

Archives Access Guideline

Version	Approved by	Approval date	Effective date	Next full review
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3.1. 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 a presumption that records in the 'open access period' should be open to the public.

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 (1998).

UNSW's current CPA directions are available on both the [Records & Archives](#) and the [State Archives & Records Authority NSW](#) websites.

UNSW may, from time to time, review or revoke its access directions, but would do so only in line with the [Attorney General's Guidelines to Making Access Directions](#).

3.2. Official University Records Less Than Thirty Years Old

Access to State records less than 30 years old is only available under the State Records Act (1998) 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.

3.3. Private Records and Oral History Materials

Access to private records and records originating from the oral history program is determined by the individual donor/interviewee.

Whilst many of the records are open for access immediately, some have access conditions imposed, which need to be adhered to by the user.

Appendix 2: Reproduction, Citation, and Publication of Archival Records

Reproduction of all archival records

Researchers are encouraged to use records on site as the University Archives does not recommend copying documents for preservation reasons. Researchers may request copies of records held in the University Archives; reproduction charges apply and must be paid for by researchers. Any copying is subject to approval by the University Archivist; factors which may affect such approval include the prevention of damage to records, the purpose of the request, ensuring compliance with copyright law and access restrictions, and the availability of resources.

Researchers who require copies must complete the [Application for Reproduction of Archival Records](#)

Appendix 3: Reading Room and Archives' Care and Handling rules

Archives Reading Room Rules

All users must ensure that they:

- x Leave all bags in designated lockers
- x Do not eat or drink in the reading room
- x Please switch your mobile phone off or place it on silent mode. When other users are present, please exit the Reading Room if you need to answer it or make a call.
- x Use pencils for writing or note taking, except when completing designated forms
- x Do not remove records from the designated area
- x Do not transfer records to another researcher
- x Keep all noise to a minimum while working in the reading room
- x Do not enter "Staff Only" areas

Archives' Care & Handling Rules

All users are required to:

- x Handle all original items with care at all times
- x Not remove documents from bundles
- x Not disturb the order of records in which they were issued
- x Wear gloves when requested by reading room staff, especially when handling
 - o Photographic material (print and other)
 - o Maps and plans
 - o Pre-1920 material
- x Ensure that hands are clean, dry and free from lotions that may stain and add to the deterioration of the records; staff may request that you wash and dry your hands thoroughly before handling the records
- x Not place objects on the records
- x Not mark any record (do not trace, highlight or underline archival material)
- x Turn folios carefully one at a time, ideally from the top right hand corner
- x Ensure that volumes are fully supported at all times; ask staff for assistance if necessary
- x Do not lean on archival records when writing
- x Do not use items such as "post-it" notes, cardboard, pens, pencils or memo pads to mark places in archival records; ask staff for paper flags
- x Report any concern to staff
- x Report any damage such as loose or torn folios, so that they can be referred for preservation treatment