issued prior to 2015. These 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 collection is divided into four series: Administrative Records, ERFA Newsletter, Newspaper Clippings, and Obituaries and Necrologies.

None of these documents has been digitized so they are not available online. A listing of the documents in the library can be found through The Finding Aid for the ERFA Archives, Special Collections, which is available at the Online Archive of California (OAC). <http://www.oac.cdlib.org/findaid/ark:/13030/c80g3qks/>

- Access: Available in person through the Special Collections Department in the MLK Library on campus.
- Archive Process: The ERFA Archivist works directly with the Special Collections staff to add materials to the archive.

SJSU ScholarWorks hosts:

- SJSU ERFA News (Early spring 2009, v. 22, no. 4 – present)
- SJSU ERFA member biographies
- Other materials (2015 – present) which include board minutes, the constitution and bylaws, and policies

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

- Access: Available online at: https://scholarworks.sjsu.edu/sjsu_erfa/
- Archive Process: ERFA News and board minutes are submitted by the ERFA Website Administrator to the Librarian responsible for ScholarWorks who posts them. Other materials are submitted by the ERFA Archivist to the Librarian responsible for ScholarWorks who posts them.

ERFA Shared Drive

The shared drive hosts materials accessible only with permission from the Executive Board. There are separate folders (with separate access) specific to (a) the collaborative work of the treasurer and membership committee and (b) legal and financial documents.

- Access: As approved by the ERFA Executive Board.
- Archive Process: Individuals managing each section of the shared drive can upload documents to their section of the shared drive. The individual responsible for managing the shared drive overall can access, edit, and update contents as needed.

Original policy approved by the ERFA Executive Board 4/4/2016

Updated policy approved by the ERFA Executive Board: 4/4/2022