



St. Philip's College

Learning Resource Center

Archives Policies

The St. Philip's College Archives is the official repository for records created by and about the college. Its mission is to preserve and make available documentary evidence of the ongoing life and work of the college and to offer a useful information service to its leadership, its members and to the general public. In pursuit of this mission, we actively document all aspects of the college, our purpose being to create a permanent and useful resource on the witness of this college and community and the activities that have defined it. The St. Philip's College Archives aims to support the understanding of all inquirers who seek to access the past, whether to inform an institutional perspective, to seek an individual appreciation, or to promote the historical dimension of St. Philip's College.

Public Access Policy

The St. Philip's College is the repository for the official records of St. Philip's College. It also acts as the repository for some records pertaining to the Alamo Community College District, and certain private collections that support a contextual understanding of the official record. The Archives has a primary responsibility to serve the administration, faculty, staff and students by meeting their information and research requirements. As an extension of its mission, the St. Philip's College Archives welcomes research inquiries from the public. Access is granted on the basis of the age, condition, and content of the records. Open records are those materials that are normally available to the public. Confidential records include personnel records and documents containing sensitive personal information. Access to records may also be restricted if the records have not been processed or appraised, if they contain un-separated personal information, if they are in fragile condition, or if restrictions have been placed on them by the donor. Special access to restricted records may be granted in the unusual case when release of the information serves an essential public interest over and above a private research agenda or when it fulfills a vital personal need.

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