



**Elmer E. Rasmuson Library**  
**Alaska and Polar Regions Collections & Archives**  
310 Tanana Loop Room 211, P.O. Box 756808, Fairbanks, Alaska 99775-6808

September 16, 2013

Mr. Tim McKeever  
Holmes, Weddle & Barcott  
701 West Eighth Avenue, Suite 700  
Anchorage, AK 99501-3408

Dear Tim:

Your visit to Fairbanks was a pleasure! We certainly enjoyed talking about the collection and showing the space to you and Mrs. Stevens.

Thank you for expressing your concerns about collection access and any personal materials that may be among the papers. In response to your first question, 'how can any portions of the collection be processed to readiness for public access by August 2015', I will first say that the opening date does not mean that all portions of the collection will be available.<sup>1</sup> The archivist controls which materials will be made available. The archivist also controls the research procedure, and there will be a mandated waiting period between a patron's request and access of the materials. This gives archival staff time to pull and review documents before the visit. All researchers will be required to disclose their affiliations and purpose for research, and must complete a registration form with identification and personal information (a draft form is attached). A research interview is conducted, and the archives reserve the right to deny access to the researcher. Additionally, materials are brought to researchers several files at a time and only *after* staff has gone through the materials first, and then he/she is observed at all times. When materials are returned, archives staff will then look through the materials again to ensure all items are accounted for.

The following section of the *Agreement for Deposit of Records and Memorabilia Between Ted Stevens and The University of Alaska Fairbanks*, which I have used as a guide throughout the project, details this further:

**Access**

- i. The university may provide access to unrestricted material which is comingled with restricted material, provided that the integrity of the underlying files or their organization is preserved and restricted material is not released to the public by the University;

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<sup>1</sup> Item 5 of the Agreement for Deposit addresses this: "The Parties Wish to make the Collection available for research, scholarship and public access at an appropriate time following the deposit, but recognize that the Collection may contain material which should not be accessed or which access should be delayed or restricted. The University shall provide and restrict access to the Collection as follows and in accordance with the terms of this Agreement."

- ii. Pursuant to this Agreement and any amendments hereto, the University may provide individuals access to portions of the Collection (subcollections), provided that the University shall exercise reasonable care with respect to determining whether any subcollection of records is subject to access restrictions as provided by this Agreement. Reasonable care shall not include review of every document in a subcollection that reasonably may be expected to contain only unrestricted material. Reasonable care shall include prereview interviews with individuals who seek to access the Collection to acquaint them with the restrictions on release of certain types of documents, and the further requirement that individuals accessing unrestricted subcollections execute the confidentiality agreement incorporated herein as Addendum C which describes restrictions applicable to any material restricted by this Agreement.

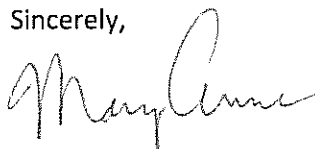
Constituent correspondence in the form of issues mail, rarely of a sensitive nature, is often interspersed with legislative subject files, such as the Native Claims Settlement Act, or the passage of the Alaska Lands Act. However, restricted casework files in the collection are both isolated and filed separately, or less often, filed with general correspondence. A quick glance at a box of files marked Correspondence is enough to identify those that have case work in the mix.

Regarding your second question, I can assure you that evidence of personal materials in the collection, as outlined in the Agreement, has been negligible. Any possible items, such as a brief email between the Senator and a son that was mentioned, were noted as restricted material upon creation of the record in our database. I will pull those items and forward to you and Mrs. Stevens for an assessment. Please be reassured we take this seriously. As we move into the second phase of the Project, processing select portions of the collection at the item level, we have a planned process in place that any such materials in question will be pulled immediately, scanned and forwarded on for review.

Please let me know if there any more questions or concerns we can address. In the meantime, we are looking forward to a new exhibit and Gallery talk from our intern Susannah Dowds, as part of our activities planned for celebrating the Senator's birthday in November.

We hope to see you soon.

Sincerely,



Mary Anne Hamblen

Cc: Dr. Bella Karr Gerlich  
Mrs. Catherine Stevens