ACCESS POLICY

I. General Information

Most of the collections of the Frederick D. Hill Archives are open to all researchers who may profit from the use of their holdings. Each researcher must fill out a registration form for every research project undertaken in order to establish his/her identity and to assist reference service by defining the research topic. By signing the registration form, each researcher signifies that he/she has read these guidelines and thereby agrees to abide by its policies. Each researcher must register every time.

The Archives is committed to making all materials available for use as soon as possible. However, the Archives recognizes the right of donors to place reasonable restrictions on the use of their materials to ensure individuals' right to privacy. Unprocessed materials may also be withheld from use. For detailed information, see “Access Restrictions”.

As a security measure, the Archives prohibits the use of briefcases, book bags, large handbags, books and notebooks at the research table. Such items of personal luggage, excluding valuables, must be left in the area designated by the Archivist before a researcher may be seated. Only note paper and pencil may be taken to the table. The Archives reserves the right to inspect briefcases, book bags, large handbags, books and notebooks. Laptops are also permitted, but photography is strictly prohibited.

II. Access Restrictions

Access to information in the Archives is governed by the need to balance two sometimes conflicting needs:

- the widest access to the most information
- the protection of the legitimate privacy rights of individuals.

In addition, the Archives also must comply with University policies and regulatory and statutory prohibitions on the release of information.

Restrictions are based on the Content, Status, and Age of records.

A. Contents Restrictions:

The following records are totally restricted:

1) Lawyer-Client Privilege
2) Employee Evaluations
3) Medical Information
4) Grievances and Discipline
5) **Financial Information** (Salary, income, net worth)
6) **Student Information** (Grades, Transcripts, SSN)

The following records are somewhat restricted

7) **Unprocessed Materials**
   Unprocessed records may be used only by the archivists and representatives of the creating or successor office. Unprocessed papers may be used only by the archivists and the donor.

8) **Publications**: if processed, not restricted

9) **University Records**
   If *processed* and more than 75 years old, are unrestricted. Anyone may use them.
   
   If *processed* and between 30 and 75 years old and do not contain protected information, are unrestricted. Anyone may use them.
   
   If *processed* and between 30 and 75 years old but contain protected information, are restricted. They may be used by the archivists and employees responsible for administration of functions treated in the records. Other users must request permission to use these records.
   
   If less than 30 years old are restricted. They may be used by the archivists and employees responsible for administration of functions treated in the records. Other users must request permission to use these records.

10) **Personal Papers**
   *If processed* and there are no donor restrictions, are not restricted.

11) **Organizational Records**

   Access to records of University-sponsored student, faculty, staff, alumni, and friends groups are governed by the by-laws or regulations of the group. If no restrictions exist, and *if processed*, these records are unrestricted. Records of University subsidiaries are subject to the same restrictions as University Records.

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**B. Status Restrictions**

1) **Processing**
   Unprocessed records have not been integrated into the collection—they remain as they were when transferred to the Archives.

2) **Original Ownership**

   University records are those created by employees or those authorized to act for the University, in the conduct of their jobs.

   Personal papers are created by an individual acting in a private capacity and owned by that individual
3) Distribution

Unpublished materials were created for distribution only to participants in the activities for which the records were created.

Publications were created for distribution to third parties, i.e., the intended recipients were not participants in the activities which created the records.

C. Age Restrictions

In general, restrictions diminish as records age. The cut-off points are 30 years and 75 years.