

Queensland State Archives

Access to Restricted Records at Queensland State Archives

1. Scope

This form authorises access to restricted records held at Queensland State Archives (QSA). The form identifies restricted records and the level of access and permissions to those records that an authorised officer from the responsible public authority has granted to the person identified in section 4 of the form.

2. Responsible public authority for restricted records

.....
(name of public authority)

3. Access authorisation officer for responsible public authority

Note. The authorising officer for access must be the officer whose signature is registered with Queensland State Archives on the Access Authorisation form.

Name.....Signature.....

Title.....Date.....

4. Person granted access to restricted records

.....
(name)

Public Authority Officer
OR (name of public authority)

Member of the public
(address)

5. Access and permission levels

All restricted records for the responsible public authority named in section 2 OR

Only the records listed below (use QSA reference numbers)
.....
.....

Obtain copies of these records subject to any QSA copying policies

Request the temporary return of records from the custody of Queensland State Archives to the responsible public authority subject to File Issue Service policies
This option is only available to officers of the responsible public authority

This authorisation is effective **from**.....**to**.....
(Duration can not exceed one year)

6. Conditions of access

The bearer of this form will need to provide suitable proof of identification (drivers licence, departmental ID card) and will be **the only person to have access to restricted items** in the Public Search Room at Queensland State Archives.

QSA office use only - Approved Yes No QSA Officer name
 Copy provided to Public Access Manager