

Vote of the Harvard Corporation of March 13, 1989:

Voted, on the recommendation of the Committee to Review Access to Harvard University Archives, to amend the vote of this board of October 3, 1988 governing the use of material in the Library comprising archives of the University and manuscripts other than Harvard Archives, so that it now reads:

The Director of the University Library, or his/her representative (usually the Curator of the University Archives) shall ordinarily authorize the use of University records more than fifty years old (or records concerning individuals which shall be more than eighty years old, or the individual being alive, after his/her decease, whichever is later), provided they are not fragile original records that might be damaged by use, in which cases copies will be provided. In appropriate cases, where sensitive material may be involved, the Director of the University Library or his/her representative should consult with the author(s) of the documents in question and any individuals mentioned in the documents whose reputation or welfare may be affected by their release. In case of doubt, the Director, or his/her representative shall refer the matter to the head of the University department concerned.

The Director of the University Library, or his/her representative (usually the Curator of the University Archives) may with the approval of the head of the University department or division concerned authorize access to records less than fifty years old (or records concerning individuals that are less than eighty years old), if it is determined that these records do not violate the privacy of individuals and their families, are not fragile original records that might be damaged by use, in which cases copies will be provided, or that their use would adversely affect the fullness or completeness of recent or evolving records that may be deposited in Archives and become the historical resources of future generations. In appropriate cases, where sensitive material may be involved, the Director of the University Library or his/her representative should consult with the author(s) of the documents in question and any individuals mentioned in the documents whose reputation or welfare may be affected by their release. In the case of records of departments or divisions which have ceased to exist, access may be authorized by the Director of the University Library or his/her representative who, in case of doubt, shall refer the matter to the President and Fellows.

An advisory committee shall be established by the Director of the University Library to which may be referred cases where doubt or disagreement exist, with the understanding that the committee may consult scholars or other individuals as may be necessary.

A department or division for the above purposes should be understood to conform primarily to the budgetary units as listed in the Financial Report, with the understanding that additions, deletions and exceptions will be determined by the Director of the University Library and the Secretary to the Corporation, acting together.