



**1. Instructions** - Use a separate form for each authorised officer.

\* This form identifies the person authorised by the Chief Executive Officer of a public authority to determine restricted access periods and approve administrative access to restricted records held at Queensland State Archives.

\* The Chief Executive Officer always retains the authorisations regarding restricted access periods described above and does not need to complete this form. The form should only be used when assigning authorisations to another person.

Return by **fax** to (07) 3131 7764 or **mail** to →  
The State Archivist  
Queensland State Archives  
PO Box 1397  
Sunnybank Hills QLD 4109

**2. Authorised officer** ( sections 2 – 5 must be completed)

<b>Name</b>					
<b>Agency or shared service provider</b>					
<b>Position title</b>					
<b>Work unit</b>					
<b>Email</b>					
<b>Phone</b>		<b>Fax</b>		<b>Mobile</b>	
<b>Signature</b>				<b>Date</b>	

**3. Scope of authorisation**

*The Chief Executive Officer or the officer identified above is authorised to:*

Set restricted access periods per section 16 of the *Public Records Act 2002*  Yes  No

Approve access to restricted records per section 18(2) of the *Public Records Act 2002*  Yes  No

Change restricted access periods per section 19(2) of the *Public Records Act 2002*  Yes  No

**4. Agency/agencies covered by this authorisation**

<b>Agency name</b>		QA
<i>Other agencies covered by this authorisation. Append list if insufficient space.</i>		

**5. Authorised by (Chief Executive Officer)**

<b>CEO Name</b>					
<b>Phone</b>		<b>Fax</b>		<b>Mobile</b>	
<b>Email</b>					
<b>Signature</b>				<b>Date</b>	

*QSA Administrative use only - Copy provided to Manager, Collections and Access*

<i>A1 updated</i>	<input type="checkbox"/>	<i>Date</i>		<i>Staff</i>		<i>File:</i>
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