

Access Restrictions for Dallas Theological Seminary Archives

These policies are intended to balance two sometimes conflicting needs: access to information and the privacy rights of individuals. The Archives must also comply with Seminary policies and applicable laws.

The Rules for Use of Special Collections apply to the archival holdings.

Private papers donated to the archives will be available for research unless the donor has stipulated that certain parts should be restricted for a reasonable, designated period of time.

The following policies apply to Seminary records.

Unprocessed records less than 20 years old are not open for research.

Records of the Board of Incorporate Members and major Seminary officers and administrators, such as the President and Deans, are closed for 10 years from the date of creation.

Records containing student data such as grades and disciplinary actions are closed for the life of the student or 75 years from the date of creation of the record, whichever is shorter. This does not apply to "directory type" information.

Personnel records of the Seminary's faculty and staff are closed for the life of the person or 75 years from the date of creation of the record, whichever is shorter. Records related to applications, searches, contracts, promotions, grievances, and disciplinary procedures are considered personnel records.

Records of the above types, even when located in groups of otherwise unrestricted material, are still considered closed to researchers. When feasible, photocopies with names and addresses deleted will be made available to researchers.

Restricted records can be processed by the archives staff, and will be available to the originating office and the President's Office.

Exceptions that would allow earlier access to documents for scholarly or administrative purposes may be authorized by the originating office.

3/3/2005 The Library Committee agreed to recommend that the Executive Committee approve these Access Restrictions.

4/13/2005 approved by DTS Executive Committee