

Center for Adventist Research
Access and Restriction Policy for Personal Papers Collections
January 26, 2024

The Center for Adventist Research holds hundreds of collections of personal papers. These are the writings, research notes, letters, diaries, and other records produced by or collected by the named individual. These collections may contain some embarrassing or compromising information of the named individual or other individuals in letters or other records received by the named individual. Often this private information could be embarrassing to one or the other of those involved. Additionally, we are aware that comments about individuals and countries, while intended to be private, now have the potential to become public through these collections of personal papers. While most information in these collections is innocuous, we want to be conscious of the potential to cause harm to one's reputation or damage the work of the Seventh-day Adventist Church in a specified country.

The general policy of the Andrews University Center for Adventist Research is to make all collections of personal papers fully available to responsible researchers. Donors may occasionally wish to impose certain restrictions on specific items or groups of papers. Beyond that, at times the staff of the Center may become aware of certain items or groups of items which would, if known, cause embarrassment to an individual, Andrews University, or the Seventh-day Adventist Church. This type of document may be restricted under the guidelines below.

The Center for Adventist Research staff will not intentionally look for material to restrict. However, embarrassing or compromising information may come to light in the course of processing a collection, or the information may be brought to our attention. In an effort to protect individuals and church work in certain countries, the Center follows these Access and Restriction Policies.

What may be restricted

- Serious ethical mistakes of individuals such as mismanagement of funds, dishonesty, marital infidelity, indecency, etc.
- Other problems or comments which would bring serious embarrassment to Andrews University or the Seventh-day Adventist Church. Effort will be made not to restrict except for the most flagrant matters.
- Political comments regarding national or international circumstances that criticize governments or suggest disloyalty which could affect the mission activity of the Seventh-day Adventist Church in a country or region.

Time period of restriction

- Correspondence in personal papers from individuals still alive or who passed away less than 20 years from the date of collection use will be closed to research use.
- The restriction listed under “What may be restricted” above may be in place for thirty (30) years from the date of creation of the document. If a researcher wishes to access restricted material before the expiration of the 30 years, permission must be secured from the Center for Adventist Research. If the restriction is donor imposed permission must be secured from the donor. If they are no longer alive, the Center will review the restricted materials and determine whether they may be released.