

# SFU Archives: our programs and services



Archives

Freedom of Information  
and Protection of Privacy

Records Management

Copyright

## SFU Archives is responsible for four programs:

### 1 Archives

SFU Archives Program supports teaching, research, and university administration by acquiring and protecting university records of historic value. We also collect records of private individuals and organizations including faculty and university-related groups.



*We help researchers find original historic records.*

The collection documents subjects such as the women's movement, post-secondary education, and provincial politics. Holdings include paper documents, photographs, video and audio tapes, films, and digital records.

Our clients include SFU students, faculty, and administrators; scholars and students from other universities; and members of the general public.

### 2 Freedom of Information and Protection of Privacy

The FOI/POP Program provides advice and training about privacy protection to university departments and employees.

We develop business tools to help the university comply with its legal FOI/POP responsibilities.

We also process formal requests for access to information and manage privacy complaints received by the university.



*We teach SFU employees how to protect student, employee and alumni personal information.*

## 3 Records Management



*We design efficient record-keeping systems for university departments.*

SFU Records Management Program decides how long to keep university records and whether to destroy or preserve them for the future.

We provide secure, confidential storage for university records.

We develop information management policies, standards, and guidelines for the university. We also supply advice and training on all matters relating to record-keeping.

## 4 Copyright

SFU Copyright Program helps to inform university departments and employees about legal issues regarding copyright.

We also act as a point of contact with the Canadian Copyright Licensing Agency that provides services to creators and users of intellectual property.



*We help educators gain legal use of copyright-protected material.*

SFU Archives welcomes students,  
staff and faculty to ask about our  
collections and the services we offer.

Visit us at  
0400 Maggie Benston Centre,  
or at [www.sfu.ca/archives](http://www.sfu.ca/archives)

Mailing address:  
Simon Fraser University  
Archives and Records Management Department  
8888 University Drive  
Burnaby, BC V5A 1S6

Phone: 778-782-3261  
Fax: 778-782-4047