

THE NEWBERRY LIBRARY

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PULLMAN COMPANY ARCHIVES ACCESS STATEMENT

All Pullman Company records owned by the Newberry Library are available for research according to the conditions governing access to manuscript collections in the Library. One of the conditions imposed on access to manuscript collections is that "manuscripts deposited in the Library with restrictions on their use may be used only subject to those restrictions." While the Pullman Company imposed no restrictions on the use of its records at the time of donation, it is clear that certain records contain details about employees and other individuals that, if revealed, would constitute an invasion of the personal privacy of living persons. Consequently, use of some material in the Pullman Company Archives, especially personnel records of recent date, is subject to restriction.

The following is a list of general restrictions that are applied to Pullman Company Archives records. For restrictions relating to specific record series, see the series descriptions in the *Guide to the Pullman Company Archives* or the series-level catalog records available in the Newberry Library Online Catalog.

1. Medical records and records of disciplinary action are closed for a period of fifty years after the creation of the record. Such records may be disclosed only to the named individual or his legal representative. Application and service files that may contain medical and disciplinary information will be reviewed and records removed before the files are supplied to a researcher.
2. Personnel records less than fifty years old and not specified in No. 1 above are open for research with the user's written assurance that information from the records will be used for statistical or summary purposes only, and that no specific names or individually identifiable information will be disclosed. Such information may be revealed only if the subject individual or his legal representative agrees to its release, or if the individual is deceased.
3. Photocopies of open personnel records less than fifty years old are supplied only for the researcher's personal use and may not be reproduced. Photocopies may not be transferred to any individuals not involved in the research project specified on the *Use of Manuscripts* form; nor may they be used for any other project. All copies must be destroyed or returned upon completion of work.

I have read the "Pullman Company Archives Access Statement" and agree to abide by its conditions.

Signature of Researcher

Date