

Meadville Lombard Theological School Archives and Special Collections Restrictions Policy

Last updated August 03, 2020

All policies are subject to change.

The core mission of the Meadville Lombard Theological School Archives is to make accessible to researchers the rich history of Unitarian, Universalism, and Unitarian Universalism. However, our responsibility to create an open and accessible archive is balanced by a responsibility to protect the privacy of institutions and individuals. While we make every effort to make all of our materials fully accessible, we do restrict access to some archival materials.

Unprocessed Materials

All unprocessed material more than 80 years old is open to access. Unprocessed material less than 80 years old will be accessible at the discretion of Archives staff.

Materials Generated by Meadville Lombard

General Office Material: 30 years from date of creation

Financial and Budgetary Material: 50 years from date of creation

Hiring and Personnel Material: 50 years from date of creation

Legal Material: 80 years from date of creation

Student Material: 80 years from date of creation

Medical Material: Discard unless deemed historically significant

Religious Professional Misconduct: See Materials Concerning Religious Professional Misconduct

All restrictions (excluding Religion Professional Misconduct, Legal, Medical, and Student) are subject to modification as needed on a collection by collection basis.

Externally Generated Materials

Legal Material: 80 years from date of creation

Student Material: 80 years from date of creation

Medical Material: Discard unless deemed historically significant

Religious Professional Misconduct: See Materials Concerning Religious Professional Misconduct

All other restrictions will be determined in coordination with collection donors and the Meadville Lombard Archives.

Materials Concerning Religious Professional Misconduct

It is vital that materials concerning religious professional misconduct be made accessible to researchers in a manner that is sensitive to survivors. All material relating to religious professional misconduct will have limited access for forty years after date of creation. A donor agreement with a survivor supersedes these policies and we work with the donor to create specific restrictions and access policies for that collection.

Meadville Lombard complies will follow all mandatory reporting laws and any other legal requirements and responsibilities.

How to Request Access to Restricted Documents

Archives exist to be accessed and at Meadville Lombard we make every effort ensure an open archive and a patron can request an exception that will allow access to restricted materials. These decisions are made on a case-by-case basis by the Director of the Library and Archives. Materials that are restricted by a donor agreement are not subject for an exception, unless stated within that agreement.