

**Statutes
of the University Archives Bremen**

valid as of 09.03.2020

On March 9, 2020 and in accordance with Section 110 (2) of the *Bremisches Hochschulgesetz* (BremHG) of May 9, 2007 (Brem.GBl. p. 339), as last amended by Article 1 of the Act on May 8, 2018 (Brem.GBl. p. 339) and pursuant to Section 80 (1) BremHG, the President of the University of Bremen approved the following Statutes for the *Universitätsarchiv Bremen* (hereinafter: University Archives) as adopted on February 26, 2020 by the Academic Senate of the University of Bremen:

**Section 1
Legal status**

- (1) The University Archives constitutes a subsection of Department 1 – Academic Affairs of the University of Bremen.
- (2) The University of Bremen shall regulate the affairs of its archives in accordance with the provisions of the *Bremisches Archivgesetz* (hereinafter: BremArchG) and the corresponding administrative regulations on its own responsibility.

**Section 2
Tasks and responsibilities of the University Archives**

- (1) The University Archives Bremen serves as a public archive for research, teaching and studies at the University of Bremen, as well as for its self-government and administration, other scientific work and the provision of related information.
- (2) The task assigned to the University Archives Bremen is to assess the archival value of documents produced by the university's bodies, departments and institutions, including the university administration and examination boards, and to accept, store, preserve, maintain, index, make available and make usable and accessible those parts of such documents which are deemed worthy of archiving. It also participates in researching and communicating the history of the university.
- (3) The University Archives may also take over archival material of other origins, insofar as this may be necessary or useful for the supplementation, cataloguing and use of university archival material and for research into the history of the university.
- (4) In addition to the foregoing, it shall establish collections, which are conducive to the cataloguing and use of archival items or research into the history of the University of Bremen.
- (5) The University Archives shall advise the University's institutions on the management and safeguarding of their records with a view to their subsequent archiving. These bodies shall involve the University Archives in the introduction and modification of technical systems for the creation and storage of documents and information.
- (6) The University Archives shall maintain a reference library to supplement the archive holdings. Its use is governed by the University Archives' regulations for use.

Section 3

Definition of terms

- (1) Archival items include all documents in the University Archives which have been produced by the organisational units named in Section 2 (2) or fall under their responsibility. According to Section 2 (1) BremArchG, the term “documents” refers to records, regardless of their storage form. This includes in particular certificates, files, documents, card indexes, files, maps, drawings, plans, leaflets and posters, official publications, printed matter, photographs and audiovisual media, including the aids and supplementary data necessary for the preservation, understanding and use of such information.
- (2) Collections comprise on the one hand items which are specifically collected by the University Archives under a certain thematic aspect, and on the other hand private documents which have been created outside the organisational units of the University of Bremen (e.g. bequests and estates of members of the university). These may also include university-related memorabilia of all kinds.
- (3) Documents shall be deemed worthy of preservation if they are of lasting value for legislation, jurisdiction, administration, science or research, for ensuring transparency in administrative action and for safeguarding the legitimate interests of university members. Documents that must be permanently stored due to other legal regulations or for legal protection shall also be deemed worthy of archiving.

Section 4

Offering and transfer of archival items

- (1) The organisational units listed in section 2 (2) shall be obliged to offer their unchanged documents to the University Archives upon no longer being required in the course of their duties. As a rule, the documents shall be offered to the University Archives after expiry of the respective retention periods, but no later than 30 years following their last processing of contents. A document management guide at the University of Bremen regulates further details.
- (2) The University Archives shall decide on the archival value of the documents offered and their transfer to the archives. Documents deemed not worthy of archiving shall remain with the offering organizational unit, which is under obligation to destroy any documents with interests worthy of protection in a proper manner and in accordance with data protection regulations.
- (3) University institutions shall also be required to submit a copy of their brochures, posters and leaflets to the University Archives.

Section 5

Maintenance of archival items

The archive is to ensure the orderly and proper permanent storage and usability of the archival items and its protection against unauthorised use or destruction by appropriate technical, personnel and organisational measures.

Section 6

Usage of archival items

In accordance with Section 12 (2) of the BremArchG, the use of archival items is regulated in the Regulations Governing the Use of the University Archives Bremen.

Section 7
Entry into force

These Statutes enter into force with the approval of the President of the University of Bremen.

Bremen, 09.03.2020

President of the University of Bremen