Use this form to notify the Queensland State Archives (QSA) of your response to the application to access restricted record(s) made by the applicant identified below. Multiple record applications by the same person with the same access response can be listed on one form. If there are multiple record applications with different access responses, please use separate forms.

*See* *how to approve or refuse access to records* *for more information or email QSA at* *info@archives.qld.gov.au* *for assistance*.

# Applicant information

### Name:

Click here to enter applicant’s name

### Email address:

Click here to insert applicant’s email address.

# Chief Executive or Authorised Delegate information

#### This form is to be sent to QSA within 35 business days of receipt of the application (unless a longer period is agreed to by the Archivist prior to day 35) under s38(3) of the Public Records Act 2023.

#### By signing this form, I affirm that I am signing this in my capacity as CEO or an authorised delegate of the responsible public authority.

### Name:

Click here to enter name of authorised officer.

### Position Title:

Click here to position title of authorised officer.

### Responsible Public Authority:

Click here to enter name of responsible 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.

Section 38(2) of the *Public Records Act 2023* provides that as the responsible public authority, you may:

1. Approve the application for access
2. Approve the application for access with reasonable conditions
3. Refuse the application for access.

Please indicate your response below.

*If the responsible public authority refuses access or imposes conditions on access, the authority must advise the Archivist about why it has done so under s38(4) of the Public Records Act 2023.*

# Response of Public Authority

## Option 1: Access is approved with no conditions

[ ] The applicant has approval to access **ALL Restricted Records** held in custody at Queensland State Archives on behalf of this public authority.

 **OR**

[ ] The applicant has approval to access **only the restricted records specified below** which are held in custody at Queensland State Archives on behalf of this public authority.Please add attachment if the list of records does not fit in the space provided.

|  |  |  |
| --- | --- | --- |
| ITM or PR number | Record title | Agency Control number (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

### Dates of effect (ie. The period of approval).

**Start date of access period:** Click here to enter start date.

**End date of access period:** Click here to enter end date.

**Note:** Duration should be no longer than 1 year.

## Option 2: Access is approved with conditions

[ ] The applicant has approval to access **ALL Restricted Records** held in custody at Queensland State Archives on behalf of this public authority.

 **OR**

[ ] The applicant has approval to access **only the restricted records specified below** which are held in custody at Queensland State Archives on behalf of this public authority.Please add attachment if the list of records does not fit in the space provided.

|  |  |  |
| --- | --- | --- |
| ITM or PR number | Record title | Agency Control number (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

### Dates of effect (ie. The period of approval).

**Start date of access period:** Click here to enter start date.

**End date of access period:** Click here to enter end date.

**Note:** Duration should be no longer than 1 year.

### Conditions on Access:

Click here to enter conditions of access.

### Reason why conditions on access have been imposed:

Click here to enter reason for conditions of access.

## Option 3: Access is refused

[ ] The applicant **DOES NOT** have approval to access the restricted record(s) specified below which are held in custody at Queensland State Archives on behalf of this public authority. Please add attachment if the list of records does not fit in the space provided.

|  |  |  |
| --- | --- | --- |
| ITM or PR number | Record title | Agency Control number (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

### Reason why access has been refused

Please select from the list below and provide further details about how this applies to the record(s). *See* [*Schedule 2 of Public Records Act 2023*](https://www.legislation.qld.gov.au/view/html/asmade/act-2023-033#sch.3) *for definitions.* Note: the broad reason for refusal may be shared with applicants but not the specific details where additional information has been provided.

|  |  |
| --- | --- |
| Select box  | Reasons for refusal of access |
|[ ]  record contains personal information of medium or high sensitivity |
|[ ]  record contains culturally sensitive or sacred information |
|[ ]  record contains legally protected information |
|[ ]  record contains information that may compromise public safety |
|[ ]  record contains security information |
|[ ]  Other – please specify Click here to enter other reason |
| Click here to enter further details about how the reason above applies to the record(s). |

Once completed and signed by your chief executive or authorised delegate, please return this form to Queensland State Archives at [info@archives.qld.gov.au](file:///C%3A%5CUsers%5Chartsulx%5CDesktop%5Cinfo%40archives.qld.gov.au)