University Archives Collection Policy

The University Archives of the University of Hong Kong is the final repository for the records of enduring value to the University. Our mission is to collect, preserve, describe and make available the permanent records of the University of Hong Kong and the HKU Family.

While the University Archives is engaged in collection all sorts of evidence of the life of HKU and its family members, we are particularly seeking to acquire materials which is of historic interest but in danger of neglect or destruction. To this end we ask you:

Please do not destroy any records in your office, department, faculty, college, or research center without first informing the University Archives of what you would like to dispose of. All records pre-dating 1995 should be reviewed by the University Archives prior to their disposal so that anything of historical value may be transferred to the University Archives for permanent retention.

We also encourage faculty, students and alumni to donate to the University Archives. We are always looking to add to our collections of memorabilia, photographs, artifacts and writings about student life here at HKU.

Types of Records the HKU Archives collects

- Pre World War II Records
- Foundation of the University Records
- HKU Administrative records of all kinds
- Agendas and minutes of Faculties and their subcommittees
- Agenda and minutes of the governing bodies of the University including the Court, the Council and the Senate and all their subcommittees
- Correspondence of Senior Administrators including the Vice Chancellor’s, Deputy Vice Chancellor’s and Pro Vice Chancellor’s offices, the Deans of the various Schools, as well as that of the Heads of the Registry, the Estates Office, the Finance and Enterprises Office, and the University Librarian’s Office
- Subject Files of Senior Administrators, see bullet point 4
- Summary Financial Records like Annual Reports, Budget Planning and Long Term Financial Planning Documents, Contracts for Capital Outlay
- Student Records on the University Level (Registry Office), unless they are pre-1995 and then we would like to review them on a Department and School or College level
- Records of Faculty, Staff or Alumni Groups including the records of any Alumni Society
- All University Publications, from every Department and Office and Faculty, this includes booklets, brochures, catalogues, newsletters, policy statements and media releases, including obituaries
- Theses and Dissertations of University Students and Alumni
- Records of Student Groups sponsored, or not, by the Student Union (HKUSU)
Types of Media the HKU Archives Collects

- Both Paper and Electronic Records, please contact the Archives to learn about preferred file formats
- Architectural Records, including blueprints and elevations, both hard copy and CAD records will be accepted
- Audio Recordings of University Events or Lectures in any format, although we would prefer something non proprietary if we can get it since this makes migrating and translating the data possible for preservation
- Photographs of University Events, Buildings, People, or Grounds, both print and digital copies accepted, as well as negatives or slides
- Film Recordings and Video, both analogue and digital, of University Events, Buildings, People, or Grounds
- Memorabilia, Artifacts, Letters, Photographs, Personal Papers or Diaries, of Individual Members of the HKU Family

A Note about the Responsibilities of Records Creation

Here at the University of Hong Kong:

Records created in the course of carrying out the University’s business which includes but is not limited to administrative records, correspondence and subject files, and publications of offices, departments, colleges, or research centers, are considered to be work for hire and therefore the copyright and physical rights to those records belong to the University of Hong Kong. These official records may not be removed from the University by any individual. The records belong to the department or office, not to the person employed in that department or office.

However, the teaching, research, and resulting writings, teaching materials, or other media creations of all students and faculty are considered to be the property of the author, artist, composer, or creator. They may wish to give a copy to the University Archives, or donate their original papers or works to the University Archives but that is entirely their decision. Only theses and dissertations are automatically deposited with the University Archives and an agreement for fair use is already in place through the Intellectual Property Rights Policy of the University, although the copyright remains the property of the authors. The University Archives is happy to accept the personal papers of distinguished faculty members and alumni and we encourage you to think of donating your materials to the Archives when planning for your estate.

Should you have further questions about our policy, please contact us at hku@hku.hk