



**Archives of the New England Province Society of Jesus**  
**c/o College of the Holy Cross Archives & Special Collections**  
**One College Street, Worcester, MA 01610-2395**

Policy of Restrictions

The records of the New England Province of the Society of Jesus Archives are the property of The Society of Jesus of New England. The collection contains material from its various administrative offices, houses, communities and parishes, audiovisual material, and the personal papers of some deceased Jesuits from the New England Province as well as the New England Province authors book collection. The New England Province Archives reserves the right to restrict access following the policy guidelines listed below.

No material may be viewed until it is processed. Upon completion of the processing, the researcher may view the material subject to any restrictions stated in this policy.

Before viewing the material in the archives, the researcher will fill out an information form to be kept on file.

ADMINISTRATIVE RECORDS OF THE PROVINCIAL OR OTHER PROVINCIAL OFFICE:

1. Those records which fall before the terms of the last five Provincials (excluding the current Provincial) and are at least thirty years old shall be considered open and available for scholarly research subject to the following condition: a written request by the researcher stating the purpose of the research, along with a resumé, to be submitted to either the Province Archivist or the Assistant Province Archivist. Acting together or individually, they will permit or deny access to the materials requested.
2. All material which falls within the terms of the last five Provincials (excluding the current Provincial) and is less than thirty years old shall be considered closed. For those who wish to use this material, a written request stating the purpose of the research, along with a resumé, is to be submitted to and reviewed by the Province Archivist and the Assistant Province Archivist. They in turn will notify the Provincial of the request and make recommendations to him. The decision of the Provincial about any such release will be final.
3. The Provincial must give permission to view any of the Personnel files and files containing academic grades as these records are generally considered closed.

PERSONAL PAPERS:

Personal papers shall be considered open ten years after the death of the author, subject to review by the Province Archivist of material pertaining to living correspondents. However, all reference to administrative records of the Provincial or any of the other departments of the Provincial Office in these files will be subject to the restriction policy found above under the Administrative Records section.

ALL OTHER NON-ADMINISTRATIVE RECORDS:

All other material in the Province Archives shall be considered open, keeping in mind that all reference to administrative records of the Provincial or any of the other departments of the Provincial Office in these files will be subject to the restriction policies found above in the Administrative Records section.

For Personal Papers and/or Non-Administrative Records material, a researcher need only fill out an information form. A prior written request will be required only for material which might bear reference to administrative records of the Provincial or any of the other departments of the Provincial Office and such materials will be subject to the restriction policies of the Administrative Records section above.