

Attention:
The Director-General of the National Archives of
Australia (NAA)
Simon Froude
National Archives of Australia,
PO Box 4924, Kingston, ACT 2604



Letter Ref: [REDACTED]

26 April 2026

By email: foi@naa.gov.au

Freedom of Information Request – Historical request metadata and first submission dates for specified archival items

Dear **FOI Officer**,

I request access to documents under the **Freedom of Information Act 1982 (Cth)** concerning the existence, content, and accessibility of historical request metadata for specified archival items, and the earliest recorded request date for each of those items.

As part of ongoing work concerning delayed access examinations, I seek to understand whether the **National Archives of Australia** maintains internal records showing when a particular item was first requested, how often it has been requested over time, and whether that type of aggregated historical request information is visible to Archives staff when managing queues, prioritisation, or the operation of the **section 40A** consideration-period mechanism under the **Archives Act 1983**.

For avoidance of doubt, I am **not** seeking the **personal information** of any previous applicant. I seek only **aggregated, historical, or item-level** request metadata of the kind described below.

Scope of request

I request access to the following categories of documents and recorded information.

1. System capability and record-keeping

Any **system manuals, data dictionaries, functional specifications, workflow descriptions, business rules, process notes, training materials, queue-management guidance**, or equivalent records describing whether the Archives' internal systems, including **RAMS, RecordSearch**, or any related back-end or queue-management system, maintain any of the following information for an individual archival item identified by **barcode, series, control symbol**, or other item identifier:

- the **first date of request** or earliest recorded access application date for the item;
- the **cumulative number of access applications** or requests made for the item over time;
- whether the item has been previously examined, queued, re-queued, or previously made subject to access examination;
- whether staff have visibility of this historical request information when assessing queue position, handling priority, backlog, delay, or the operation of the **section 40A** extension mechanism; and
- whether such information can be exported, searched, reported on, or otherwise retrieved at item level.

2. Item-specific chronology

For each of the archival items identified in the **attached schedule (Attachment A)**, I seek the **earliest recorded request date** or equivalent earliest date on which the Archives first received an access application for that item.

If the exact field is not called “**first date of request**” or “**date of first submission**”, I seek the equivalent metadata field or internal record showing when the item first entered the Archives’ access examination queue or first became the subject of an access application.

3. Item-level request volume

For each item identified in the **attached schedule (Attachment A)**, I seek any existing record showing:

- the **number of access applications** or requests received for that item over time;
- whether the item has more than one historical request recorded against it; and
- any field showing prior request count, prior queue history, prior examination status, or equivalent item-level historical request metadata.

4. Alternative request for administrative efficiency

If producing a bespoke response for each listed item is considered administratively burdensome, I am content to receive any existing **system export, queue extract, database report, spreadsheet, CSV, PDF report**, or equivalent output from the internal queue or waitlist management system showing, for the listed barcodes or control symbols:

- the **initial request date** or earliest equivalent recorded date;
- the **number of historical requests** or equivalent count field, if recorded;
- the **current due date, queue position**, or equivalent status field, if recorded; and

- any field showing whether the item has been previously requested, previously examined, or remains awaiting examination.

5. Accessibility of historical request data

Any records showing whether the historical request information described above is:

- viewable by **access examiners, reference staff, or decision-makers**;
- used in any form of **triage, queue management, prioritisation**, or backlog handling;
- available for reporting at the level of a specific **barcode or control symbol**; and
- treated as relevant, or irrelevant, when considering delays or the operation of **section 40A**.

Clarifications

- I seek **existing documents and recorded information only**.
- I do **not** seek the names, contact details, or other personal information of previous applicants.
- I seek only **item-level historical request metadata, aggregated request information**, and the **earliest recorded request date** for each listed item.
- If relevant information is held electronically and can be collated by the use of a computer or other ordinary equipment, I request that consideration be given to producing a document under **section 17** of the **FOI Act**.
- If any part of this request is considered too broad, please treat this email as an invitation to consult with me under **section 15(3)** of the **FOI Act** so that the scope may be refined while preserving the central request.
- For the avoidance of doubt, I ask that any **notice of decision** preserve the full scope of this request by reproducing or annexing the request in full, including the **background** and **clarification** passages, rather than replacing it with an abbreviated departmental paraphrase. If more convenient, the full text may be attached as an **annex** to the decision notice.

Attached schedule

The attached schedule identifies the items presently relevant to this request. My current RecordSearch list shows **62 applications** on my account (See Attachment A), including a substantial number with due dates extending into **2027**.

Preferred form of access

I request access in **electronic form** by email, preferably as **searchable PDF files** and, where appropriate, **CSV or spreadsheet export** for reports, metadata, queue extracts, or system outputs.

Public interest and fee waiver

I request a **waiver of any fees** associated with this request. There is a clear **public interest** in understanding whether long delays affecting access applications arise from current applicant volume alone or from a pre-existing, multi-year backlog affecting particular items. Knowledge of when an item was first requested, and whether it has been repeatedly requested over time, is relevant to understanding the operation and fairness of the Archives' access examination process.

Kind regards,



Attachment A: (Schedule)

<u>Receipt No</u>	<u>Barcode</u>	<u>Serie s</u>	<u>Control Symbol</u>	<u>Title</u>	<u>Date Application Submitted</u>	<u>Date Application Due</u>	Cancel Application
NAA1/004 20044	15695 476				15/04/ 2025	26/08/ 2025	
RK23/000 02821	7016157	A3211	1977/163 4	Appointment of Sir Zelman Cowen, CMG, QC as Governor-General of Australia - visit November 1977	16/02/ 2023	30/06/ 2023	
RK26/000 01921	26138981	A14195	2000/174 8- R394332 004	EXTERNAL COMMUNICATIONS - EXHIBITIONS - Federation	15/02/ 2026	19/03/ 2027	

				Gallery - Preservation Matters - FW: Digitisation request - Commonwealth Act 1986 (A1559/1, 1985/142)			
RK26/000 02480	25036612	A432	M1985/14 558 PART 1	Representations to the Attorney-General by J King - The Country Women's Association of Western Australia Incorporation regarding - Bill of Rights	27/02/2026	06/04/2027	
RK26/000 02481	25033513	A432	JAL1985/4632	Human Rights cooperative arrangement with Western Australia	27/02/2026	06/04/2027	
RK26/000 02482	12089182	A432	SAV1986/12077 PART 1	Residual Constitutional Links Between Britain and Australia - 1986-1987	27/02/2026	06/04/2027	
RK26/000 02633	8209240	A432	1985/784 8	Royal Commission into Australia's Security and	04/03/2026	09/04/2027	

				Intelligence Agencies - Management of residual recommendations			
RK26/000 02634	12067224	A432	SAV1985/15738 PART 1	Residual Constitutional links between Britain and Australia	04/03/2026	09/04/2027	
RK26/000 02635	12067225	A432	SAV1985/15739 PART 1	Residual Constitutional links between Britain and Australia	04/03/2026	09/04/2027	
RK26/000 05144	15813670	A11431	A8891/10	Consignment List for A8891/10	18/04/2026	21/05/2027	
RK26/000 05145	15813669	A11431	A8891/9	Consignment List for A8891/9	18/04/2026	21/05/2027	
RK26/000 05146	15813661	A11431	A8891/1	Consignment List for A8891/1	18/04/2026	21/05/2027	
RK26/000 05147	15813662	A11431	A8891/2	Consignment List for A8891/2	18/04/2026	21/05/2027	
RK26/000 05148	15813663	A11431	A8891/3	Consignment List for A8891/3	18/04/2026	21/05/2027	

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RK26/000 05149	15813 664	A11 431	A8891/4	Consignment List for A8891/4	18/04/ 2026	21/05/ 2027	
RK26/000 05150	15813 665	A11 431	A8891/5	Consignment List for A8891/5	18/04/ 2026	21/05/ 2027	
RK26/000 05151	15813 666	A11 431	A8891/6	Consignment List for A8891/6	18/04/ 2026	21/05/ 2027	
RK26/000 05152	15813 667	A11 431	A8891/7	Consignment List for A8891/7	18/04/ 2026	21/05/ 2027	
RK26/000 05153	15813 668	A11 431	A8891/8	Consignment List for A8891/8	18/04/ 2026	21/05/ 2027	
RK26/000 05154	26071 130	A14 195	2002/787- R549232 005	EVALUATION & DISPOSAL - ADVICE - Attorney- General's Department (CA 5) - General Disposal Authority/Admi nistrative Functions Disposal Authority Project - Bell to Minell to Bell (string) RE: concurrence requested -	18/04/ 2026	21/05/ 2027	

				CA 5: A8891 - 5 Jul 2005			
RK26/000 05155	26071 127	A14 195	2002/787- R549082 005	EVALUATION & DISPOSAL - ADVICE - Attorney- General's Department (CA 5) - General Disposal Authority/Admi nistrative Functions Disposal Authority Project - Copy: Note for file: Series A8891 consignments amended sentences - Minell 11 July 2005	18/04/ 2026	21/05/ 2027	
RK26/000 05156	26071 126	A14 195	2002/787- R548692 005	EVALUATION & DISPOSAL - ADVICE - Attorney- General's Department (CA 5) - General Disposal Authority/Admi nistrative Functions Disposal Authority	18/04/ 2026	21/05/ 2027	

				Project - Note for File: Series A8891 sentenced under GDA AFDA project at consignment level - Thomas 20...			
RK26/000 05157	15663369	A11431	A5021/1	Consignment List for A5021/1	18/04/2026	21/05/2027	
RK26/000 05158	12161300	A1209	1984/689 ATT	Residual Constitutional Links and Fetters with the United Kingdom	18/04/2026	21/05/2027	
RK26/000 05159	12161293	A1209	1984/689 PART 1	Residual Constitutional Links and Fetters with the United Kingdom	18/04/2026	21/05/2027	
RK26/000 05160	12161294	A1209	1984/689 PART 2	Residual Constitutional Links and Fetters with the United Kingdom	18/04/2026	21/05/2027	
RK26/000 05161	12161295	A1209	1984/689 PART 3	Residual Constitutional Links and Fetters with	18/04/2026	21/05/2027	

				the United Kingdom			
RK26/000 05162	12161 296	A12 09	1984/689 PART 4	Residual Constitutional Links and Fetters with the United Kingdom	18/04/ 2026	21/05/ 2027	
RK26/000 05163	12161 297	A12 09	1984/689 PART 5	Residual Constitutional Links and Fetters with the United Kingdom	18/04/ 2026	21/05/ 2027	
RK26/000 05164	12161 298	A12 09	1984/689 PART 6	Residual Constitutional Links and Fetters with the United Kingdom	18/04/ 2026	21/05/ 2027	
RK26/000 05165	12161 299	A12 09	1984/689 PART 7	Residual Constitutional Links and Fetters with the United Kingdom	18/04/ 2026	21/05/ 2027	
RK26/000 05166	83013 54	A12 09	1983/032 0	Referendum - Constitution Alteration - Bill	18/04/ 2026	21/05/ 2027	
RK26/000 05167	79635 12	M14 26	24	Territorial waters	18/04/ 2026	21/05/ 2027	

RK26/000 05168	79619 47	M15 7	25/3	[Personal papers of E G Whitlam] Northern Development: Commonwealt h of Australia Act No 118 of 1967; Petroleum (Submerged Land) Act [box 27]	19/04/ 2026	21/05/ 2027	
RK26/000 05169	89279 45	A12 09	1977/244 PART 4	Establishment of an Australian 200 mile Economic Zone	19/04/ 2026	21/05/ 2027	
RK26/000 05170	89279 08	A12 09	1977/244 PART 1	Establishment of an Australian 200 mile economic zone - Task Group	19/04/ 2026	21/05/ 2027	
RK26/000 05171	89279 09	A12 09	1977/244 PART 2	Establishment of an Australian 200 mile economic zone - Task Group	19/04/ 2026	21/05/ 2027	
RK26/000 05172	89279 10	A12 09	1977/244 PART 3	Establishment of an Australian 200 mile economic zone - Task Group	19/04/ 2026	21/05/ 2027	

RK26/000 05173	89279 46	A12 09	1977/244 PART 5	Establishment of an Australian 200 mile economic zone - Task Group	19/04/ 2026	21/05/ 2027	
RK26/000 05174	89279 47	A12 09	1977/244 PART 6	Establishment of an Australian 200 mile economic zone - Task Group	19/04/ 2026	21/05/ 2027	
RK26/000 05175	89279 48	A12 09	1977/244 ATTACH MENT	Establishment of an Australian 200 mile economic zone - Task Group Report	19/04/ 2026	21/05/ 2027	
RK26/000 05176	88255 48	A12 09	1978/20 PART 1	Establishment of Australian 200 mile economic zone - Legal and consitutional aspects	19/04/ 2026	21/05/ 2027	
RK26/000 05177	88255 49	A12 09	1978/20 PART 2	Establishment of Australian 200 mile economic zone - Legal and consitutional aspects	19/04/ 2026	21/05/ 2027	

RK26/000 05178	88255 50	A12 09	1978/20 PART 3	Establishment of Australian 200 mile economic zone - Legal and consitutional aspects	19/04/ 2026	21/05/ 2027	
RK26/000 05179	88402 11	A12 09	1978/20 PART 4	Establishment of Australian 200 Mile Economic Zone - Legal and constitutional aspects	19/04/ 2026	21/05/ 2027	
RK26/000 05180	88402 12	A12 09	1978/20 PART 5	Establishment of Australian 200 Mile Economic Zone - Legal and constitutional aspects	19/04/ 2026	21/05/ 2027	
RK26/000 05181	88402 13	A12 09	1978/20 PART 6	Establishment of Australian 200 Mile Economic Zone - Legal and constitutional aspects	19/04/ 2026	21/05/ 2027	
RK26/000 05182	88402 14	A12 09	1978/20 PART 7	Establishment of Australian 200 Mile Economic Zone - Legal	19/04/ 2026	21/05/ 2027	

				and constitutional aspects			
RK26/000 05183	8840215	A1209	1978/20 PART 8	Establishment of Australian 200 Mile Economic Zone - Legal and constitutional aspects	19/04/2026	21/05/2027	
RK26/000 05184	8840216	A1209	1978/20 PART 9	Establishment of Australian 200 Mile Economic Zone - Legal and constitutional aspects	19/04/2026	21/05/2027	
RK26/000 05407	15985656	A11431	M4081/1	Consignment List for M4081/1	22/04/2026	26/05/2027	
RK26/000 05408	15985657	A11431	M4081/2	Consignment List for M4081/2	22/04/2026	26/05/2027	
RK26/000 05409	15985658	A11431	M4081/3	Consignment List for M4081/3	22/04/2026	26/05/2027	
RK26/000 05659	11431866	A406	E1970/73	Amendments to Referendum (Constitutional Alterations)	26/04/2026	01/09/2026	

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RK26/000 05660	14725 779	A40 6	E1982/13 58 PART 1	Referendum (Constitutional Alterations) Bill 1982-1983	26/04/ 2026	01/09/ 2026	
RK26/000 05661	14725 780	A40 6	E1982/13 58 PART 2	Referendum (Constitutional Alterations) Bill 1982-1983	26/04/ 2026	01/09/ 2026	
RK26/000 05662	14725 781	A40 6	E1982/13 58 PART 3	Referendum (Constitutional Alterations) Bill 1982-1983	26/04/ 2026	01/09/ 2026	
RK26/000 05663	14725 782	A40 6	E1982/13 59	Amendment to Referendum (Constitutional Alterations) Act - Instructions of Yes/No Cases	26/04/ 2026	01/09/ 2026	
RK26/000 05664	31171 726	A11 116	CA62 PART 1	Constitutional Alterations	26/04/ 2026	01/09/ 2026	
RK26/000 05665	31171 727	A11 116	CA62 PART 2	Constitutional Alterations	26/04/ 2026	01/09/ 2026	
RK26/000 05666	31171 728	A11 116	CA62 PART 3	Constitutional Alterations	26/04/ 2026	01/09/ 2026	
RK26/000 05673	20302 5093	M36 41	56	[Personal papers of Prime Minister Hawke] Articles on R J L Hawke and family - Part 2	26/04/ 2026	01/09/ 2026	

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