

Document Policy

The Sanbornton Historical Document Foundation Digital Library has as its goal to be the digital resource of record for all documents concerning Sanbornton, New Hampshire. As such, the SHDF-Digital Library will seek to include all possible and appropriate documents. Documents means all forms of recorded material whether hand-written, printed, typed, graphic (including maps, artwork, and drawings), photography, audio or video.

SHDF recognizes the distinction that is sometimes made between documents that are passively available, that one can see as an interested party by physically going to a specific location, and the somewhat broader impact of making them actively and universally available on the Internet. Government legislative and executive bodies are dealing with limitations on availability of certain records, most particularly those where the public release of information may prove harmful to individuals or groups. Except as otherwise provided by law, SHDF will not attempt to substitute its judgment for that of the body that releases the information. SHDF will follow all appropriate laws, regulations and guidelines.

Private Documents: Private documents that have been offered, accepted, and released in writing by the appropriate private parties will be made available, subject to policy and material limitations within SHDF. Private Documents will not be limited to written documents. Audio, Video, Drawings, and Pictures will be accepted, subject to policy and material limitations within Sanbornton Historical Document Foundation.

Public Documents: Public documents that have been designated as available to the public after they have been officially approved and released by the appropriate body will be made available, subject to policy and material limitations within SHDF.

Public documents that have been designated as a permanent record according to NH RSA 91-A:2 will be made available, subject to policy and material limitations within SHDF.

Amended and approved by board October 14, 2004