

Policy Name: Archives: Content and Access

Approval Authority: Director of Health Sciences Libraries

Originally Issued: 12/1/89

Revisions: 8/3/10, 4/3/13

1. **Who Should Read This Policy**

All Rutgers University faculty, staff, and students within Robert Wood Johnson Medical School, School of Health Related Professions, Rutgers School of Dental Medicine, New Jersey Medical School, Graduate School of Biomedical Sciences, School of Public Health, and School of Nursing (former UMDNJ School of Nursing).

2. **Related Documents**

3. **The Policy**

A. The RBHS Archives, organized in 1980, and now known as the Stanley S. Bergen, Jr., MD University Archives, is a repository for inactive records of historical value that document the mission and activities of RBHS and its antecedent institutions: Seton Hall College of Medicine and Dentistry, New Jersey College of Medicine and Dentistry, the College of Medicine and Dentistry of New Jersey, and University of Medicine and Dentistry of New Jersey.

B. The Health Sciences' Library Department of Special Collections collects, preserves, administers and provides access to archival records and supports research on these records in order to promote an appreciation for the history of the RBHS and its contributions to medicine, dentistry, public health and the health sciences.

C. In addition to archival records (as defined in section IV.), the archives also contain the following:

1. University publications: Annual reports, bulletins, bylaws, catalogs, charters, commencement programs, handbooks, manuals (policies and procedures), minutes (School-based faculty council/organization meetings), news releases and clipping files, official RBHS publications, photographs, reports, rules and regulations, student newsletters and publications, yearbooks, other ephemeral items, oral histories, audio and video formats.

2. New Jersey Medical History Manuscript Collection: This collection consists of personal papers, association/organization records, collections and manuscripts of faculty members, individuals, and organizations.

D. Access to Records:

1. The Health Sciences' Library is committed to making research materials available to users in accordance with the standard professional policy on access adopted jointly by the Society of American Archivists (SAA) and the American Library Association (ALA). RBHS Archives will balance the researcher's need for access with the needs for confidentiality of persons and institutions whose activities are reflected in the material. Consequently, the use of some materials in RBHS' Archives, especially those of recent date, is subject to restrictions.
2. RBHS archival records are available in accordance with the following rules and regulations of the Health Sciences' Library:
 - a. RBHS policy is guided by relevant Federal and State laws, including but not limited to, the New Jersey Open Public Records Act, the New Jersey Right to Know Law, the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Freedom of Information Act.
 - b. Institutional records will normally remain open unless the office of origin has determined that certain records should be restricted for a limited period.
 - c. During the restricted period, the records will only be available to the office of origin, the staff of the Archives, and senior officers of RBHS as needed.

E. PROCEDURE

Access to records during the restricted period (other than office of origin, the Archives staff, and the officers of RBHS):

<u>Performed by:</u>	<u>Action Taken:</u>
1. Requestor	Submits a written request to the Head of the Department of Special Collections and Archives. The request must include the intended uses of the records.
2. Head of the Department of Special Collections and Archives	Reviews the request. Imposes whatever conditions on the use of the records are deemed necessary to preserve the confidentiality of the information contained in the records.
3. Requestor	If the request is approved, schedules an appointment with the Head of the Department of Special Collections and Archives for access to the requested material. If the request is denied, has the option of appealing the decision by submitting a written request to Health Sciences' Librarian.
4. Health Sciences' Librarian	Renders final decision whether access will be permitted or denied.