

Motion to formally restrict access to Minutes of Trinity University Board of Trustees meetings in the University Archives

WHEREAS, minutes of meetings of the Board of Trustees, including minutes of meetings of the committees of the Board of Trustees, contain confidential **information** regarding the administration of the University and the Board of Trustees, and copies of such minutes are maintained on **file** in the University Archives;

WHEREAS, the University heretofore implemented a practice of restricting access to such minutes, and the Board of Trustees now desires to memorialize such practice in the **form** of a duly adopted resolution; and

WHEREAS, persons who wish to access such minutes may from time to time apply to the University Archives to examine such minutes; now, **therefore**, be it

RESOLVED: That the minutes of meetings of the Board of Trustees of the University, including minutes of meetings of the committees of the Board of Trustees, are confidential documents of the University and to which access shall be restricted **for** a period of 25 years from the respective dates of the meetings described therein; and **further**

RESOLVED: That, during the period while such access is restricted, access to such minutes may be permitted only if (i) the person seeking such access submits a written request to the University Archives to do so, which request must set forth an itemization of the specific minutes to which access is requested and a description, in reasonable detail, of the purpose of such access, and (ii) such request be forwarded by the University Archivist to the Assistant Secretary of the Board of Trustees, and (iii) either the Chairman of the Board of Trustees or the Executive Committee determines, in the Chairman's or such Committee's sole and absolute discretion, as the case may be, to permit such access; and **further**

RESOLVED: That any of the Board of Trustees, the Executive Committee and the Trusteeship Committee also may, **from** time to time, adopt such other regulations as determined to be appropriate regarding the restrictions on access to minutes of the meetings of the Board of Trustees, including minutes of meetings of the committees of the Board of Trustees, which are on file in the University Archives.