



Authorised Agency User Nomination Form

Instructions to Agency Records / Information Managers and Agency Officers

One of the functions of State Records of South Australia is to enable Agencies to have access to official records of archival value that are in the custody of State Records. State Records currently does this by loaning the record to the Agency responsible for the record. State Records remains the official custodian of the record, even though the record has been loaned to the Agency.

Only Authorised Agency Users are able to borrow the official permanent records of their agency. To nominate an Agency Officer as an Authorised Agency User, the Agency's Records / Information Manager will need to complete and approve the attached nomination form. For the nomination to take effect both the nominated Agency Officer and the Agency's Records / Information Manager will also need to have read and agreed to the Terms and Conditions for the loan of official permanent records attached to this form.

The Agency Records / Information Manager will be notified of the officer's registration as an Authorised Agency User and provided with the officer's Agency User ID and password. Once the account is activated the Authorised Agency User will be able to request official agency records for loan in accordance with the Terms and Conditions attached to this form.

Note:

- ▶ **One form** for each nominated Authorised Agency User is required
- ▶ Please enter the GA Number for your Agency where indicated at the top of the following page. If you do not have a GA number please contact State Records' Collection Management Services via the contact block above
- ▶ **For approval to take effect, the Records / Information Manager and the nominated Authorised Agency User will need to sign that they agree to the Terms and Conditions attached to this form**
- ▶ When the Nomination Form and Terms and Conditions declaration have been completed please fax this document to State Records' Collection Management Services on (08) 8260 6133



Agency Records / Information Manager Authorised Agency User Nomination:

Agency Details: **GA Number : GA** _____

Agency Name: _____

Location: _____

Nominees Details:

Title: Mr / Mrs /Ms /Miss /Dr (please circle one)

Nominee's Name: _____

Nominee's Surname: _____

Nominee's Position: _____

Nominee's Signature: _____ Date: _____

Nominee Workplace Contact Details:

No/Street/Building: _____

Suburb: _____

Postcode: _____ DX No: _____

Phone: _____ Fax: _____

Email: _____

Having read the Terms and Conditions, I, the Agency Records / Information Manager, approve the appointment of the above named agency officer to become an authorised State Records Agency User.

Name (Print): _____

Title: _____

Phone: _____

Email: _____

Approver's Signature: _____ Date: _____



*Terms and Conditions

Agency Records / Information Manager Responsibilities

The Agency Records / Information Manager is responsible for:

- ▶ records loaned to the agency at the request of an Authorised Agency User. Under the *State Records Act 1997* agency officers responsible for official records in their custody are liable for a \$10,000 fine or 2 years imprisonment if the record/s is damaged, altered, disposed of, lost or removed from official custody
- ▶ the return of the records (see the below section 'Returning Records')
- ▶ informing State Records' Collection Management (CM) Services when the Authorised Agency User account is to be cancelled

Conditions of Loan

Only authorised Agency Users of the Agency may request official permanent records for loan. This is to ensure that unauthorised personnel do not have access to restricted records. The risks of releasing such information to unauthorised personnel include litigation and potential damage, alteration, disposal or loss of the record.

The number of items that can be pre ordered and delivered to an agency user in a day is 20.

If an agency requires greater quantities to be delivered then contact CM Services to make appropriate arrangements.

Whilst the record is on loan to the agency, the Authorised Agency User and the Records / Information Manager agree that the agency will treat records, documents and their storage containers with care and the agency will not:

- ▶ add, remove or substitute records to any files
- ▶ alter any documents in any file
- ▶ rearrange documents or make changes to existing documents in any file
- ▶ replace original records with photocopies
- ▶ mend damaged records, documents, or storage containers (where records are damaged Authorised Agency Users should notify State Records' Repository Services when records are returned)
- ▶ use adhesive tape on any document, file or storage container
- ▶ remove, under any circumstances, barcode labels from any storage container, file, document or bag (see the below section 'Permanent Record Identification').

*Disclaimer

State Records reserves the right to vary the provisions of these Terms and Conditions at any time without notice.

These conditions are to ensure that the:

- ▶ original context and the physical condition of the record are preserved (otherwise records may be more difficult to track; and may become more difficult to locate and to access in the future)
- ▶ disposal action of the records remains the same (altering or adding records after transfer changes the disposal action).

Permanent Record Identification

Permanent barcodes are placed on the face of all storage containers (not in containers). Barcodes will be placed on the back of items retrieved from State Records or where items are placed in a polythene bag, the barcode will be placed on the polythene bag. Whilst the record is on loan to the agency, the Authorised Agency User is responsible for ensuring:

- ▶ all State Records barcode labels remain intact on the records and that the records remain in their correct file covers, file bags, delivery bags and/or containers
- ▶ no other labels are placed on the records and containers

Returning Records

Records will be loaned to an agency at the request of an Authorised Agency User for 21 days. The Authorised Agency User and the Agency Records / Information Manager agree that:

- ▶ only records issued by State Records will be returned to State Records. State Records will not accept any records as returns that were not issued by Repository Services
- ▶ only records that have been formally transferred to State Records' custody will be sent as returns. State Records will not accept records as returns which have not been formally transferred to State Records' custody
- ▶ records will be returned in their original storage container or polythene bag where applicable with their barcodes intact

Overdue Records

Where records are overdue, an Overdue Notice will be sent to the Agency Records / Information Manager. Upon receipt of such a notice, the Agency Records / Information Manager agrees (after consulting with the Authorised Agency User) to arrange for:

- ▶ the return of the records to State Records or
- ▶ an extension of the loan of the records. To extend a loan the Agency Records / Information Manager will need to contact CM Services in writing (fax or email is acceptable).

Collecting Records

Records ordered from State Records will be available for pick-up by DX or private couriers from the address below on Monday – Friday, 9:00am - 4:00pm:

State Records
Gepps Cross Repository

115 Cavan Road
Gepps Cross SA 5094
Phone: (08) 8343 6806
Fax: (08) 8260 6133

Procedures for Couriers

When arranging for a courier to pick-up or return records to State Records, please ensure that all relevant details are communicated clearly. This will ensure the efficient and timely delivery of the records. A State Records' staff member will arrange to meet the courier in the Loading Bay.

The Authorised Agency User agrees:

- ▶ to provide the courier with written authorisation to pick-up records they have requested for loan
- ▶ if the courier is an unauthorised agency staff member that staff member must provide identification prior to receiving the records
- ▶ to inform the courier that they are to:
 - ▶ report at the Loading Bay roller doors at the Gepps Cross address
 - ▶ inform State Records' staff of the nature of the call via the intercom (eg. collection or return of records for Department of Premier and Cabinet)
 - ▶ sign for the collection of the records