

REGULATIONS ON ACCESS TO IPC ARCHIVES & COLLECTIONS AND TO IPC LIBRARY (Vers. 1, March 2007)

The IPC Documentation Centre is the central repository of the IPC Archives & Collections (interim and historical) and the IPC Library. It has the responsibility for the cataloguing, maintenance and management of the IPC Archives & Collections and the IPC Library.

The IPC Documentation Centre is located within the IPC Headquarters building in Bonn, Germany.

The IPC is prepared to permit access to its Archives and Library under certain terms and conditions outlined in this document. It reserves the right to change such terms and conditions at its complete discretion.

PREAMBLE

The present rules govern access to

the IPC's Archives & Collections which contain:

- the archives of the International Co-ordinating Committee (ICC) of World Sports Organisations for the Disabled (1982-1989)
- the archives of the International Paralympic Committee (IPC) (from 1989 to the present)
 - the archives of the IPC departments (“IPC Management Team”),
 - the archives of the IPC's decision-making bodies (“Executive Committee” and “Management Committee” before 2005, afterwards “Governing Board”; Councils and Standing Committees as well as their organizational forerunners; other working-groups etc),
- archives from other sources kept in the IPC Archives,
- various archival collections (e.g. of Paralympic Games-related publications, torches, medals, posters, flyers, pins)

and to the IPC's Library.



SECTION I: GENERAL PROVISIONS

Principle

Art. 1:

Two main user groups (six subgroups) have access to the IPC Library and IPC Archives under the conditions laid down by the present rules:

- I International Paralympic Committee
 - IPC Governing Board members
 - IPC Committee and Council members
 - Authorised representatives of the members of the IPC
 - Members of the IPC Management Team
- II The Public (authorised researchers)

Restrictions

Art. 2:

1. Restrictions on access to the IPC Archives and to IPC Library are defined in Sections II and III for each of the user (sub)groups (cf. Art. 1) and depend upon the confidentiality classification of the documents (in accordance with the *IPC Policy on Confidentiality*):

- “Unrestricted”: The information can be shared with the general public, including press.
- “Internal Use”: The information can be shared only within the IPC family ie, across departments, committees, councils.
- “Confidential”: The information can be shared and/or discussed only within the Governing Board/Committee/Council or department that it pertains to, unless otherwise decided by the IPC President or CEO or the Governing Board.
- “Strictly confidential”: The information is strictly for individual information only; it cannot be shared and/or discussed with any other person unless otherwise decided by the IPC President or CEO or the Governing Board.

2. The confidentiality classification of a document is normally recorded by its originator or the person responsible for cataloguing the document in the electronic database.

3. Documents not assigned a confidentiality classification by the originator or a recipient are normally considered by default as “internal use”.



Consultation

Art. 3:

The *Regulations on Use of IPC Archives and IPC Library* define the practical arrangements for access to the IPC Archives and IPC Library.

SECTION II: INTERNATIONAL PARALYMPIC COMMITTEE

[internal document]

SECTION III: THE PUBLIC (AUTHORISED RESEARCHERS)

Public Access (Authorised Researchers)

Art. 12:

1. Provided that the IPC will suffer no prejudice and that it is not prevented by law, contract or concern for public or private interests from disclosure, the IPC will grant access to its Library and Archives to any researcher whose request has been accepted under these conditions.
2. The researcher has to submit a signed *Research Request Form* prior to his visit to the IPC Library or IPC Archives. This form contains a written statement by which the researcher agrees to adhere to existing copyright and personal privacy legislation as well as utilisation regulations.
3. In the following, “old” refers to the age of the most recent document (according to its original date) in the file concerned.

Art. 13:

1. The IPC Archives & Collections comprises the following materials to which access can be granted to authorised researchers:

General files of IPC Management Team and Governance

- a) the files containing only unrestricted documents,
- b) the files containing documents with the classification “internal use” **more than 10 years old** (unless they fall under Art. 13, 1e),
- c) the files containing confidential documents **more than 20 years old** (unless they fall under Art. 13, 1e),
- d) the files containing strictly confidential documents **more than 30 years old** (unless they fall under Art. 13, 1e),



Files containing personal, private and/or medical data

- e) the personal files of members and staff and serial or other files containing personal, private and/or medical data **more than 50 years old**. Access to information of a biographical or autobiographical nature concerning a given person may be authorized **after 30 years** after creation (save those records concerning a person's sports career, which are free of any embargo),

Minutes of meetings/sessions

- f) the minutes and other materials created in or following open meetings/sessions (i.e. they are classified “unrestricted”¹) by the IPC Membership, IPC Governing Board² and IPC Committees/Councils and ad-hoc working groups **once approved and released for public use**,
- g) the minutes and other materials created in or following closed meetings/sessions (i.e. they are classified “confidential”¹) by the IPC Membership, IPC Governing Board² and IPC Committees/Councils and ad-hoc working groups **more than 20 years old** (unless they fall under Art. 13, 1e),
- h) the minutes and other materials created in or following *in camera* meetings/sessions (i.e. they are classified “strictly confidential”¹) by the IPC Membership, IPC Governing Board² and IPC Committees/Councils and ad-hoc working groups **more than 30 years old** (unless they fall under Art. 13, 1e),

Collections

- i) unrestricted collections of official publications by organizing committees, torches, medals, flyers, pins, posters, maps, paintings, photographs, slides, footage, flags, banners, textiles, and other exhibits kept in the Paralympic Games section of the IPC Archives,

Other materials

- j) archives from **other sources** kept in the IPC Archives. They are made available for consultation in accordance with the present regulations (see Art. 13, 1a-i) unless otherwise defined in the Deposit Agreement or Donor Agreement by the person or institution who placed them there.

2. The periods which must elapse before files are opened to consultation apply from the original date of the most recent document in the file concerned until the end of the year specifying the access restriction. For instance, the minutes of an *in camera* meeting from 16 September 1999 become accessible on 1 January 2030.

¹ Cf. the *IPC Policy on Confidentiality*.

² Note on terminology: “Executive Committee” and “Management Committee” until 2005, “Governing Board” afterwards.



3. Documents accessible to the public before they were placed in the Archives remain so subsequently.

Exceptions

Art. 14:

1. The IPC President or CEO or the Governing Board may, before expiry of the time limits set in Art. 13, grant (by exception) special access to the IPC Archives, in order to facilitate scientific work which the IPC itself wishes to be performed or in which it considers itself to have significant interest.

2. Access to personal files of members and staff and to any other files containing personal, private and/or medical data (cf. Art. 13, 1e) may be authorised by the person concerned (or his or her heirs), in written form. In such case the above periods of respectively 50 and 30 years may be reduced.

3. If Art. 14, 2 applies, the research must be done by the archivist(s), who make photocopies of the requested file(s) and blacken any references to the concerned person's identity (name, address, identification number, etc), thereby anonymising the file(s). No direct access to personal files will be permitted before expiry of the time limits set in Art. 13.

4. Art. 14, 1 does not apply to files whose disclosure would infringe any fundamental rights and freedoms of the person concerned, and where it would take too much time and effort to blacken the names of persons concerned in copies of these files.

Restrictions

Art. 15:

Public access to the IPC Archives may be provisionally delayed to allow for the relocation work or conservation work necessary to prepare files requested for consultation, or if there is no room available in the study room.

Fees and Costs

Art. 16:

Research carried out by a member of the IPC Management Team at the request of persons outside the institution is subject to fees in addition to the invoicing of the additional costs involved, e.g. photocopies (cf. *Regulations on Use of IPC Archives & Collections and IPC Library*).



Utilisations

Art. 17:

1. Commercial use of the IPC Archives & Collections material is forbidden except in accordance with a specific contract concluded with the IPC. The IPC reserves itself the right to decide – on a case-by-case basis – what constitutes commercial use. It is the responsibility of the Archives users to get appropriate clearance from the IPC.

2. The use of the IPC Archives & Collections for the purpose of academic publications is authorised provided that the users quote the source of information (see *Regulations on Use of IPC Archives & Collections and IPC Library*) in his or her work and provide the IPC Documentation Centre with two complimentary copies of the publication concerned.

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