

RUNDSCHREIBEN

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Bearbeiterin : Dr. Schwab			
Stellenzeichen / Telefon : UB / 78570	Datum 3. Juli 2009		

Submitting Files to University Archives

Dear Staff,

All administrative documents and records produced by the Central University Administration, faculties, institutes, and other units are the property of Technische Universität Berlin and thus the State of Berlin. Pursuant to Section 4 (1) of the **Berlin Archival Law** (*Archivgesetz des Landes Berlin* - ArchGB) of 29 November 1993, most recently amended on 15 October 2011, these records must be submitted to University Archives as the final archive **without modification**. Records are to be submitted to University Archives according to the statutory retention periods or other retention periods specified by the submitting body once they are no longer required for current operations, at the latest, however, after 30 years. **Staff members are not permitted to destroy documents themselves or negligently expose them to destruction.**

University Archives provides guidelines for submitting records on its website (<https://www.tu.berlin/en/go6460/>). These include detailed steps for submitting, assessing, and transferring records of archival value.

If you have questions, please contact University Archives. We are happy to assist you.

Sincerely,
p.p.

Dr. Schwab