

UNIVERSITY OF MELBOURNE – RECORDS SERVICES

ACCESS FORM

I,

(Name in Block Letters)

Have read the rules *ACCESS AND REPOSITORY RULES RELATING TO ARCHIVES* and undertake to fulfil the requirements of the rules.

Postal Address:

Telephone No.:

Email Address:

Occupation:

Institution, Company or Firm:

Course, Year and Subject Unit:

Name of Tutor/Lecturer/Supervisor or Person Directing this Research:

Subject of Enquiry/Project Synopsis [MUST BE COMPLETED - USE BACK OF FORM IF NECESSARY]:

Is this research sponsored by a 3rd party? Y N

If yes provide details:

Specific Material to be made available:

I agree that I will not pass to a third party* any photocopies of, or notes derived from the records.

Signature:

Date:

*unless you have declared party previously

Records Services Staff Use Only

1. Has the request been documented on the Access Form (attached)? Y N
2. Is the material requested relevant to access request? Y N
3. Has the file has been checked for legal opinions? Y N
4. Does the file contain any documents suspected of falling into that category? Y N
(any document falling into this category should be forwarded to Legal and Compliance for further advice before access is granted)
5. Does the material have a commercial value that would be diminished or destroyed if the information were disclosed? Y N
6. Has the information been communicated in confidence? Y N
7. Does the material contain personal information? Y N
(If so, refer to the [Privacy Policy](#))
8. Will disclosure of this information have an adverse effect on the University? Y N
9. Will disclosure prejudice the conduct of an investigation of a breach, or possible breach, of the law or prejudice a trial or adjudication of a particular case? Y N

Checklist completed by:

Date:

If you checked Y to any item between 4-9 you should seek further advice before recommending access.

Access recommended: Y N

Recommending Officer:

Date:

Access approved: Y N

Signature of authorised officer:

Date:

Copy of Work Submitted:*

*Where applicable according to the rules.