

REQUEST FORM FOR RECORDS OVER 20 YEARS

Exemption to s.30(2) relate to the records that are listed on this request form.

1. Person requesting

Full name: s 47F(1) on behalf of s 47F(1)	Agency: CA 1401
Position/Title: Adviser	Agency Title: Department of the Prime Minister and Cabinet
Telephone number: s 47F(1)	Email address: s 47F(1)

2. Background to request

Are you able to view this record in your local NAA Reading Room?	No
If No; please provide a brief reason	N/A
Will a copy of the record meet your needs?	Yes - Digitised
Please briefly outline the business need of the request?	Yes
When do you need to records by?	Files are required to assist a line area with an FOI enquiry. as soon as possible

3. Duration of loan

How long do you estimate you will require the record/s you are requesting? 30 Business days
If your business need exceeds 90 days please provide a brief explanation why and an estimated loan duration is likely to be – N/A

4. Management of records on loan

- As the requesting officer I understand that I that records obtained from the custody of the National Archives are closed and a part of the Commonwealths archival resource and therefore cannot amend or alter the record.
- As the requesting officer I undertake to ensure that records obtained from the custody of the National Archives will be used in a manner that does not put them at risk of damage.

5. Loan details

Series/Transfer Job Number	Box Number (Barcode)	Item Control Symbol/Title	Comments
5529 / JN 2009/00239706	B816134	HON97/00121 - REVIEW OF AUSTRALIAN HONOURS AND AWARDS - RESPONSE - PROPOSED HUMINATIRIAN OVERSEAS SERVICE MEDAL	

I hereby authorise that the record/s listed above be granted temporary exemption to sub-section 30(2) of the Archives Act 1983 for the proper conduct of business of the controlling Agency.

Name: s 47F(1)

Telephone number: s 47F(1)

Position:

Signature:

Date: 24/10/2019

Exemption to Section 30(2)

Records are transferred to the custody of the Archives once their current business use has ceased or within 15 years of the records coming into existence in the expectation that the controlling agency will have little if any further need for the records.

The Archives recognises that exceptions may arise and in some circumstances agencies may wish to borrow records from the Archives' custody for the conduct of their business.

As a general rule, the Archives will provide a **general exemption** to all agencies to borrow records from the Archives' custody where the records are **less than 20 years of age**. This approach aligns official access under section 30 with the open access period applying to members of the public.

For records more than 20 years old an exemption will depend on particular business circumstances.

Completing the form

SECTION 1. Person requesting

To be completed by the person who requires access to and taking responsibility for the care of the record/s.

SECTION 2. Background to request

The information provided in this section will assist the Archives in processing s.30(2) exemption requests. The Archives recognises that records are required for business purposes; the information in Section 2 is to ascertain why the records are not able to be viewed in the Archives custody and whether a copy of the record will meet Agency's needs.

The range of business needs expressed by agencies will assist the Archives in mapping trends in Commonwealth business needs for records held by the Archives and this will inform the development of future policies and management of records governed by s.30 of the Archives Act in this area of operations.

SECTION 3. Duration of loan

Enter the expected date of completion of the project or work need for which the exemption is being requested. If access is required beyond this date the Archives will need to be informed.

SECTION 4. Management of records on loan

The national Archives has a legislative requirement to care for the Commonwealths archival resource. This responsibility remains in place whilst records from the collection are on loan to Commonwealth agencies.

SECTION 5. Loan details

Information detailed in this section relates to the records being requested. The more information that agencies provide will assist in the location and retrieval of the records.

The National Archives prefers that records over 20 years of age be viewed by Agency staff within an Archive Reading Room under official access provisions.

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

Reference Services

National Archives of Australia

PO Box 7425

Canberra Business Centre ACT 2610

Tel: 1300 886 881

Fax: 1300 886 882

naa.gov.au

or any office of the National Archives