

## Policies and Regulations Governing Use of the President's Office Administrative and Personnel Actions File, Record Series 2/15/20

University of Illinois Archives, October 22, 2002

The President's Office Administrative and Personnel Actions file contains information regarding administrative actions taken by the Board of Trustees, President or their designees regarding university, college, and departmental governance, faculty discipline, and significant campus events. Some files in the series contain personally identifiable information, some of which may be private information, regarding faculty and students. In cases where these individuals are still living, the University Archives will not release private information without prior written consent of the subject of the file. In addition, the files contain information from third parties not directly involved in some of the actions.

In recognition of these concerns, the University Archives has drafted the following access policy governing access to and use of the materials.

1. The files in this series have been divided into two categories:
  - **Open Files:** Includes files where subject of the file is deceased **or** where no significant privacy issues were identified by the Archivist. Users may make application to view open files using the attached application form, and access will be granted at the discretion of the Archivist.
  - **Restricted Files:** Includes files where privacy concerns were identified by the archivist during processing **and** where the subject of the file was presumed to be living as of the date of this policy. These files are listed below. **All restricted files listed here will revert to open file status on January 1, 2020.**

Faculty Terminations and Reprimands, 1962-72

Emergency Treatment of Mentally Unbalanced University Personnel,  
1955-57

Security Office, 1948-65 (Contains reports from security office to  
President or Provost concerning psychiatric problems, anti-  
communism, faculty discipline)

Aaron Bindman, 1962

Leroy L. Hamp, 1950-52, 1960

Henry J. Kaiser, 1962-66

Robert L. McFall, 1963-64

Edward Leon Yellin, 1960-64

2. Any individual may make written application to the University Archivist for permission to examine the President's Office Administrative and Personnel Actions File (Record Series 2/15/10). *Materials to be examined must be listed fully on the attached application.* A permanent record of this application will be maintained by the University Archives.

3. Permission to examine the Papers, subject to the restrictions defined below, shall be granted at the sole discretion of the University Archivist. Appeals of denials to access may be submitted to the University Librarian.
4. Upon the Archivist's approval, users may have unrestricted access to the Open Files, including photocopying, but not digitized copying or publication without further permission.
5. Permission to examine Restricted Files will be specific to the user's research project. Before access is granted, users must provide either:

Evidence that the subject of the file is deceased

**OR**

Written permission to examine the file from the subject of the file

6. In cases where Restricted Files contain information on multiple subjects, users may request that the Archivist examine the file for information regarding specific topics or individuals. After the Archivist examines the files, a request for access to specific documents may be filed. Access will be at the Archivist's discretion and on the same terms as outlined in numbers 4 and 5 above.
7. All use for publication or copying must adhere to copyright restrictions. Material photocopied will be for the sole use of the researcher who has been given access to the papers, and copies may not be further copied or passed on to other parties. Photocopies must be destroyed when no longer needed for the approved research project.

**2/15/10–President's Office Administrative Actions File  
Request for Access**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

In accordance with the attached Policies and Regulations Governing Use of the President's Office Administrative and Personnel Actions File, I make application for the use of the following materials:

Box	Folders or Items

The purpose for my use of this material is:

1. A paper, thesis, dissertation (circle one) at \_\_\_\_\_  
institution

for \_\_\_\_\_ on \_\_\_\_\_  
degree or class subject

2. A book or article on \_\_\_\_\_

3. Other use (specify)\_\_\_\_\_

*I understand that this application is to consult and to photocopy portions of the materials for the purpose stated above. As a condition of access to the President's Office Administrative and Personnel Actions File and in consideration of the personal nature of some of the material contained therein, I agree that all material photocopied will be for the sole use of the researcher who has been given access to the papers, and copies may not be further copied or passed on to other parties. Photocopies should be destroyed when no longer needed for the approved research project. Further, I assume sole responsibility for any infringement of the copyright, literary, or other rights which pertain to this material.*

I agree to publish no portion of this material without the written permission of the writers, or their heirs or assigns, or the University Archivist. I also assume sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to this material.

A permanent record of this application will be maintained by the University of Illinois Archives.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Approval granted by\_\_\_\_\_ Date\_\_\_\_\_

Mail or Fax this form to:

University of Illinois Archives  
19 Library  
1408 W. Gregory Drive  
Urbana, IL 61801

Fax: (217) 333-2868

