RESTRICTION POLICY FOR COLLECTIONS OF PERSONAL PAPERS

The general policy of the Andrews University Adventist Heritage Center is to make all collections of personal papers fully available to responsible researchers. On occasion, the donor may wish to impose certain restrictions on specific items or groups of papers. However, at times the staff of the Adventist Heritage Center may become aware of certain items or groups of items which would, if known, cause embarrassment to an individual, Andrews University, or the Seventh-day Adventist Church. This type of document may be restricted under the guidelines below.

The staff of the Adventist Heritage Center will not intentionally look for material to restrict. However, in the course of processing a collection, documents will come to the attention of the staff which may fall in to the categories outlined below. These are what this policy covers.

What may be restricted

- Serious ethical mistakes of individuals such as mismanagement of funds, dishonesty, marital infidelity, indecency, etc.

- Other problems or comments which would bring serious embarrassment to Andrews University or the Seventh-day Adventist Church. Effort will be made not to restrict except for the most flagrant matters.

- Political comments regarding national or international circumstances that criticize governments or suggest disloyalty which could affect the mission activity of the Seventh-day Adventist Church in a country or region.

Time period of restriction

- The restriction may be in place for thirty (30) years from the date of creation of the document.

- If a researcher wishes to have access to restricted material prior to the expiration of the 30 years, permission must be secured from the donor. If the donor is deceased, then the administrative committee of the James White Library will have jurisdiction.

Voted by Adcom, January 30, 1996