

APPEAL OF DONOR RESTRICTIONS

Donors of historical materials to Presidential Libraries may place restrictions on access to those materials. To implement these restrictions, documents may have been withdrawn from folders you are examining. Typically you will be made aware of this withdrawal by a withdrawal sheet placed at the front of the folder. If an item has been withdrawn pursuant to a donor's restrictions, you may request a review of that item to determine if the reason for closure still exists.

1. You must make a 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 donor of the items you want reviewed has reserved the right to determine if the item may be opened, we must forward your request to the donor. If the donor denies your request, you may not appeal that decision.
4. 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 donor restricted documents:

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.