

**MANUSCRIPT, ARCHIVES, AND RARE BOOK LIBRARY
EMORY UNIVERSITY**

EMORY UNIVERSITY ARCHIVES ACCESS POLICY

The Emory University Archives, housed in the Manuscript, Archives, and Rare Book Library at the Robert W. Woodruff Library, contain the official records of the university and related collections and materials selected, preserved, and made accessible for their enduring historical and administrative value. The Emory University Archives are committed to making research materials available to users on equal terms of access in accordance with the professional policies on access adopted by the Society of American Archivists, the American Library Association, and the Association of Research Libraries.¹

University records, when fully processed, are generally open to research use. All such documents will be maintained by the Emory University Archives as part of the permanent records of the University and are made available in accordance with the rules of the Manuscript, Archives, and Rare Book Library governing the use of manuscript and archival materials. Records that contain sensitive personal information will be restricted in order to protect individual privacy. Certain administrative records are restricted in accordance with University policy as outlined below.

I. Categories of Restricted University Records

- A. Unprocessed university collections are closed to research use. Unprocessed university collections may be opened for research with permission and prior review by the University Archivist.
- B. Records of the Office of the President are closed to research use for 20 years beginning on the date on which the president leaves office. The restriction applies to the entire body of records created during the president's tenure.
- C. Records of the Board of Trustees and its committees are closed for 25 years from the date of creation.
- D. Financial records and records relating to donors are closed for 75 years from the date of creation.
- E. Student educational records such as credentials, grade sheets, correspondence, reports, notes, applications, and all other records pertaining to past and present students are governed by the Family Educational Rights and Privacy Act of 1974 and are restricted for 75 years from the date of creation.
- F. Personnel related files of the University's faculty and staff, including search, review, promotion, reappointment, tenure, and disciplinary/grievance records, are restricted for 75 years from the date of creation.
- G. Medical records and patient/client files are restricted for 100 years from the date of creation.

¹ [ALA-SAA Joint Statement on Access: Guidelines for Access to Original and Research Materials](#), 1994, Revised 2009 and [ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries](#), 2009.

- H. Records of the above types, even where located in otherwise unrestricted collections, are still considered closed and are not available for use by researchers.
- I. Exceptions that would allow earlier access to documents for scholarly purposes may be authorized by the Emory University Office of the Secretary. Access for research use will be provided only upon written authorization from the appropriate university officer.

II. *Access Procedures for Official University Records*

- A. For research or administrative access to unprocessed university archives collections, researchers must contact the University Archivist, who will review the request and the records. Access to unprocessed university archives materials will be provided only upon permission from the University Archivist.
- B. For research or administrative access to restricted records of the Office of the President or the Board of Trustees, researchers must apply in writing to the University Archivist, stating the reason for access and designating the portion of the collection for which access is requested. The Archivist will transmit the request to the Secretary of the University along with information on the content of the requested material. Access for research or administrative use will be provided only upon written authorization from the Emory University Office of the Secretary.
- C. For research or administrative access to restricted financial and donor records, researchers must apply in writing to the University Archivist, stating the reason for access and designating the portion of the collection for which access is requested. The Archivist will transmit the request to the Secretary of the University along with information on the content of the requested material. Access for research or administrative use will be provided only upon written authorization from the Emory University Office of the Secretary.
- D. For research or administrative access to restricted personnel records, student educational records, or medical/client files, researchers must apply in writing to the University Archivist, stating the reason for access and designating the portion of the collection for which access is requested. The University Archivist will transmit the request to the Emory University Office of the Secretary, Provost, Dean, Director, Chair, Registrar, or other pertinent University officer, along with information on the content of the requested material. Access for research will be provided only upon written authorization from the appropriate University officer.
- E. Researchers will be granted access to all unrestricted records in accordance with the rules of the Manuscript, Archives, and Rare Book Library governing the use of manuscript and archival material.