ATENEO DE MANILA UNIVERSITY
UNIVERSITY ARCHIVES

March 3, 2023

TO: Ateneo de Manila University Community

FROM: Francis M. Navarro, PhD

SUBJECT: Materials for the University Archives

The Ateneo de Manila University Archives recognizes its responsibility to the University community and to the public for the orderly retention and disposition of all non-current University records and for the timeless preservation of identified and designated historically significant documents of its various offices, faculty, alumni, and benefactors since its creation in 1958.

I would like to call on the community to assist us in collecting the personal and professional papers of the various University offices, faculty, students, alumni, benefactors, and the papers of individuals and organizations. All copies of all publications and records such as theses, pamphlets, programs of special events, course syllabi, lectures, course materials, photographs and other materials created by the University, departments, students, etc. should be turned over to the archives for conservation and posterity. All non-current records will remain the property of the office of their origin and made accessible only to authorized representatives of that office.

The Archives can provide and ensure appropriate facilities for the retention, preservation, and servicing of its holdings for future research. We will be very happy to assist you in any way we can and if you have any questions please email us at archives@ateneo.edu or call us at + 2 8426-6001 loc. 4170-4172.

Thank you very much.

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