



TERMS OF AGREEMENT FOR RESEARCHERS
 AUTHORISED TO VIEW SECURITY CLASSIFIED RECORDS
 IN NATIONAL ARCHIVES' READING ROOMS

YOUR DETAILS

Surname:	First name:
Agency:	
Reader card number:	

I agree to:

1. the verification of my security clearance information **prior** to viewing classified records on National Archives' premises.
2. protect the records while on issue to me (including special handling material and information from Commonwealth agencies and the Australian Intelligence Community) from access or view by other researchers, to only view the records in the designated secure viewing room, and to not leave records unattended.
3. not bring any electronic equipment (including laptops, blackberries, mobile phones, cameras) into the reading room. If such equipment is required it must be accredited by Defence Signal Directorate and approved for use by the National Archives' Agency Security Advisor.
4. wear and display the temporary access pass on issue to me at all times, to not share the access pass or allow anyone else to use the pass while on issue to me, and to advise the National Archives immediately if the access pass is misplaced, lost or stolen.
5. return all records and the temporary access pass issued to me, sign-out on the attendance register, and present any material I have taken into the reading room for inspection, upon leaving.
6. contact the National Archives immediately about any problems or issues relating to the classified records I have viewed.

DECLARATION

1. I have been authorised to view security classified records from the collection of the National Archives and undertake to protect those records from viewing by other researchers.
2. I undertake to view the records in the designated secure viewing room and to not leave records unattended.
3. I have read National Archives Fact Sheet 3 on Reading room rules and Fact Sheet 257 on Official access and I will comply with the terms and conditions set by the National Archives.

Signature of applicant:	Date:
<i>Official access authorisation</i> form checked <input type="checkbox"/>	
Signature of National Archives officer:	Date:
Printed name:	Position:

Please note: a new agreement must be signed on 31 January each year