

National Chung Hsing University Guidelines for Establishment of University Archives Compilation and Development Committee

Established by 367th Administration Meeting on 4 January 2012

1. The National Chung Hsing University (hereinafter referred to as the “University”) has established the “National Chung Hsing University University Archives Compilation and Development Committee” (hereinafter referred to as the “Committee”) in order to compile the history of the University, establish the mechanism for the collection and review of relics of the history of the University, plan the space of display and guided tours of the school history and maintain and use the school history and relevant relics.
2. The Committee shall have 13 to 15 members, serving a term of 2 years. The Library Director is a required member. The Secretariat, Human Resource Department, Accounting Department, each college, Alumni Contact Center and Retired Staff Association will respectively recommend 1 to 2 representatives, who shall serve as a part of the members of the Committee after selection by the Principal of the University.
3. During the first meeting, the members shall elect a chairman from among themselves. The Director of the University Archives Division of the Library will serve as the secretary of the Committee, to propose implementation plans for compilation, review and development of University Archives, to execute administrative affairs related to the Committee and be responsible for liaison matters.4. The Committee’s duties are as follows:
 - (1) Review the university history compilation and development work plan every year, matters related to annual budget and review the results of implementation.
 - (2) Prepare and review rules, regulations and procedures related to business in university history.
 - (3) Coordinate with different departments to assist with the collection of university history relics.
 - (4) Give direction and assistance to the compilation of publications about the university history.
 - (5) Provide recommendations on new tasks.
5. The Committee shall hold meeting at least once every semester. Special meetings may be convened based on actual requirements. Relevant staff may be invited to participate in the meeting as required.
6. These Guidelines are implemented after approval by the Administration Meeting. The same shall be applicable to any amendment hereof.