



ACCESS POLICY OF THE BRYN MAWR SCHOOL ARCHIVES

School archival records will normally remain closed for a maximum period of twenty years from the date of their creation (the date on which each document was written) unless the office of origin has designated a shorter period. Records that are restricted for a different period are:

- Trustee and Trustee Committees minutes — restricted for 75 years.
- Faculty minutes and records of Faculty Committees reporting to the faculty — restricted for 20 years except for research by members of the faculty or administration.
- Records of committees reporting only to the administration — restricted for 20 years.
- Student records and Personnel records — restricted for 75 years.

Access to certain other records may be restricted by law regardless of time passage.

Some records may never be released as authorized by the Head, the School Archivist, and the Archives Committee.

During the restricted period the records will be available only to the office of origin and the Archives staff. Consideration will be given for access by others when a written request is presented to the Archivist, and a written approval has been obtained from the appropriate School officer now responsible for the function performed by the office of origin.

The records of the School will be made available in accordance with the rules and regulations of the School Archives. Access to Archival material does not imply nor infer permission to use, copy or quote said material in any manner. Please refer to the Use Policy for those permissions.