

**ITEMS IN THIS TWEEDSMUIR VOLUME THAT SHOULD NOT BE PROVIDED TO THE PUBLIC FOR A TIME**

BRANCH: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Information can be added as items are included in the Tweedsmuir or during a review at the time the volume is being closed.

Tweedsmuir Volume #: \_\_\_\_\_

Page #	Summary Description of Item in Question (If only part of a page, be specific, including which line or paragraph.)	Reason (see list below)						Extent			Year for follow-up	Year to Open
		Bio.	Contact Info.	Birth, Marr.	List	Photo	Other	Lines	Page	Book		
	<b>EXAMPLES:</b>											
22	Names/birth dates of children at the end of Smilth farm history - last 2 paragraphs			x				x			2040	
51	Autobiography of Jane Doe - Died 1995	x							x			2025
65	Photograph from a professional photographer around 1980 - copyright concern					x			x		2015	

- Reasons for Item not be Provided to the Public:**
1. Biography of a living person or one who died within last 30 years.
  2. Contact Information of a living person.
  3. Birth or marriage dates of a living person.
  4. Membership list < 50 years old.
  5. Photograph created after 1948 and either a copyright or privacy concern.
  6. Other - any other item Tweedsmuir Coordinator feels should not be provided to the public.