

APPEAL OF RESTRICTIONS  
ON  
UNCLASSIFIED ITEMS IN DONATED PAPERS

National Archives and Records Administration regulations temporarily restrict from public access certain categories of unclassified information, e.g. information that would invade the privacy of an individual. (36 CFR 1256). In addition, donors of historical materials sometimes have placed restrictions on access. To implement these restrictions, documents may have been withdrawn from folders you are examining. You will be made aware of this withdrawal by a withdrawal sheet placed in the folder. (Should you have any doubts whether material has been withdrawn, you should consult the archivist assisting you.) If an unclassified item has been withdrawn, you may request a review of that item to determine if the reason for closure still exists.

1. You must make written request to the library director for review of closed items. In this request you must cite specific documents and identify each document as fully as possible. Usually this requirement can be met by providing the date, subject, name of correspondents, type of document (memorandum, letter), and location of the item (collection title, box number, file folder).
2. We will usually act on your request within 10 days. If we cannot respond within that time, we will advise you of the reason for delay.
3. If the library director denies your request, you may appeal that ruling to a three-member Board of Review chaired by the Deputy Archivist of the United States. You must make this appeal in writing to the Deputy Archivist through the library director. The board will usually respond within 30 working days. No further appeal is available.

There are two limits on your right to appeal unclassified restricted documents in donated collections:

1. You may not request review of a document that the Board of Review has considered within the past 2 years.
2. You may not request review of a document in a collection that has been open for research for less than 2 years.

If you have any questions on these procedures, please ask a staff member.