



## ACCESS POLICY

The Jesuit Archives & Research Center (JARC) serves as the collective memory of the Buffalo, California, Central and Southern, Chicago, Chicago-Detroit, Detroit, Midwest, Missouri, New England, New Orleans, New York, Northeast, Oregon, West, and Wisconsin Provinces. The archives likewise functions as the documentary repository for the Jesuit Conference of the United States and the Jesuit Conference of Canada and the United States. JARC seeks to provide equitable access to historical records for research purposes. Researchers under the age of sixteen must be accompanied by an adult to access materials in the collections. Certain categories of records may be restricted from general use or subject to limited access. At all times, accessibility to records for research is balanced against protection of privacy and confidentiality.

The following guidelines serve as access restrictions to materials in the Jesuit Archives & Research Center:

<b>Material</b>	<b>Open to Researchers</b>
☐ Correspondence of a superior general	☐ Eighty years after his death
☐ Correspondence of an assistant or visitor of the superior general	☐ Eighty years after his death
☐ Documents of the Jesuit Conference	☐ Fifty years after its printing, date of issuance, or date of meeting
☐ Correspondence of an assistant, delegate, major superior, socius, president, provincial, or treasurer	☐ Fifty years after his or her death
☐ Minutes of a meeting of the conference or province consultors	☐ Fifty years after their printing, date of issuance, or date of meeting
☐ Documents of a province office	☐ Fifty years after its printing, date of issuance, or date of meeting
☐ Documents of an apostolic work or Jesuit community	☐ Fifty years after its printing, date of issuance, or date of meeting
☐ Personnel files of a deceased Jesuit	☐ Fifty years after his death
☐ Personnel files of a former Jesuit	☐ One hundred twenty-five years after his birth
☐ Manuscript files of a deceased Jesuit	☐ Ten years after his death
☐ Assistancy or Province Catalogue	☐ Fifty years after its printing or date of issuance

During the restricted period, the records will be available only to the president of the Jesuit Conference, provincials, socii, treasurers, the office of origin or the office now responsible for the function performed by the office of origin for the record, and the staff of the Jesuit Archives & Research Center. Consideration will be given for access by other offices within the Society of Jesus to facilitate administrative functions.

Researchers may request access to Roman and non-Roman materials which fall within the material-specific, time-specific restrictions outlined above. Roman materials refer to the items which originate from the Office of the Superior General in Rome. The researcher who wishes to consult Roman materials falling within the material-specific, time-specific framework must seek written permission from the superior general for access.

The researcher who wishes to consult non-Roman materials falling within the material-specific, time-specific framework must consult the Director of the Jesuit Archives & Research Center. The Director, in consultation with the Archivists, will determine whether access will be granted or will refer the matter to the president or appropriate provincial. Examples of such discretionary access include, but are not limited to, assistantcy or province catalogues, personnel record cards, and photographs.

Records in general distribution at their time of creation are usually open without restriction. These include materials such as announcements, official publications, calendars, and brochures.

Access may be denied when papers are awaiting processing or when the physical condition of material warrants. Until the reorganization of the Jesuit Archives & Research Center records is complete, unprocessed collections are accessible on a case by case basis.

Records donated by individuals or organizations outside of the Society of Jesus may be restricted at the discretion of the donor in consultation with the Director of the Jesuit Archives & Research Center for an approved limited period to protect personal information or privacy. The restriction will be recorded in the finding aid.

The Jesuit Archives & Research Center collections include material that is sensitive or confidential and which is protected under federal privacy statutes, including, but not limited to, personally identifiable information (such as Social Security numbers); privileged information (such as priest-parishioner communications); and certain other educational, medical, financial, criminal, human resources, or personnel information or documentation. While the Jesuit Archives & Research Center staff make every effort to identify restricted material within a collection, researchers agree to alert staff if they encounter such material. Researchers also agree not to record, reproduce, or disclose restricted information that may be included in requested materials. Violation of this agreement may result in the loss of research or access privileges in the Jesuit Archives & Research Center.

The Jesuit Archives & Research Center realizes that such limitations on use are an inconvenience, but archivists are charged with the difficult task of not only encouraging use of the materials while protecting them for future users, but also for supporting research while maintaining privacy.

Thank you for your understanding and cooperation.

Last Updated 14 November 2019