

Access Policy for Permanent College Records

3. General College Records

Records of the administration of the College are restricted to use by the office/department of origin for 25 years from the date of creation. Officers of the College or administrators of departments may waive this time period at their discretion. After the restricted period has elapsed, researchers may apply to the Head of Archives and Special Collections for access to these materials.

Exceptions to the 25-year restriction policy include:

- x Records of a sitting administration are closed
- x Records of the Board of Trustees may be consulted only with the written authorization of the President of the College or the Chair of the Board
- x Selected documents in a series may have additional restrictions placed upon them if they constitute an invasion of privacy or expose the College to legal liability
- x Records restricted by Deed of Gift

Requests for permission to examine any College records in connection with cases at law or legal proceedings of any kind are referred to the College Counsel.