

Access Policy for Permanent College Records

Access policies for College records scheduled for permanent retention fall into three general categories: General Distribution, Files Containing Personal Information, and General College Records.

1. General Distribution

Records in this category are open to researchers without restriction. Records in general distribution are the publications issued to the general public at the time of their creation, such as announcements, official college publications, calendars, brochures, minutes of faculty meetings, and some committee reports. Additionally, they include the College charter and materials related to the history of the College, such as the following:

- Buildings and grounds
- Visiting speakers
- Endowed chairs and professorships
- College events and commencements
- Founders Week/Animated Magazine
- Degrees, honors, awards, and prizes
- Knowles Memorial Chapel
- Libraries, museums, theatres
- Public relations
- Conferences
- College publications
- Alumni Association and its publications
- Student organizations and publications
- Student activities
- Academic programs
- Adult education programs
- Graduate programs
- International studies

2. Files Containing Personal Information

Records that contain personal and confidential information about an individual or individuals are closed for 75 years from the date of creation or until the death of the individual mentioned in the records.

These records may include education records of living students or former students and records of living current or former faculty members, administrators, or other staff members. During the restricted period, access may be granted if the named individual gives permission in writing. After the restricted period has elapsed, researchers may apply to the Head of Archives and Special Collections for access to these materials. Information that is part of the public record about an individual is available for research.

3. General College Records

Records of the administration of the College are restricted to use by the office/department of origin for 25 years from the date of creation. Officers of the College or administrators of departments may waive this time period at their discretion. After the restricted period has elapsed, researchers may apply to the Head of Archives and Special Collections for access to these materials.

Exceptions to the 25-year restriction policy include:

- Records of a sitting administration are closed
- Records of the Board of Trustees may be consulted only with the written authorization of the President of the College or the Chair of the Board
- Selected documents in a series may have additional restrictions placed upon them if they constitute an invasion of privacy or expose the College to legal liability
- Records restricted by Deed of Gift

Requests for permission to examine any College records in connection with cases at law or legal proceedings of any kind are referred to the College Counsel.