

## **GUIDELINES FOR ACCESS TO RECORDS HELD IN THE UNSW ARCHIVES**

These guidelines cover access to all records in the custody of the University Archives.

Access to records is available in the Reading Room of the Archives free of charge.

### **UNSW ARCHIVES COLLECTIONS**

The primary part of the collections consists of official UNSW records that are no longer required for day-to-day business and are of permanent value to the university and the general community. These official university records are State records including State archives as defined by the *State Records Act 1998*. The Act applies to all records created by 'public offices' which includes UNSW.

In addition to UNSW's official records the Archives collects private records of former officers, university related organisations and other individuals connected with the university. The archival collections also include oral histories and other records originating from the university's oral history program.

### **UNSW STAFF ACCESS TO OFFICIAL UNIVERSITY RECORDS IN THE ARCHIVES**

Access to official university records is available for the purposes of current UNSW business.

Records may be made available on loan unless they are fragile or in need of conservation treatment. In such cases the records or copies thereof will be made available for consultation in the Archives Reading Room.

Records available for loan are

- Registered files: these need to be requested using UNSW's recordkeeping system, TRIM.
- Records deposited in the Archives directly by a university unit or department: these are available for loan to that unit, department or its successor unit, or to senior officers of the university. These records need to be requested directly from the Archives.

Access by UNSW staff to official university records for private purposes or to private records and oral history program related materials is treated in the same way as public access to records in the Archives.

## **PUBLIC ACCESS TO RECORDS IN THE ARCHIVES**

Any person may request access to records in the custody of the Archives for the purposes of study or research, including for personal, academic, professional, or commercial reasons. Access will be provided on an equitable basis to all users.

All users are required to complete a Reader's Registration form before access to records is arranged and must undertake to abide by the conditions set out on the Reader's Registration form which include the *Guidelines on the care and handling of archives*, *Reading Room Rules and Procedures* and the *Reproduction, Citation, and Publication of Archival Records* procedures.

### **Access To Official University Records At Least Thirty Years Old**

Official university records are State records. Access to them is governed by the *State Records Act 1998*. The Act establishes a general entitlement to access to State records that are in the 'open access period', that is records that are at least 30 years old. There is presumption that records in the 'open access period' should be open to the public. However, although a record is 30 years old or older, this does not necessarily mean it is available for public access. Some records contain sensitive information and may need to be closed for a longer period. Such records have had a 'Closed to Public Access' (CPA) direction made by UNSW in accordance with the State Records Act. View the UNSW's CPA directions at <http://www.recordkeeping.unsw.edu.au/documents/UNSWAccessDirections.pdf> or check State Records NSW' [Register of Access Directions](http://www.records.nsw.gov.au/archives/register_of_access_directions_2235.asp), numbers 611 to 620, at [http://www.records.nsw.gov.au/archives/register\\_of\\_access\\_directions\\_2235.asp](http://www.records.nsw.gov.au/archives/register_of_access_directions_2235.asp) .

UNSW can review or revoke its access directions at any time, but would do so only in line with the Attorney General's Guidelines to Making Access Directions.

### **Access To Official University Records Less Than 30 Years Old**

Access to State records less than 30 years old is only available under the State Records Act if UNSW has completed an 'Early Access Notification' in accordance with the Act. Access may be granted other than under the Act with the approval of the head of the originating unit or department, or of its successor. If access is granted there may be conditions attached.

### **Access To Private Records And Oral History Materials**

Access to private records and records originating from the oral history program is determined by individual donors' or interviewees' wishes.

While most of the records are open for access immediately, some have access conditions imposed, which need be adhered to by the Archives and its readers.

### **Access To Records Has Been Denied**

Users, who think that access to records has been unreasonably denied, should seek redress from the Manager, Records and Archives in the first instance.