

Access Restrictions to Administrative Records

For the purposes of the University Archives, Administrative Records are defined as *internal, non-public* documents that relate to the operations, decisions, programs, and general management of the University. This includes, but is not limited to, records such as correspondence, meeting minutes, personnel, policy and procedure, planning documents, budgets and financials, executive summaries, scripts and talking points, reports, and assessments, and legally restricted information.

Administrative Records are confidential documents of the University to which access shall be restricted for a period of 25 years from the respective creation dates of the records.

Records that are not included in this policy are public records created for the purpose to be widely shared internal information or *external* distribution such as campus publications, departmental newsletters, recruitment materials, presentations, audiovisual materials, photographic materials, directory information, handbooks, publicly available policy and procedure, annual reports and systematic accreditation, syllabi, class schedules, and other legally public information.

During the period while such access is restricted, access to such records may be permitted only if:

- the person seeking such access submits a written request with itemization of specific records and reason for request to the University Archives, and
- such request be forwarded by the university archivist to the designated head or chair of the departmental or divisional creator of said records, and
- said head or chair grants permission to such access.