

#### IV. Personal Materials

The Donor does not intend to include Personal Materials in the Collection. If an archivist or any other person identifies items that are or could be considered Personal Materials, the University must immediately segregate the items and, within 30 days, notify the Donor and provide a copy of or access to the items. The items must be restricted from access until the Donor informs the University if the items shall be removed from or remain with the Collection. The Donor maintains the right to determine if an item qualifies as Personal Materials. Any Personal Materials removed from the Collection shall be returned to the Donor or her designee.

#### Definitions

- a. The term “Donor” refers to Catherine Stevens and her successors and assigns.
- b. The term “Personal Materials” refers to documents (or any portion thereof), photographs, and other items that are personal in nature to Donor or to any individual related by blood or affinity to Ted Stevens or Donor (“Relatives”). This includes, but is not limited to: notes or correspondence with or among Relatives; communications between or among third persons which discuss personal matters of Donor or Relatives (such as financial, legal, employment, or education information); and photographs of Relatives that are of a personal nature. Donor may provide further detail regarding what should be deemed Personal Materials, including the names of the individuals who are Relatives, at any time.