**Case Study in Archival Ethics**

**Submission Form**

Please include all of the information requested and send as a Word file to Ethics-CaseStudies@archivists.org

**I. Institutional Identity**

Archives Name and Mailing Address:

Archives Website:

**II. Authorship**

Principal Contact:

Email:

Phone:

Co-authors/Contributors (if applicable):

**III. Overview**

Title of Case Study:

Date of Submission of Case Study:

Ethical Issue(s) Involved:

**IV. Case Study** (2,500 to 5,000 words in length)

Introduction and Institutional Context:

Narrative:

Conclusions:

Discussion:

**V. Keywords (optional)**

The following keywords may be applied to a study, in part to aid in discovery and searchability as multiple Case Studies in Archival Ethics are published.

 Select all that are appropriate.

Access

Access control

Access restrictions

Advocacy

Appraisal issues

Arrangement

Authenticity

Authority/Mandate

Code of Ethics

Custodial issues

Data format issues

Data integrity issues

Data longevity issues

Description

Disaster planning

Donor relationships

Ethics

Exhibitions

Faculty papers

Legal

Objectivity

Outreach

Personal archives

Politics

Privacy

Professional conduct

Professional judgment

Public policy

Representation

Rights management

Security

Social justice

Social responsibility

Standards

Student records

Theft

Use

User relationships

Vital records

Other (enter keywords):