



UNIVERSITY OF ALBERTA LIBRARIES

University of Alberta Archives Procedures Access to Information at the University Archives

1. The University of Alberta Archives (UAA) recognizes the importance of preserving archival material for institutional accountability, research and teaching purposes. It is the mandate of the UAA to identify, acquire, preserve and make available to researchers, the university community and the public, as much information as possible, to facilitate research needs and information requests.
2. The UAA is subject to all provisions established in the *Alberta Freedom of Information and Protection of Privacy Act* (the Act). The UAA recognizes the Act's requirement to allow any person a right of access to the records held in the custody or under its control, subject to specific and limited exceptions identified in the Act.
3. The UAA will make available to individuals at their request, as much information as possible, in recognition of the limitations of disclosure established under Part 2 of the Act.
4. The UAA complies with the Act's requirement to protect personal information and other forms of information, the disclosure of which may result in harm to third parties or, other parties identified in the Act's exceptions to disclosure provisions.
5. In accordance with Section 43 of the Act, the UAA has discretion to disclose personal information that has been in existence for 75 years or more.
6. In accordance with Section 43 of the Act, the UAA has discretion to disclose personal information that has been in existence for 25 years or more if it will not be an unreasonable of privacy or meets the criteria for disclosing research information in accordance with section 42 of the Act.
7. In accordance with Section 3(b)ii of the Act, all records held in the custody of the UAA that were unrestricted prior to the coming into force of the Act are not affected by the Act and may be disclosed at the discretion of the UAA.
8. The UAA fully abides by all donor agreements of non-University records concerning the disclosure of information for research purposes. Records donated to the UAA by individuals or bodies, other than a public body, as identified under the legislation, are not subject to the provisions of the Act.
9. In cases where the UAA is unable to disclose to researchers information which may, or must, not be disclosed under the Act, the requestor has the discretion of soliciting a formal request for access to the UAA under the Act. The request will be managed in accordance with the University of Alberta's policies and procedures concerning the administration of formal access to information requests.
10. Request for access to information at the UAA requires researchers to complete an *Application for Use of Research Facilities and Materials* form. All personal information collected via this form is

done-so under the authority section 33© of the Alberta FOIP Act for the purpose of administering research at the UAA.

11. Some material held in the UAA may not be available for reproduction. Researchers are encouraged to consult an archivist for information concerning information privacy and the reproduction of materials for research use.
12. Section 42 of the Act requires that certain conditions must be met in order for the UAA to disclose personal information for research or statistical purposes. The UAA fully recognizes and enforces the legislation requirement of S. 42 and requires that criteria be met and agreed to in writing by the researcher prior to the disclosure of the information including the following:
 - It is clearly identified that the research cannot be completed unless it is provided in individually identifiable form or, where the research has been approved by the Alberta Office of the Information and Privacy Commissioner.
 - Disclosure of the information is not harmful to the individuals identified in the records and it is clear that the research is in the public interest.
 - Individual identifiers will be removed as soon as possible.
 - Subsequent disclosure of the information in individually identifiable form is prohibited without the express approval of the UAA.
 - Confidentiality of the personal information must be maintained throughout the entirety of research project.