



## Archives ACT Finding Aid

### Reading Room & Reference Services

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#### **Source of the archives**

The *Territory Records Act 2002* established the record keeping and archival regime for the ACT Government. ACT Government agencies have ownership and custody of the records for the life of the record including those considered worthy of retaining permanently as evidence of policy and activity. Public records are created by government departments, Territory Owned Corporations and authorities; the courts and tribunals; government schools, secondary colleges and tertiary institutions; public hospitals and health centres; and other public offices. They have value for historical, genealogical, social or other research and document the status, rights and entitlements of the people of the Australian Capital Territory.

#### **Availability of government records**

Only a fraction of the records created by government have been deemed of continuing value to the people of the Australian Capital Territory and have been retained as Territory archives. The records that have been kept have been appraised against the approved Records Disposal Schedule for the relevant function and activity of government. The approved Records Disposal Schedules are notifiable instruments and are publicly available on the ACT Legislation Register <http://www.legislation.act.gov.au>

#### **Access to records**

Records are not stored onsite and must be retrieved from the custody agency. Requesting records is done online wherever you use the internet.

#### **Reading Room**

Archives of the ACT Government are ordered and arrangements made for their use before visiting the Reading Room. Archives will be made available in the Reading Room in the ACT Heritage Library once they have been retrieved from the agency with ownership and custody.

#### **Reference service**

The ACT Government Reference Archivist does not undertake research on your behalf. However, as many of the records management tools are not public the Reference Archivist will identify and suggest possible files that may fit your research profile or request. As the ACT was granted self-government in 1989, many useful files are still in the National Archives of Australia a preliminary check of RecordSearch <http://www.naa.gov.au/collection/recordsearch.aspx> will assist in refining

your request by locating agencies that made the files or series information.

## **Digital cameras**

The preferred method of copying paper records is through personal digital cameras. Provided that certain conditions are met, researchers can make photographic copies of records they have ordered using their own digital camera. These conditions include only photographing records that are under crown copyright.

### **Forms**

The following forms are relevant:

[Copyright declaration for the use of digital cameras](#)

[Application for permission to publish: not-for-profit publications](#)

[Application for permission to publish: commercial publications](#)

## **Copy service**

A copying service is provided for a fee. Requests must be accompanied by the fee and on the relevant form.

### **Forms**

The following forms are relevant:

[Application for photocopies](#)

[Application for digital images](#)

[Application for photographic reproduction](#)

[Application for large format/fragile records](#)

[Application for permission to publish: not-for-profit publications](#)

[Application for permission to publish: commercial publications](#)

## **Opening hours**

Use of the records is by appointment only during the hours 10:00 am to 4:00 pm Monday to Friday.

## **Security**

To protect the records, pencil not pen or biro is to be used in the Reading Room. Gloves may be supplied in some cases. Large satchels or bags are not to be brought into the Reading Room.

## **Refreshments**

There is a coffee shop in the Woden Library building and many others in the Woden Plaza shopping precinct.