Mission Statement
Chicago State University’s Archives and Special Collections department collects manuscripts and records that reflect the historical, literary, and academic traditions of CSU and the south side community of Chicago. ASC’s core mission lies in its commitment to serve as a resource and learning laboratory; it seeks to stimulate and nourish teaching and learning, serve scholarship, and raise the profile of the University by making CSU records and special collections widely available. ASC also encourages interdisciplinary research by members of the University and broader academic communities. All materials are carefully protected through strict conservation policies, professional processing, and our state of the art library facilities. We also administer the campus records management program, which helps offices and departments comply with the State University Records Retention Schedules.

Scope of Collections
Historically significant materials relating to Chicago State University and its predecessor institutions and the South Side of Chicago will be accessioned into the archival collections. Any item selected for any Chicago State University Archives and Special Collections Collection must undergo assessment to determine whether or not it is appropriate for inclusion. Archival collections focus on materials with local, regional, state, national, and even international significance and enduring value. These archival collections represent the social, political, cultural, and economic history of the institution and the population of South Side communities, specifically, but not limited to African Americans.

1. OFFICIAL RECORDS, PAPERS, AND PUBLICATIONS OF CHICAGO STATE UNIVERSITY
The University Archives will promote university-wide records management and collect material in the following categories from all administrative and academic units of the University (including documents that are mandated by the State of Illinois):

- Minutes, memoranda, correspondence and reports of the Board of Trustees
- Records of the Office of President, including correspondence, administrative subject files and reports
- Correspondence, subject files, and reports of the Office of Academic Affairs
- Correspondence, subject files and reports of the offices of central administration, including: Administration, External Affairs, Finance, Labor and Legal Affairs, Student Affairs, University Relations
2. PERSONAL AND PROFESSIONAL PAPERS OF CHICAGO STATE UNIVERSITY FACULTY

The University Archives seeks to acquire, organize and provide access to the personal and professional papers of Chicago State University faculty as a means of documenting the internal life and culture of the University community. Space and staff restraints in the University Archives require limits on the volume of faculty papers that can be accessioned. In appraising and soliciting faculty papers the following criteria are suggested:

- National or international reputation in a respective academic field
- Record of service with campus and contribution to its growth and development
- Service on the faculty of a recognized area of excellence within the campus
- Service and contribution in community, state and national affairs.

The University Archives seeks documentation of the careers of the faculty in the following formats:

- Correspondence: official, professional and personal.
- Biographical material: resumes, bibliographies, biographical sketches, chronologies, genealogies, newspaper clippings, and personal memoirs
- Photographs and graphic materials
o Tape recordings of lectures, speeches and discussions
o Lecture notes and syllabi
o Research files
o Departmental or committee minutes and records
o Drafts and manuscripts of books
o Diaries, notebooks, appointment calendars and memorabilia.

Electronic Records

The University Archives recognizes the rights of faculty and private donors to impose reasonable restrictions on materials to protect privacy and confidentiality. Restrictions on access should be for a fixed term and determined at the time of donation. The Archives encourages minimal access restrictions consistent with the legal rights of all parties.

3. SPECIAL COLLECTION

The University Archives will solicit and collect records and papers which are neither official University records nor faculty papers, but which relate to the history of Chicago State University. Examples include:

- Professional and personal papers of the members of the University Council/Board of Trustees if associated with University business
- Professional and personal papers of eminent alumni relating their Chicago State University experiences
- Papers or records dealing with the history of Chicago’s South Side growth and development of the University
- Papers, records and published items on CSU and its role in the history of higher education
- Papers, records and published items pertaining to CSU as a major urban institution
- Professional and personal papers of prominent city leaders, organizations and businesses that have had a significant impact on the city of Chicago and its citizens.
- non-current records of area businesses, community and civic organizations, religious institutions, and other public or private groups that have impacted the African American community
- Papers or records documenting the history of education, literature, and politics
- Rare books documenting the lived experiences of African Americans

Collecting Criteria

In general, the collection will be limited to images and documentary materials (both published and manuscript, as well as audiovisual) that support the study of the history of South Side Chicago and surrounding areas. Artifacts and other objects will only be retained if they are deemed to have a significant relationship to other items in the collection, or are deemed integral to the study of the campus or the South Side of Chicago.
The types of collections accepted will align with current collections, current research trends, and the research needs of the students, faculty, and staff of the campus. Also taken into consideration are the preservation and space needs for the collection to be properly preserved for future generations.