

DATE: February 13, 2003
CATEGORY: Policy/Procedure
SUBJECT: Access to Archival Records

Access to Archival Records

Institutional records and archives are stored in the Archives/Special Collections facility within the Benedictine Library. The following policy and procedure is designed to maintain the security and integrity of these materials.

POLICY

Records will be delivered to the Benedictine Library for storage in accordance with the policy on File Record Management. Such records will be maintained in the University Archives in perpetuity or until the mandated purge date, dependent on the type of record.

Access to archival records will be restricted to designated personnel, as identified by department heads and communicated to the University Archivist. Access to the Archives is restricted to normal business hours (8:00 a.m. – 5:00 p.m.) Monday through Friday. Exceptions require approval from the Director of Library Services or the Registrar. Advance notice of a need for access is recommended in order to ensure the availability of a library staff member to provide access.

PROCEDURE

Each department will identify two (2) representatives to access archival materials. Department heads shall provide the names of the designees to the University Archivist. Only designated representatives will be granted access to the records.

Theresa Beck	UG Admissions
Kathie Schottenhamel	UG Admissions

Rene Morales	Continuing Studies
John Mikula	Continuing Studies

Chris Lillig	Benedictine Central
Lorelei Johansen	Benedictine Central
Katy Huberty	Benedictine Central

Cathy LaBash	ARC
David Striker	ARC

An access log will be maintained at the Circulation Desk in the Benedictine Library. Users will be required to sign in and to identify the material being sought. A library staff member will accompany users to the Archives and assist in locating the desired records.

Records to be removed from the Archive must be logged, and the status of such records – permanently removed, temporarily removed - must be noted in the log. The log entry for items removed on a temporary basis should also indicate the anticipated return date.

Approved by: Jack Fritts

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