

## **CONDITIONS for ACCESS**

Ford Motor Company Archives

### **PLEASE READ CAREFULLY**

1. Archives staff will determine which records may be examined by the researcher, after consultation with Public Affairs and the Office of General Counsel.
2. Materials may not be removed from the Archives offices.
3. Researchers may bring only those materials needed for research to the Archives research area. Only PENCILS are to be used for taking notes.
4. No record will be marked, defaced or mutilated in any way.
5. Records must be kept in the order in which they are received, even when no meaningful order is apparent.
6. All records will be handled gently and with care.
7. Smoking, eating and drinking are prohibited in the area designated for review of the archival records.
8. Photocopying will be considered when the duplication can be done without injury to the material and the request does not violate copyright restrictions. Single copies will be provided for the researcher's personal use. The photocopy must not be further reproduced.
9. The Ford Motor Company Archives makes every effort to honor appointments. However, very occasionally, Company business forces the Archives to reschedule visits. Researchers will be contacted as far in advance as possible and rescheduled.

Please mail or fax application to:

Ford Motor Company Archives  
Schaefer Court III, Suite 180  
14441 Rotunda Rd.  
Dearborn, MI 48120  
fax: 313-248-4921

## ACCESS POLICY FORD MOTOR COMPANY ARCHIVES

The Ford Motor Company Archives has entered into a collaborative partnership with Henry Ford Museum & Greenfield Village to provide access to the historical records of Ford Motor Company. A significant collection of the company's archival records, primarily consisting of older materials, has been donated to the museum. Most of the records held by Henry Ford Museum have been classified as Open to outside researchers, or are available on a Restricted basis to researchers. Most of the records held by Ford Motor Company are Closed to outside researchers, or are in the process of being reviewed for possible transfer to the museum. (The terms "Open," "Restricted" and "Closed" are defined below.) Outside researchers who require direct access to archival records should make the museum their first point of contact. If a researcher wishes to access restricted records at the museum or records still held by Ford Motor Company, requests for access will be considered on a case-by-case basis.

Ford Motor Company's Archives Manager, operating within the guidelines set forth below, is responsible for supervising access to the Restricted and Closed records held by the museum or by the company.

Records held in the Ford Motor Company Archives or at Henry Ford Museum Research Center will be categorized and made available in accordance with the following guidelines:

1. Open Records are those that may be made available to employees of Ford Motor Company as well as persons not affiliated with Ford. Included in this category are records originally intended for public circulation, and other materials approved for public release, as well as records that have exceeded certain age requirements. The majority of Ford Motor Company records housed at Henry Ford Museum are open.
2. Restricted Records are those that, though not open to the public, may be made available to outside researchers on a case-by-case basis. The Archives Manager will determine the suitability of permitting access to outside researchers, after consultation with the Office of the General Counsel liaison to the Archives. Ford employees who are conducting research on their own for a book or other personal project will be considered as outside researchers and must follow the same procedure as outside researchers for gaining access to Restricted records. Most Restricted records are housed at Henry Ford Museum.
3. Closed Records are those that, for a specified period of time, are available only to the office of origin and the Archives staff. Individual exceptions may be made only



through permission from the Office of the General Counsel liaison to the Archives. Closed records are housed at the Ford Motor Company Archives.

The company's archival records are accessioned and reviewed for access classification by the Ford Motor Company Archives, after which Open and most Restricted records are transferred to Henry Ford Museum. The Ford Motor Company Archives retains Open and Restricted records that are responsive to legal investigations and discovery requests in lawsuits until the suspension orders for those records are lifted, at which point they are transferred to Henry Ford Museum.

Unless otherwise noted below, Ford Motor Company records that were not intended for public release are classified as Restricted from the time they are accessioned into the Ford Motor Company Archives until at least 20 years after their creation. Guidelines for other access classifications of archival records are as follows:

- a) Executive correspondence files: Closed for 30 years after the date of creation; Restricted for an additional 20 years.
- b) Minutes of the Board of Directors and Executive Committee of Ford Motor Company or its subsidiaries: Closed for 50 years
- c) Ford/UAW Joint Apprenticeship Committee files: Closed for 100 years. Any requests for access to these records during the closure period must be reviewed and agreed upon by both the company and union co-chairs of the Ford/UAW Joint Apprenticeship Committee. If access is granted, no photocopying of the files will be permitted without the written permission of the co-chairs of the Ford/UAW Joint Apprenticeship Committee.
- d) Oral history interviews: Interviews will be evaluated on a case-by-case basis to determine their access status. All interviews that have not been evaluated are Closed. Most interviews will be available for research on a Restricted basis from the time of their creation until at least 20 years after the interview. If the Archives Manager and the Office of the General Counsel liaison to the Archives agree that an interview contains legally sensitive or personally private information, interviews may be designated as Closed or Restricted for up to 100 years. The interviewee can impose restrictions that supersede all other restrictions.
- e) Records of such a nature that their disclosure would constitute an invasion of personal privacy or a violation of customer confidentiality: Closed for 100 years.
- f) Records that are marked "Confidential" or "Secret" and which provide documentation of Ford's relationship with business partners or individuals: Closed for 50 years.
- g) Records that are deemed to be commercially sensitive: Closed for 20 years and Restricted for a minimum of an additional 20 years. The Ford Motor Company Archives, rather than Henry Ford Museum, will hold commercially sensitive records



that are Restricted. After 40 years, the Office of the General Counsel liaison to the Archives will review the records to see if they are still determined to be commercially sensitive, at which point they will either be classified as Open and transferred to the museum, or remain Restricted and retained by the Ford Motor Company Archives. Commercially sensitive records more than 40 years old will be reviewed every ten years to determine whether they can be reclassified as Open and transferred to the museum.

- h) Legal communications and work product: Closed for a minimum of 50 years. After 50 years, the accessions will be reviewed on a case-by-case basis by the Office of the General Counsel liaison to the Archives to determine whether legal privilege can be waived for those files. If privilege is not waived, the records will be reviewed again after another ten years.
- i) Unprocessed records, and processed records that have not yet been reviewed for access purposes, are Closed.
- j) Other records may be classified as Closed or Restricted as deemed necessary by the Office of the General Counsel liaison to the Archives and the Archives Manager. The reasons for closing or restricting the records will be recorded in the accession case files.

Access categories and restrictions will be determined at the time records are accessioned into the Archives. In the case of records accessioned into the Archives prior to the implementation of this policy, access categories and restrictions for records will be determined as part of a systematic review of the backlog of records held by the Archives, or on a case-by-case basis in response to access requests. The department depositing records may recommend access restrictions to the Archives Manager, who will provide guidance on appropriate restrictions. Should the depositing department object to the category established by the Archives Manager, the Office of the General Counsel liaison to the Archives will determine the appropriate category.

Consideration for examination of Restricted or Closed records will be given when (1) application has been made to the Archives Manager, and (2) written approval has been obtained from the the Office of the General Counsel liaison to the Archives.

Permission to examine records is not an authorization to publish them. Permission to publish any work using records of the Ford Motor Company Archives must be obtained in writing prior to publication from the Archives Manager.

In order to ensure the integrity of the collections, access to the Archives holdings will be granted only under the supervision of the Archives staff. The Archives Manager must approve exceptions to this policy.

FORD MOTOR COMPANY ARCHIVES  
Application for Use of Archival Records by Outside Researcher

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

INSTITUTIONAL AFFILIATION (if any): \_\_\_\_\_

PURPOSE OF RESEARCH:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT TYPES OF RECORDS ARE PERTINENT TO YOUR RESEARCH:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLICATION PLANS: \_\_\_\_\_

\_\_\_\_\_

By signing this form I acknowledge, understand and agree to abide by the Conditions of Access printed on the attached sheet.

I also agree that if I choose to publish any material, in any format, from the Ford Motor Company Archives collections, now or later, I will obtain written permission from the Manager of Archives Services prior to publication, and abide by the following conditions:

1. I will forward to the Manager of Archives Services for review, prior to publication, any part of the manuscript concerning Ford Motor Company or including material from the Ford Motor Company Archives.
2. If permission is granted to publish, the source must be acknowledged in the work with the credit line "Ford Motor Company Archives."
3. I will forward to the Ford Motor Company Archives a complimentary copy of any publication in which Archives material is used.
4. Any publication in which Archives material is used will not ridicule Ford Motor Company or its trademarks.
5. In giving permission to copy, quote from or publish, Ford Motor Company does not surrender its own right to publish such material or grant permission to others to do so. I will assume full responsibility for the use of the material and shall indemnify and hold harmless Ford Motor Company from any claims resulting from my use of the materials.
6. For unpublished material, I understand that I am responsible for obtaining any necessary permission from an author, his/her heirs, or literary executors to publish material which under common law is controlled by copyright.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_