

17 January 2007; Revised August 2013; Approved May 2014

**NORWICH UNIVERSITY**

**Records Restriction Policy**

1. Access to unrestricted material in the Norwich University Archives is provided on equal terms to all researchers who abide by the rules and regulations of the Archives
2. Access to materials in the Norwich University Archives may be restricted by statute, office of origin or by the donor of personal papers. Two types of restrictions are commonly imposed or administered by the Norwich University Archives. Decisions to close a collection or series of records entirely for a set period of time may be made by the office of origin or donor of personal papers in consultation with the Archives staff. Additionally, Archives staff may take steps to ensure that records protected by statute within otherwise open collections will not be made publically available. These steps may include waiting periods and/or screening by Archives staff.
3. If access is granted to restricted records, a waiting period of up to three business days may be imposed. This waiting period is in addition to time taken by the office of origin to grant permission to access closed records.
4. When accepting accessions and donations, the Norwich University Archives encourages minimal access restrictions consistent with the legal rights of all concerned. The Norwich University Archives will avoid agreements to restrict access to materials that are difficult or impossible to administer, such as restrictions for the lifetime of any person or persons.
5. Restrictions must be for a fixed term and must be determined in consultation with Archives staff prior to transfer or donation to the Archives.
6. Only the office of origin has the authority to grant access to restricted University records. Researchers may petition the office of origin directly for permission to access files within closed collections.
7. For the protection of the holdings of the Norwich University Archives, unprocessed or in-process collections will not be made available to any individual or office except the office of origin/donor.
8. Access to our collections may also be subject to reasonable rules and restrictions imposed for the preservation of our collections as guided by archival standards and best practices
9. Users of archival records must conduct themselves responsibly if materials or information protected by state or federal law come to their attention.

**Examples of restrictions imposed by the office of creation**

- Board of Trustees: Restricted for 25 years from date of creation.
- President: Restricted for 25 years from end of term in office as dated from the inauguration date of the successor.

**Examples of restrictions imposed by statute**

In some cases privacy of information is protected by the Federal Educational Records and Privacy Act or other legislative or regulatory privacy provisions. The following are examples of record types that are restricted by such statutes.

- Student academic records
- Disciplinary and counseling records

- Student financial aid records
- Faculty/Staff personnel files
- Promotion, tenure and grievance files
- Medical case files
- Legal counsel case files