Access Agreement Form

Both the archival records of the Institute and the manuscript collections of the Department of Distinctive Collections may contain private and confidential information about identifiable individuals that is protected by federal and state privacy laws. Additionally, access to archival records of the Institute is governed by the MIT Institute Records Access Policy (adopted May 1980) and by the Family Educational Rights and Privacy Act (FERPA), a federal law protecting the privacy of students’ education records.

We rely on your help to protect this sensitive information. As a condition of access to the collections of the Department of Distinctive Collections, I agree to the following:

1. I will immediately notify staff of the Department of Distinctive Collections if I encounter any private and confidential information about identifiable individuals or any information protected by the MIT Institute Records Access Policy and/or FERPA in the course of conducting research.

2. I will not publish or otherwise disclose any private and confidential information about identifiable individuals or any information protected by the MIT Institute Records Access Policy and/or FERPA that may be included in requested materials without the prior written consent of the Department of Distinctive Collections.

Full name (please print) __________________________________________________

Signature _______________________________ Date ____________