DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS MARYLAND 21402-5000

USNAINST 5450.6E
23/Archivist
SEP 20 2004

USNA INSTRUCTION 5450.6E

From: Superintendent

Subj DUTIES AND RESPONSIBILITIES OF THE NAVAL ACADEMY ARCHIVIST

Ref: (a) USNAINST 5750.1D
(b) USNAINST 5210.4A

1. Purpose. To set forth the duties and responsibilities of the Naval Academy Archivist.

2. Cancellation. USNA Instruction 5450.6D

3. Background. The Archives arranges, stores, and makes available to authorized Naval Academy personnel and other researchers, the official records of the Naval Academy and its significant policy-making and functional subdivisions. Archives preserves, maintains, and insures the integrity of the records; provides administrative continuity and a sound foundation for administrative progress; and documents policies and operations from primary sources. The Archivist is located in the Nimitz Library and reports to the Head of the Special Collections & Archives Division.

4. Scope

a. The Naval Academy Archivist has the following duties and responsibilities:

(1) Custody, administration, and service of the Naval Academy Archives, which are defined as printed, photographic, written, and other material of permanent archival and historical value, usually generated by or otherwise pertaining to the official operation and functions of the Naval Academy.

(2) Planning, instituting, and coordinating procedures for acquiring, appraising, arranging, and maintaining the Archives with authority to requisition noncurrent records and files for transfer to the Archives and to discard records not considered to be of permanent value.

(3) Maintaining and protecting records against physical deterioration; planning and accomplishing necessary records rehabilitation including binding, repair, photographic or microphotographic facsimile reproduction.

(4) Planning and preparing inventories, indexes, calendars, and lists descriptive of the archival records.

(5) Establishing and maintaining a reference service for the Naval Academy midshipmen, faculty, and staff, and for the general researcher community, including answering questions in person, by deputy, or by letter, and providing for the provision of facsimile copies where required.

(6) Establishes suitable rules and regulations for the consultation and use of archival materials as governed by the Freedom of Information Act, the Privacy Act, and other relevant regulations.

(7) Preparing the annual Command History of the Naval Academy, reference (a).

b. Within the Archives will be stored the noncurrent records of the following:

Academic Advisory Board
Academic Board
Academic Dean and Provost
Academic Divisions/Departments
Board of Visitors
Commandant of Midshipmen
Deputy/Chief of Staff
Deputy for Finance
Faculty Senate
Library
Professional Development Division
Public Affairs Office
Registrar
Superintendent

5. Action

a. All departments and activities listed above, and any future departments or activities conducting the same duties but under a different title, will provide to the Archivist access to their noncurrent records for appraisal and decision as to what disposition should be made of these records. No records will be disposed of in any way until the Archivist has an opportunity to appraise them for possible transfer to the Naval Academy Archives.

b. Reference (b) provides procedures for disposing of Naval Academy records.

T. D. RAINS
Deputy/Chief of Staff

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