



John F. Kennedy Presidential Library and Museum

Columbia Point Boston, MA 02125

REQUEST FOR APPEAL OF DONOR (C) RESTRICTED MATERIALS

PLEASE NOTE: THIS FORM APPLIES ONLY TO MATERIALS WHICH HAVE BEEN WITHDRAWN FROM OPEN COLLECTIONS OR ORAL HISTORIES AND SHOULD NOT BE USED TO REQUEST UNPROCESSED COLLECTIONS OR ORAL HISTORIES. PLEASE SEE INSTRUCTIONS ON BACK.

Date of Request: _____

Researcher Name: (Last) _____ (First) _____

Address: _____

I request the Director of the John Fitzgerald Kennedy Library or a designee to review the following items which are listed as donor restricted:

Collection Title	Series and Folder Title/ Oral History Interview (Please put only 1 folder title or Oral History interview per sheet.)	Box/Roll Number
_____	_____	_____

Document/Oral History Date	Document Description or Oral History Page Number (Please give a complete description.)	Doc. Type	# of Pages
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Date Reviewed: _____ Reviewed by: _____

Recommended Action (first review): Open _____ No. (s) _____ Close _____ No. (s) _____

Final Action (second review): Open _____ No. (s) _____ Close _____ No. (s) _____

Comments:

Approved by: _____ Date Approved: _____

APPEAL OF DONOR (C) RESTRICTIONS

Donors of historical materials (personal papers, oral history interviews, records of government agencies) to presidential libraries may at times place restrictions on access to those materials. These restrictions usually contained in a deed of gift are agreed to by the donor, and the Archivist of the United States on behalf of the government at the time of the donation.

When restricted items have been withdrawn from an open body of materials, a presidential libraries withdrawal sheet should be located in either the front or where the document(s) was originally located within the folder. If there is a question as to whether material has been withdrawn or restricted, you should consult the archivist at the reference desk.

PROCEDURES FOR APPEAL

1. Located in the research room are forms to request donor restricted materials be made available for research use. Fill out the necessary information on the form and submit to the archivist on duty. Review of restricted materials will be conducted by the Director of the library or a designee, unless the restriction was explicitly made by the donor. You will receive written notification by the library on the result of your appeal.
2. If the donor of a restricted item has reserved the right to determine access, the library is required to forward your appeal request for consideration to the donor. The donor or the library will notify you of the results of your appeal request. If the donor retains the right to deny your request, there is no further appeal process.
3. If the Director denies your request, you may appeal that decision to a Board of Review at the National Archives in Washington, D.C. This panel is chaired by the Deputy Archivist of the United States. Your appeal letter should be addressed as follows:

Deputy Archivist (ND)
National Archives and Records Administration
8601 Adelphi Road
Room 4200
College Park, MD 20740-6001

and forwarded to the library, c/o the Chief Archivist so we may attach document copies. An appeal should include your arguments for release of the material. This panel will respond to your request within 30 days. If your request is denied by the board there is no further appeal procedure.

Appeal procedures do not apply to items which have been considered for review within the previous 2 years or to materials open to research for less than 2 years.

This form does not apply to documents closed with an (A) Restriction or a (B) Restriction.

If you have any questions regarding these procedures, please ask the archivist at the reference desk.