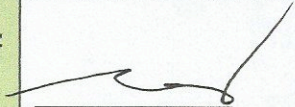


Policy No:	ADM-LCIS-POL-0001
Policy Title:	Archive Acquisition Policy
Implementation Procedure:	ADM-LCIS-PROC-0001 Archive Acquisition Procedure
Date of Issuance:	S.Y. 2011-2012
Effectivity:	S.Y. 2011-2012
Page Number:	One (1)
Office of Origin: (Policy Expert)	Letran Center for Intramuros Studies (LCIS)
"Supersedes" Notification:	
Purpose of Policy:	To enable LCIS to collect artifacts, photographs, sound and film recording, written records and other materials that document, reflect and aid in an understanding and interpretation of the cultural history of Intramuros.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The LCIS collects artifacts, photographs, sound and film recording, written records and other materials which document, reflect and aid in an understanding and interpretation of the cultural history of Intramuros. LCIS may also accept the loan of materials that compliment existing collections for use in research, teaching and display. • LCIS builds its collections through its own initiatives and through acceptance of offers by gift, purchase, bequest and exchange, for which title passes to LCIS. • LCIS will maintain a written statement concerning the scope of each collection to serve as a guide.
Applicability:	Alumni, Intramuros Administration, Ortigas Foundation, UST and other similar institutions
Policy Approval Authority:	 Ms. Ofelia Legaspi
Related Policies or References	
Definition:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.