



Archives of the New England Province Society of Jesus

c/o College of the Holy Cross Archives & Special Collections
One College Street, PO Box 3A, Worcester, MA 01610-2395

Guidelines for Access to Records

The New England Province of the Society of Jesus Archives serves as the designated repository for materials that retain both the corporate history of the New England Province of the Society of Jesus and the personal records of its individual members. The Archives also exists to collect, preserve, and make available records of historical, administrative, legal, fiscal, and intrinsic value which pertain to the history and activities of New England Province of the Society of Jesus and its members.

The New England Province of the Society of Jesus and its Archives are not public institutions, therefore, the records contained within the Archives are not public records. However, the Archives encourages access to its collections.

The Archives is also charged with protecting the confidentiality of certain records, therefore, some collections may be open with no restrictions, others may be open with restrictions, and some are completely closed to outside research. For more detailed information on the status of records, please see the handout entitled *Policy of Restrictions*. At all times, accessibility to records for research is balanced against protection of privacy and confidentiality. Any restrictions placed on the collection are mandated by the New England Province Provincial.

Some general policies include:

- * Records which fall during the last five Provincial terms (excluding the current Provincial) and are less than thirty years old shall be considered closed.
- * Records considered open require a written request by the researcher stating the purpose of the research, along with a resumé, to be submitted to Archives.
- * Unprocessed collections will not be open for research.
- * Condition of the material may dictate restrictions to access.

The Archives 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.