**Instructions**

* Use this form to grant or deny access to restricted records in the custody of Queensland State Archives.
* Authorisation is required for anyone requiring access to restricted records, including employees of the agency responsible for the records accessing records at QSA.
* This form must be signed by an officer with the delegation to grant access to records in accordance with section 18(2) of the *Public Records Act 2002*.
* Agencies do not need to complete this form if records are returned using the file issue service and requestors are accessing records at your agency.
* Return completed form/s by email in PDF format to Queensland State Archives at [info@archives.qld.gov.au](mailto:info@archives.qld.gov.au)
* You must also notify the customer of the decision to grant/deny access to records.

Find out more about [restricted access periods](https://www.forgov.qld.gov.au/restrict-access-records-restricted-access-periods) and [granting access to restricted records.](https://www.forgov.qld.gov.au/provide-access-closed-records)

# Person requesting access to restricted records

### Name:

Click here to enter requestor name

### Name of public authority (if applicable):

Click here to enter name of public authority.

### Street address:

Click here to enter street address.

**Note:** Proof of identification will be required at time of accessing items at Queensland State Archives

# Access and permission levels

### What records does the requestor have permission to access?

Requestor **does not** have permission to access restricted records for the following public authority:

Click here to enter name of responsible public authority.

If ticked, proceed please proceed to [authorisation](#_Access_Authorisation_Officer)

**OR**

Requestor has permission access **all restricted records** for the following public authority:

Click here to enter name of responsible public authority.

**OR**

Requestor has permission to access the **specified restricted records** listed below:

Click here to list records – use QSA reference numbers.

**Note**: If including attachment, authorisation officer to sign each page

# Supervision and copying

### Is a representative of the responsible agency required to supervise viewing of the records?

Yes  No

### Does the person viewing the records have permission to obtain copies of these records?

**Note:** Copying is subject to QSA copying policies and charges

Yes  No

### Are there any other conditions?

Yes  No

If yes, please specify

Click here to list conditions.

# Dates of effect

### Specify the date range this authorisation is to be in effect.

FromClick here to enter start date.

ToClick here to enter end date.

**Note:** Duration cannot exceed one year

# Access Authorisation Officer for responsible public authority

*By signing this form I affirm that I am acting as an authorised delegate of the public authority*

### Name:

Click here to enter name of authorised officer.

### Title:

Click here to position title of authorised officer.

### Public authority:

Click here to enter public authority.

### Signature: Date:

Click here to enter date authorised.

**Note**: This form can be signed digitally if your agency has appropriate processes in place to ensure the signature’s authenticity. Digitally signed forms must be saved as PDF before submitting to QSA.

### Privacy Notice

The Department of Housing and Public Works through Queensland State Archives is collecting information on this form, including your personal information, for the purpose of managing a system that provides for the issue of public records to researchers at Queensland State Archives. This is authorised by the Queensland State Archivist pursuant to their role under the *Public Records Act 2002*. The Department will not disclose your personal information to any other third parties or use it for another purpose without your consent, unless authorised or required by law or unless you have expressly indicated your willingness to participate in any survey Queensland State Archives may conduct or commission.