

TULANE UNIVERSITY ARCHIVES ACCESS POLICY

Tulane University Archives contain the official records of the university and related collections and materials selected by the University Archivist to be preserved and made accessible for their enduring historical and administrative value. Tulane University Archives is committed to making research materials available to users on equal terms of access in accordance with the professional policies on access adopted by the Society of American Archivists, the American Library Association, and the Association of Research Libraries.

Processed University records are open to research use except where restrictions noted below apply. Exceptions that would allow access to restricted documents for scholarly purposes may be authorized by the Tulane University General Counsel. Access for research use will be provided only upon written authorization from the appropriate university officer. All such documents are maintained by Tulane University Archives as part of the permanent records of the University.

I. Categories of Restricted University Records

- A. Unprocessed university collections require prior review by the University Archivist before they can be accessed by the public.
- B. Records of the Office of the President are closed to the public for 30 years beginning on the date on which the president leaves office. The restriction applies to the entire body of records created during the president's tenure.
- C. Records of the Board of Tulane and its committees are closed with no expiration on restriction. Board staff and General Counsel may access these records without the authorization of the Board's Secretary of the Corporation. All others must secure permission from the Secretary.
- D. Financial records and records relating to donors are closed with no expiration on restriction. Advancement and General Counsel may access without authorization. All others must secure permission from the originating office.
- E. Student educational records such as credentials, grade sheets, correspondence, reports, notes, applications, and all other records pertaining to past and present students are governed by the Family Educational Rights and Privacy Act of 1974 and are restricted for 75 years from the date of creation.
- F. Personnel related files of the University's faculty and staff, including search, review, promotion, reappointment, tenure, and disciplinary/grievance records, are restricted for 75 years from the date of receipt.

G. Medical records and patient/client files are restricted for 50 years from date-of-death per HIPAA policy.

II. Access Procedures for Official University Records

- A. Researchers will be granted access to all unrestricted records in accordance with the procedures of Tulane University Special Collections governing the use of manuscript and archival material. See <https://library.tulane.edu/locations/tusc/visitor-information#getting-started-in-the-reading-room>
- B. For research or administrative access to unprocessed university archives collections, researchers must contact the University Archivist, who will review the request and the records. The University Archivist will make every effort to make these records available for use in a timely fashion, dependent on the level of arrangement, description, and physical condition of the records.
- C. For research or administrative access to restricted records of the Office of the President or the Board of Tulane, researchers must contact the University Archivist via email (archives@tulane.edu), stating the reason for access and designating the portion of the collection for which access is requested. The Archivist will transmit the request to the General Counsel's office or to the Board Secretary, respectively, along with information on the content of the requested material. Access for research or administrative use will be provided only upon written authorization from the General Counsel's office or the Board Secretary, respectively.
- D. For research or administrative access to restricted financial and donor records, researchers must contact the University Archivist via email (archives@tulane.edu), stating the reason for access and designating the portion of the collection for which access is requested. The Archivist will transmit the request to the COO, Vice President, Director, or other pertinent University officer, along with information on the content of the requested material. Access for research or administrative use will be provided only upon written authorization from the appropriate University officer.
- E. For research or administrative access to restricted personnel records or student educational records, researchers must apply in writing to the University Archivist, stating the reason for access and designating the portion of the collection for which access is requested. The University Archivist will transmit the request to the Tulane University Office of the Provost, Dean, Director, Chair, Registrar, or other pertinent University officer, along with information on the content of the requested material. Access for research will be provided only upon written authorization from the appropriate University officer.