

## **Access Policy**

The records at the Missouri State Archives shall be open for research upon completion of the descriptive inventories for each record. Exceptions include those records containing confidential personal information and those closed by law. During the restricted period, the records shall be available only to the office of origin, the Missouri State Archives, or legally designated persons. Access by others may be granted only with the written consent of the office of origin and the State Archivist. Archives staff will respond to records requests within 72 hours. Pursuant to RSMo 182.817, and as defined in RSMo 570.200, the Missouri State Archives does not disclose patron records except in response to a court order.

The Missouri State Archives conforms to the "Standards for Access to Research Materials in Archival Manuscript Repositories," as approved by the Society of American Archivists in December of 1973. Open records shall be available to all researchers who observe the rules and regulations of the Missouri State Archives. Access to the Archives' collections is provided through the research room; written requests are answered by the reference staff. Hours are 8:00 a.m. to 5:00 p.m., Monday through Wednesday and Friday; 8:00 a.m. to 8:00 p.m., Thursday; and 9:00 a.m. to 3:00 p.m., Saturday. The Missouri State Archives is closed Sundays, New Year's Day, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving, and Christmas Day. Additional closings will be posted in-house and on our website.

The Missouri State Archives conforms to American with Disabilities Act (ADA) standards in providing services, records, and displaying records.