



OFFICIAL ACCESS AUTHORISATION FORM

1. To be completed by PERSON REQUESTING OFFICIAL ACCESS TO RECORDS

Full name:	Agency:
Telephone number:	Email address:
I undertake to abide by the National Archives' reading room rules and any limitations to access specified under this authorisation.	
Signature:	Date:

2. To be completed by AGENCY CONTROLLING THE RECORDS

Agency name:
Contact officer's name: Telephone number:
DESCRIPTION OF RECORDS TO WHICH OFFICIAL ACCESS IS AUTHORISED
Provide details of individual records (title, file number, series) or at least the series and date range of records (attach list if insufficient space):
ACCESS TO SECURITY CLASSIFIED RECORDS
Person is authorised to access security classified records: NO / YES State to which level:
To be completed by Agency Security Advisor if access to security classified records is authorised.
I certify that holds a current security clearance issued on (name of requestor) (level) (date)
Name: Position/level:
Signature: Date: Telephone number:

LIMITATIONS ON ACCESS	
Can the researcher use the restricted portion of records with decisions of OPEN WITH EXCEPTION?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the researcher use records with decisions of CLOSED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the researcher use records for which no public access decision has been recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is photocopying of records permitted? (pre-payment for copies is required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
AUTHORISATION EXPIRY DATE (all official access authorisations require renewal by 31 January each year)	
Official access will be required until:	
AUTHORISATION	
The person named in part 1 and whose signature appears above is authorised in accordance with sub-section 30(1) of the <i>Archives Act 1983</i> to have official access to the records described here, subject to the limitations specified above. Access to these records is required for the official purposes of this agency, or for a purpose supported by the agency.	
Name:	Telephone number:
Position/level (must be at least SES or equivalent level):	
Signature:	Date:

Official access authorisation

Completion of this form authorises the National Archives of Australia to act on behalf of agencies to make available records that would not generally be accessible. The form asks agencies to specify the records to be made available so that the National Archives can assist the applicant within the parameters that the agency sets.

Section 30 of the *Archives Act 1983* requires the National Archives to ensure that the records of a Commonwealth agency held in archival custody are available for use by officers of the agency or by people authorised by the agency to have access to them. Access to records using this process is known as official access. Details of the operation of official access are contained in National Archives Fact Sheet 257 – Official access.

Official access will usually authorise a person to have access to records for an official purpose of an agency, or for a purpose supported by the agency. It approves access to records that may not be available under public access arrangements (such as records that do not fall in the 30 year open access period, that have not been assessed for public access or which have been assessed and found to contain exempt information).

Completing the form

SECTION 1. PERSON REQUESTING OFFICIAL ACCESS TO RECORDS

To be completed by the person who will be needing access to the records. A separate form will be required for each person needing access. The undertaking is to be signed and dated by the person requesting access to records.

SECTION 2. AGENCY CONTROLLING THE RECORDS

This is the agency with functional responsibility for the records, either as the agency which created the records or as the successor to the agency responsible for the creation of the records.

Description of records to which official access is authorised. Under this heading please provide as clear a description of the records to which access is authorised as possible. This will assist the National Archives and the person seeking to use the records. If possible, attach a list of items. The form should identify at least the series and date range of records to which access is authorised.

Access to security classified records. Please indicate if the person needs to access security classified records (other than those which have been declassified and are publicly available under the Archives Act). The Agency Security Advisor must verify that the person has a current security clearance to the required level.

Limitations on access. Under this heading indicate any limitations that are to be placed on the level of access the person is to have. If there is a need to impose a limitation other than those listed in the form please provide details in a separate note.

Authorisation expiry date. Enter the expected date of completion of the project for which official access is needed. All official access authorisations expire at 31 January each year. If access is required beyond this date a fresh authorisation must be provided.

Authorisation. The authorisation is to be provided by a manager in the agency controlling the records who, having regard for the records involved, can properly make decisions to approve access. The person authorising should be Senior Executive Service or equivalent level.

The National Archives prefers that the agency nominates a single position in the agency able to authorise access to its records. This makes it easier for both the Archives and the agency to control and monitor access. If the agency is unable to nominate a single person it should indicate what level staff within the agency are able to authorise access.

For further information about official access or to obtain copies of this form, please contact:

The Director
Reference & Information Services
National Archives of Australia
PO Box 4924
Kingston ACT 2604

Tel: (02) 6212 3900
Fax: (02) 6212 3999
Email: ref@naa.gov.au

or your local office of the National Archives