



## 1. IMU Archive

The official name of the archive is the “Archive of the International Mathematical Union (IMU), Berlin, Germany”. The archived material is physically preserved at a facility established at the IMU Secretariat and equipped to serve this purpose.<sup>1</sup> Digital records (including the IMU website) are kept safely on a long-term storage system. All archived material is registered in an archive database to make it searchable and accessible, labeled according to its category of confidentiality.

## 2. Aim of the IMU Archive

Keep record of, and reflect the activity and history of the International Mathematical Union (IMU) in all its facets.

Keep record of all aspects of the International Congress of Mathematicians (ICM).

Keep record of, and reflect the activity and history of the commissions and committees of the IMU, namely:

- IMU Executive Committee (IMU EC)
- International Commission on Mathematical Instruction (ICMI)
- Commission for Developing Countries (CDC)
- Committee on Electronic Information and Communication (CEIC)
- Committee for Women in Mathematics (CWM)
- IMU prize committees
- IMU ad hoc committees

as well as any future commission or committee.

The IMU Archive serves mainly to support the work of the IMU EC. The material is also available for historical research. Some documents however are subject to certain restrictions in accordance with section 5. of these guidelines.

## 3. Demand for archiving

The four-year term of office is the time-span unit applicable to archiving in the IMU Archive.

There is the general responsibility to archive all documents/material created by the IMU President and Secretary General, as well as by officers of IMU commissions and committees, and that of IMU administrative staff. Further, IMU prize chairs/committees – including those of IMU commissions – have the obligation to provide material to the IMU Archive.

Other material supplied to the IMU Archive can also be preserved.

The IMU Secretary General, and in parallel the officers of the commissions and committees, as well as the prize committee chairs, inform the relevant colleagues/committee members about their obligation to supply the IMU Archive with material relating to their work (see 6).

## 4. Classification of archive material

The person/body delivering material to the IMU Archive is required to assign one out of the three categories of IMU’s confidentiality classification to the material and to label it accordingly. Material delivered without labeling will be classified by the IMU Secretary General. The IMU EC is authorized to modify characteristics of the IMU’s confidentiality classification. Likewise it is authorized to change the confidentiality category of material archived if deemed necessary (usually from a lower level of confidentiality to a higher level and only very exceptionally from a higher level to a lower level).

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<sup>1</sup> In accordance with the specifications outlined in the *Cooperation Agreement on the maintenance of an IMU Secretariat in Berlin* 2018.

## 5. IMU categories of confidentiality and access

IMU category of confidentiality	A) General unclassified	B) Union internal use only	C) Confidential
Embargo time (years)	0	20	70
Public access	Immediately.	20 years after the end of the four-year term during which the material was created.	70 years after the end of the four-year term during which the material was created.
Availability	The material is available to everybody. Copying permitted subject to copyright restrictions.	During embargo: The material is available to IMU officers, IMU EC, IMU administrative staff.  After embargo time: Category A) applies.	During embargo: The material is available to IMU officers, IMU EC, IMU administrative staff, except for material of IMU prize selection committees. Material relating to prize selection committees will be digitized where necessary by the IMU Archivist under the supervision of the IMU Secretary General.  After embargo time: Category A) applies, unless the material concerns living persons.
Exceptions		The IMU EC may grant, upon request, access before the end of the embargo time for purposes of research in intellectual history or for reasons of law.	The IMU EC may grant, upon request, access before the end of the embargo time for purposes of research in intellectual history or for reasons of law, except for material relating to IMU prize selection committees.
Examples of material	<ul style="list-style-type: none"> <li>Printed matter such as books, journals, brochures, press releases</li> <li>All contents of the IMU website including the ICM websites</li> <li>Contents of other websites concerning the IMU, its representatives or commissions</li> <li>Artefacts of events as well as posters and promotional items</li> <li>Interviews (only with the interviewee's consent)</li> </ul>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Correspondences, discussions within the EC and other committees</li> <li>Agreements with persons or institutions</li> <li>ICM documents (e.g., Site Committee)</li> <li>Financial items that are not, by statute, already publicly accessible</li> </ul>	<ul style="list-style-type: none"> <li>All discussions, statements, correspondence concerning candidates, nominees, and nominators, as well as investigations and opinions relating to the awards of the IMU and its commissions and committees, including prize committees</li> <li>Non-official political or personal statements</li> <li>Oral history tapes, videos and transcripts (the content of which is subject to embargo)</li> </ul>

Remarks	Although there may be cases in which drafts are archived as well, typically only the final version of a document is archived to reflect the activity and history of IMU. The person generating the document will make this decision. Any EC member can request that some additional documents be archived.	Although there may be cases in which drafts are archived as well, typically only the final version of a document is archived to reflect the activity and history of IMU. The person generating the document will make this decision. Any EC member can request that some additional documents be archived.	Although there may be cases in which drafts are archived as well, typically only the final version of a document is archived to reflect the activity and history of IMU. The person generating the document will make this decision. Any EC member can request that some additional documents be archived.
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Access to the material is provided upon request to the IMU Archivist.

#### **6. Requirements and standards for the professional archiving of IMU material**

IMU officials and members of its commissions and committees are required to utilize the IT services provided by the IMU Secretariat, namely:

- email accounts
- mailing lists
- webservers
- cloud storage
- blog servers
- chat servers
- all other technical platforms provided by the IMU Secretariat

This is to ensure the capture of relevant data within the required technical specifications.

The user is responsible for the content and structure of materials created and processed via the above services, as well as for determining the applicable period of embargo. For unlimited accounts (e.g. [president@mathunion.org](mailto:president@mathunion.org)), a final back-up will be carried out at the end of the relevant term for transfer to the IMU Archive. All other accounts and access to services will be terminated three months after the end of the relevant term at the latest, with data and materials subsequently transferred to the IMU Archive for storage.

Further materials – whether analogue or digital – can be transferred to the IMU Archive on consultation with the IMU Archivist.

#### **7. Final statement**

The IMU EC is entitled to amend the IMU Archiving Guidelines when necessary.