



## *Thomaston-Upson Archives*

### Access Policy

Researchers must adhere to the access policy. Rules and procedures are set to protect records into the indefinite future as well as to address any privacy concerns. Failure or refusal to comply with policy will result in being asked to leave.

#### **Materials not allowed**

The following materials are not allowed in the archives: pens, highlighters, markers, food or drink, scissors, post-it notes, glue, weapons, and oversized bags. Individuals may use lockers for storage during their visit. **NO SMOKING ALLOWED**

#### **Handling procedures**

- A. Researchers should handle records with clean hands. Due to the fragility of our holdings, patrons must wash their hands prior to use in order to remove lotion, hand sanitizer, dirt, etc. Gloves should only be used when handling photographs.
- B. Patrons will not damage or remove any materials from archives holdings. Once items are gifted they are property of the archives and will not be available for sign out.
- C. Materials from restricted areas (Areas in Finding Aids listed as AB or AC) will be retrieved and re-shelved by archives staff.
- D. Researchers will leave any records accessed on the table once they are finished.

#### **Restricted Collections**

- A. Due to security reasons, unprocessed collections will not be available for research.
- B. In the event that a donor has restricted access to a portion of their collection, access will be unavailable unless researcher has written permission by donor.
- C. Any medical records will be restricted at a maximum of 140 years from creation date.  
[Recent 2013 changes to the Health Insurance Portability & Accountability Act of 1996 (HIPAA) state that identifiable health information of a person who has been deceased for over 50 years is not protected information under the Privacy Rule.  
<http://www.alhhs.org/>]
- D. Any student records such as report cards are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) and will be restricted for 75 years.<sup>1 2</sup>

<sup>1</sup> <https://www.archives.gov/research/native-americans/schools>

<sup>2</sup> <http://rose.library.emory.edu/documents/university-archives/eua-access-policy.pdf>