

GUIDELINES FOR ARCHIVAL USE OF WORLD TRADE CENTER-RELATED MATERIALS

The Municipal Archives preserves and makes available for research several series of historical records pertaining to the September 11, 2001 attack on the World Trade Center and subsequent recovery and rebuilding efforts. Some of the series comprise materials that are fragile and/or contain personal and confidential information relating to the victims of the attack and their families. While accepting its obligation to provide public access to these series, the Archives must evaluate such requests by also considering its paramount responsibilities to protect and preserve these irreplaceable materials. Consequently, the Archives may choose to limit or forbid handling, duplication, or casual inspection of materials deemed highly sensitive, fragile or posing a possible health risk.

In addition to the regulations governing public access to all archival material access to the World Trade Center-related series is governed by the following additional regulations and/or procedures:

- (1) Self-service photocopying or digital photography is not available for World Trade Center-related materials. Researcher requests for copies of materials will be fulfilled by Municipal Archives staff according to the standard fee schedule. Copies may not be used for any purpose other than private study, scholarship or research.
- (2) When permission is made to reproduce or otherwise use World Trade Center-related materials, permission is usually limited to a one-time use for specific purposes with appropriate credit and identifying information. Permission may be denied in instances where the item contains information of a personal nature related to victims of the attack or their families.