

Marine Biological Laboratory  
Access Policy for Archival Records of the Marine Biological Laboratory

Policy No.H.1.9  
Library

Initiated by: Director, MBLWHOI Library  
Approved by: MBL, Director/CEO  
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Distribution: MBL Community

**1.0 Policy Statement:**

Institutional 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 (see Section 7.0).

2.0 The only records that are closed for a longer period are:

- 2.1 Corporation, Trustee and Executive Committee minutes – restricted for 50 years
- 2.2 Student records – restricted for 75 years
- 2.3 Human Resources/Personnel records – restricted for 75 years.
  - 2.3.1 Access by name to individual student and personnel records (e.g. for biographical studies) will be denied for 75 years from the date the record was created. Access for aggregate studies (anonymous studies of groups) will be considered in accordance with this policy and the rules and regulations of the Laboratory Archives.

3.0 Other records may be restricted for more than 20 years with the permission of the Laboratory's Librarian.

4.0 During the restricted period the records will be available only to the office of origin and the staff of the Laboratory Archives.

- 4.1 Consideration will be given for access by others when a written request is presented to the Laboratory's Librarian and a written approval has been obtained from the appropriate officer in the office of origin or the appropriate Laboratory officer now responsible for the function performed by the office of origin.

5.0 The records of the Laboratory will be made available in accordance with the rules and regulations of the Laboratory Archives of the MBLWHOI Library.

6.0 This policy will not impinge upon the normal administrative uses of Laboratory records.

7.0 The opening date for files spanning several years will be 20 years from the most recent date. Access will be given to material already 20 years old contained within a collection that is not yet open when such material can be isolated from the rest of the collection.

8.0 Policy and Procedural Updates:

Policy clarification and procedural updates are available from the MBLWHOI Library.