



UNIVERSITY OF NEW ENGLAND ARCHIVES & HERITAGE CENTRE

APPLICATION TO ACCESS RECORDS

Access to archival records in the University of New England Archives and Heritage Centre, including NSW State Archives, needs to be applied for to ensure that the records are handled and used in an appropriate way. The UNE Archives and Heritage Centre is responsible for preservation of the records it holds, and is required by law to restrict access to some records for privacy or confidentiality reasons.

To be completed and signed by researchers

NAME/S _____ DATE _____
CITY/TOWN _____ STATE _____
PHONE NUMBER _____ E-MAIL _____

RESEARCH STATUS - PLEASE TICK ONE

UNE STAFF UNE STUDENT PROFESSIONAL GOVERNMENT PUBLIC

PURPOSE OF RESEARCH - PLEASE TICK ONE

FAMILY HISTORY LOCAL HISTORY PHD/RESEARCH
UNE INTERNAL/ACAE OTHER _____

The personal information provided in this form is collected for the purposes of actioning your request. It will be managed in accordance with the *Privacy & Personal information protection Act 1998 (NSW)* as embodied in the [University's Privacy Management Plan](#). Your information will be retained as long as necessary to fulfil your request and then deleted or archived in accordance with requirements in the *State Records Act 1998 (NSW)*.

SUBJECT OF ENQUIRY - *Where applicable include course/study details.*

CONDITIONS OF ACCESS

Access to records in the UNE Archives and Heritage Centre is granted on the following terms and conditions:

1. The researcher agrees to handle records carefully and to abide by the instructions of UNE Heritage Centre staff. Researchers are not to interfere with or mark in any way the records issued to them.
2. Records will be made available to researchers in accordance with University Collection Guidelines on access and some records may be restricted for reasons of privacy or confidentiality.
3. Copies of archival records may be made only with the permission of UNE Heritage Centre staff and subject to physical condition and copyright requirements. Any copying of archival records will be subject to the *Copyright Act 1968 (Cth.)*.
4. Publication of archival records may only be made with the written permission of the copyright holder or subject to any relevant provisions in the *Copyright Act 1968 (Cth.)*, and must acknowledge the UNE Archives and Heritage Centre as the source for any quotations or extracts.
5. Sensitive personal information (as defined in section 19(1) of the *Privacy and Personal Information Protection Act 1998 (NSW)*) and must not be disclosed in a manner that identifies an individual, without that individual's consent or the consent of their closest survivor.
6. The UNE and the UNE Archives and Heritage Centre are indemnified by the researcher against all actions, claims, demands or liability or whatever kind arising from the granting of access to records.

I have read, understood and agree to comply with the Conditions of Access

SIGNATURE _____ DATE _____

