



INTERNATIONAL
OLYMPIC
COMMITTEE

Historical Archives
Olympic Studies Centre

IOC Archives Access Rules

Reference document

Adopted by the Foundation Board of the Olympic Museum on 2 March 1997,
updated on 30 September 2005.

13 October 2011



The IOC Document Management Section (Vidy) and Archives Section (Olympic Museum) are the guardians of the IOC archives. They are responsible for managing, cataloguing and preserving the archives for the IOC.

The IOC is prepared to grant access to its archives under certain conditions. It reserves the right to change these rules at its entire discretion.

SECTION I: GENERAL GUIDELINES

Aims

Art. 1:

These rules organise access to the IOC archives, which contain:

- the archives of the decision-making organs of the IOC (Session, Executive Board, Management Committee, various commissions and working groups, etc.);
- the archives of IOC members;
- the archives of IOC departments;
- archives from elsewhere deposited in the IOC archives.

Limits

Art. 2:

Access limits for the IOC archives are defined in Section II. They depend on the classification of the documents: “public”, “for internal use” or “confidential”.

Consultation

Art. 3:

The *Archives Access Rules* define the practical details for accessing the IOC archives located at the Olympic Museum.

SECTION II: ACADEMIC OR PRIVATE RESEARCHERS

Public access

Art. 4:

In principle, the public has access to the IOC’s “public” archives. However, the IOC reserves the right to restrict or forbid access to certain documents, particularly when their divulgation is forbidden, either by law, or by contractual agreement, or owing to private or public interests worthy of protection.

Researchers complete a consultation request form from the Archives Section, which will be studied in accordance with the aforementioned general principle. The “public” archives are defined in the following article.

Public archives

Art. 5:

The IOC’s “public” archives comprise seven types of file (on condition that they have been catalogued and filed):

- 1) the files containing only “public” material
- 2) the general files of the IOC classed “for internal use” (correspondence excluding private, personal business; contracts, etc.), which are **more than 20 years old**;
- 3) the files classed as “confidential”, which are **more than 30 years old**;
- 4) the personal files of IOC members and staff, as well as serial files containing personal data, which are **more than 100 years old** with the following provisos:
 - o researchers carry out their work with the assistance of the archivists, and no direct access to these personal files will be permitted, except in the event that



- special authorisation is granted by the IOC President to an appointed researcher;
- if the person concerned (or his/her heirs) authorises it, the 100-year deadline may be modified;
 - archives from elsewhere deposited in the IOC's archives are disclosed in accordance with the deadlines set by the persons or institutions that deposited them.
- 5) the minutes of **IOC Sessions upon their approval/signature**;
 - 6) the minutes of Executive Board, commissions and working group meetings, which are **more than 30 years old**;
 - 7) the minutes of meetings of the Nominations and Ethics commissions, which are **more than 100 years old**.

The confidentiality periods apply from the original date of the document concerned until the end of the year in question. Thus, a document filed "for internal use" dated 31 May 2005 becomes accessible on 1 January 2006.

The documents accessible by the public before being deposited in the archives remain accessible afterwards.

Dispensations

Art. 6:

The IOC President, and, acting on his authority, the President's Chief of Staff, may, before the expiry of the periods set in Article 7, grant a dispensation to facilitate scientific work which the IOC wishes to see proceed or in which it considers it has an interest.

Restrictions

Art. 7:

Public access to the archives deposited at the Olympic Museum may be provisionally delayed to allow for conservation work necessary for the communication of files for which access has been requested or if no space is available in the study rooms.

Fees and costs

Art. 8:

Research carried out by IOC staff at the request of external individuals is subject to a fee, and the related costs (photocopies, copies of images, etc.) will be invoiced.

Use

Art. 9:

The commercial use of the archives is forbidden, without an *ad hoc* contract approved by the IOC, which reserves the right to decide – on a case-by-case basis – what constitutes commercial use. It is the responsibility of the archive users to obtain the necessary authorisation.

The use of the archives for university publications is authorised on the condition that the user mentions the information source (IOC Archives, Lausanne) in his/her work, and provides the IOC Library with two copies of the publication concerned, free-of-charge.