

Request to Open Unprocessed Records in the AFL-CIO Archive

Complete all areas in bold below. EMAIL completed form to Jen Eidson: jgeidson@umd.edu

Name: _____

Affiliation: _____

E-Mail: _____

Request for access to unprocessed records of an:

- AFL, CIO, and/or AFL-CIO Department**
- AFL-CIO Trade Department and/or Allied/Constituency Group**

Name of Records Creator/Originating Office or Department:

Specific subject and date range of records to be consulted: _____

Please list accession numbers and box numbers requested (add separate sheet as needed):

Duplication

Researchers who plan to duplicate materials must follow procedures of the University of Maryland Libraries Special Collections & University Archives Department.

Copyright

Copyright requests should be directed to Maneesh Sharma, Associate General Counsel, AFL-CIO at Msharma@afcio.org

Applicant's Signature: _____ **Date:** _____

SECRETARY-TREASURER'S USE ONLY – AUTHORIZED ACCESS

___ Review at UMD completed _____ (Date)

___ Access denied

___ Unlimited access: ALL box files open to ALL researchers at University of Maryland

___ Limited access: researchers are restricted from viewing the following boxes/folders (continue list on a separate sheet if needed):

___ Send signed copy of this form to Jen Eidson (University of Maryland Libraries) at jgeidson@umd.edu

___ Restricted boxes/folders will be opened to researchers: _____ (Date)

Approved by: _____ Date: _____

Office of the Secretary-Treasurer

Instructions for Requestor

Researchers may request access to closed records from the George Meany Memorial AFL-CIO Archive by completing this form. Please consult with an archivist by contacting askhornbake@umd.edu to determine if the records are closed or not, and to identify which records accession to request access to. Records will not be opened as individual folders or boxes; only full accessions will be opened. All records opened using this process after October 1, 2013 will be open to the general public.

Email the completed form to Jen Eidson: jeidson@umd.edu

Instructions for Staff

1. UMD archives will email the completed form to the Secretary-Treasurer's Office for processing.
2. The Secretary-Treasurer's Office will identify authorized staff to review the records and will coordinate with the UMD archives to visit the Maryland Room at Hornbake Library to review the records within 30 days of receiving the request.
3. Authorized staff will notify the Secretary-Treasurer's Office with results of the records review within 5 days and complete form. A list of any restricted folders or boxes must be provided to the UMD archives at this time.
4. The Secretary-Treasurer's Office will sign form to approve or disapprove request and email to UMD archives. UMD archives will keep form in confidential staff-only file.
5. UMD archives will notify Requestor as to whether their request was approved or disapproved.