This application is for permission to access government archives in the custody of the NT Archives Service. The application is *(tick relevant box) for*:

[ ]  Archives in the restricted access period, according to the Access Agreement signed between the responsible Public Sector Organisation and the Archives, as per section144 of the *Information Act*. Refer to *Archives Advice 4: Public Access to Government Archives in the Restricted Access Period*.

[ ]  Archives where there is no Access Agreement. Refer to *Archives Advice 3: Recommended Restricted
Access Periods for Government Archives*.

[ ]  Archives outside of the provisions of the *Information Act.*

The application form should be completed by the applicant and forwarded to the Public Sector Organisation responsible for the function of the records.

The responsible Public Sector Organisation should

* advise the applicant of the outcome of the application and provide the applicant with a copy of the completed application form.
* Ensure that the relevant sections are completed to indicate whether approval is granted for access, copying and publication.

Contact Northern Territory Archives Service on 8924 7677 for any queries relating to the completion of this form.

1. **Public Sector Organisation responsible for the government archives**

*The applicant should forward the completed form to the address shown below.*

|  |  |
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| Agency name |  |
| Agency address |  |
| Agency email |  |
| Contact Officer |  |
| Phone: |  |

1. **Applicant Details**

*The Public Sector Organisation should respond to the applicant to the address shown below.*

|  |  |
| --- | --- |
| Applicant name |  |
| Organisation name (if applicable) |  |
| Postal Address |  |
| Email address |  |
| Phone (business hours) |  |

1. **Reason for Access Request**

*The applicant should provide details relating to the reason for research, significance of project, duration of project, expected outcomes of project and other sources used etc. If there is insufficient space below, attach further details.*

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1. **Applicant declaration**

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| I agree that I will use the archives listed in Section 6 of this form in a responsible manner, and that I will not reveal incidental information which I may discover while accessing these archives. I understand that permission to access these archives does not imply permission to publish; and that publication of the archives can only occur if approval for publication has been granted in Section 6. |
| Signature: |  |
| Name: |  |
| Date: |  |

 ***The applicant must complete Section 6 Details of archival items requested (see page 3).***

1. **Public Sector Organisation decision**

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| I have considered this application for access and have noted on Section 6 (Details of archival items requested) of this form, whether permission is given for the applicant to: [ ]  access these archives; [ ]  make copies of these archives; and [ ]  use or publish these archives without further permission from the Public Sector Organisation. |
| Comments (eg any variations on permission given above, including no permission given): |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |

***The Public Sector Organisation should respond to the applicant at the address shown in Section 2.***

1. **Details of archival items requested**

 *The applicant should provide a list of all items requested. Where access to a whole series or consignment is requested, check the box on the left and enter the details of the series/consignment. Details can be obtained from Archives Navigator or the List of Holdings, both available on the NTAS website:* [*www.artsandmuseums.nt.gov.au/navigator*](http://www.artsandmuseums.nt.gov.au/navigator)*intro*

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| Applicant to complete | Public Sector Organisation to complete |
| Whole series?*Tick the box if you want access to the whole series.* | Series number*Include consignment numberExample: NTRS 123/P1* | Item number*Example: item 84/654**[not required where access to whole series is requested]* | Description*Series title [where whole series is requested] OR file title [where item is requested]* | Date range of item *[if known]* | Is access granted?*Write: Yes or No* | Is copying of the archive permitted?*Write: Yes or No* | Does the use & publication of the archive need further approval by the agency? *Write: No, or Yes and provide comment* |
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