

AURORA COLLEGE

POLICY

Aurora College will make every effort to ensure that significant College documents are preserved in the NWT Archives.

PRINCIPLES

1. Aurora College recognizes that College materials are an important source of information to the residents of the NWT and other jurisdictions.
2. The College is committed to the preservation of its materials for the benefit of the public through the NWT Archives.

PROCEDURES

1. College staff shall recommend College material for preservation in the NWT Archives to the appropriate Director. Materials suitable for deposit include, but are not limited to, calendars, annual reports, major planning documents, and newsletters.
2. The Director may forward any recommendation to the President, through the office of the Public Affairs Officer.
3. The Public Affairs Officer, in consultation with the Senior Management Committee and the GNWT Archive staff, may submit College materials for preservation in the NWT Archives.