



Historical Records Theft: Strategies for Prevention and Response

Sample Policy on Access to Collection Areas by Unauthorized or Non-Repository Personnel

Policy

An authorized staff member and/or security guard must accompany all unauthorized staff and non-repository personnel at all times while in collection storage/stack areas. No unauthorized individual will enter or occupy collection storage areas unaccompanied.

Access to collection storage/stack areas by emergency personnel such as first responders is the only exception to this rule.

Policy applies to

This policy applies to all staff and non-repository personnel who work in buildings in which collections are stored and used.

Purpose

It is the intention of this policy to improve the safety and security of staff, the public, and repository assets, by limiting access to collection storage/stack areas.

Legal or Administrative Basis

Best practices for archival/cultural property management require that all unauthorized personnel have restricted access to collection areas.

Staff Responsibilities

It is the responsibility of building management, security, and/or department management to uphold this policy. Staff who do not abide by this policy will be subject to administrative action which may include discipline.