

LAFAYETTE COLLEGE
Libraries and Information Technology Services

Special Collections and College Archives

AN ARCHIVES ACCESSIBILITY POLICY

Since the purpose of the preservation of Archives is their use, Lafayette College archival files will be accessible to the originating office upon the request of the Head of that office, to the Chairman of the Board of Trustees or the President of the College upon request and without restrictions, and to other users for legitimate research, as determined by the Archivist, with the following reservations:

1. Personnel employment information (e.g., appointment letters, salary information, performance evaluations and related correspondence) about individual faculty members, officers and employees of the College are closed except to appropriate College officers, until fifty (**50**) years have elapsed since the individual's retirement or termination of employment, although the Archivist may release professional information of a public nature at his/her discretion at any time.
2. Dockets and minutes of meetings of the Board of Trustees and its committees and correspondence of former trustees deposited in the College Archives may be made available with the approval of the Chairman of the Board of Trustees.
3. All other files including alumni files deposited in the Archives shall be available only with the approval of the President or the Head of the originating office until twenty-five (**25**) years have elapsed from the date of the closing of the file.
4. The originating office may recommend to the Archivist for the consideration of the Archives Advisory Committee any variation from the above policies for particular files that would not cause them to become generally accessible earlier than allowed by these policies.

ARCHIVES ADVISORY COMMITTEE
February 2, 1982