

## **Offsite Records Retrieval Policy**

The Mennonite Church USA Archives–Goshen houses nearly half of its holdings offsite. Some are in Westlawn Hall (on the north end of the Goshen College Campus), while others are stored in a records management facility in Fort Wayne. All efforts are made to store offsite *only* materials of lesser research value or materials restricted to staff use only.

The following policies govern the conditions of access to archival materials stored offsite:

### **Westlawn Hall**

- (1) Records are retrieved from Westlawn Hall twice per week: Monday mornings and Wednesday mornings.
- (2) To ensure retrieval of materials, requests must be submitted
  - By Thursday afternoon at 5 PM for Monday retrieval.
  - By Tuesday afternoon at 5 PM for Wednesday retrieval.

In inclement weather, scheduled retrievals may be cancelled at discretion of archives staff.

### **Fort Wayne Records Management Facility**

- (1) Records retrieval from Fort Wayne requires two to three business days.
- (2) Researchers seeking retrievals from Fort Wayne will be asked to participate in cost-sharing for the retrieval of the records. The archives assumes about half of the costs associated with retrieving these materials.
  - Fee for a retrieval request of one to four boxes: \$30
  - Fee for a retrieval of six to ten boxes: \$50
  - Fees for the retrieval of more than ten boxes will be negotiated with the researcher on a case by case basis.
- (3) Retrieval fees do not apply to employees of Mennonite Church USA, its agencies, and Mennonite World Conference conducting research for work-related purposes.
- (4) These fees are subject to change at any time without prior notification.

*Adopted 12/2010. Revised 11/2014*