

THE NATIONAL ARCHIVES ACT 1999

**Regulations made by the Minister under Section 42 of the
National Archives Act 1999**

1. These regulations may be cited as the National Archives (Access to Public and Destruction of Public Records) Regulations 2002.
2. In these regulations –
 - “Act” means the National Archives Act 1999;
 - “Committee” means the Public Records Appraisal Committee set up under section 17 of the Act;
 - “public body” means any –
 - (a) Ministry or Government Department;
 - (b) local authority;
 - (c) statutory corporation, institution or organization;
 - “responsible officer” means, in the case of –
 - (a) a Ministry or Government Department, the Head of such Ministry or Department;
 - (b) a local authority, the Chairman or Mayor, as the case may be;
Government Notices 2002
 - (c) a statutory corporation, institution or organisation, the President or Chairman, as the case may be.
3. (1) The research room of the Department shall be open to the public on every day other than a public holiday.
 - (2) The hours of admission shall be –
 - (a) from 9.30 a.m. to 3.00 p.m.;
 - (b) on Saturdays, from 9.30 a.m. to 11.30 a.m.
4. Every person intending to make use of the research room to consult the public archives shall write his name and full address in the Visitors Register and on a Record Card.
5. Public archives shall be open to public inspection subject to the conditions mentioned in these regulations and payment of the fees specified in the First Schedule.

6. (1) Any person may apply in writing to the Minister for exemption from payment of the fees specified in regulation 5.

(2) The Minister may, after consultation with the Director, grant an exemption from payment of fees to any applicant.

7. Private documents deposited in the Department and not open to public inspection shall only be produced subject to such conditions as the depositor shall impose.

8. Every person wishing to inspect or search any record that is not available in the research room of the Department may be required to write out a separate requisition slip for the record.

9. (1) A list of all inventories, repertories, catalogues and indexes intended for the use of the public shall be kept in the research room of the Department and shall be revised from time to time.

(2) Unless with the express authorisation of the Director, no person shall produce in the research room –

(a) inventories, repertories, catalogues and indexes not mentioned in the list, or withdrawn therefrom;

(b) records not mentioned in the list and records in course of arrangement.

10. No person, other than an officer of the Department, shall make any mark, in pencil or otherwise, any public archives belonging to the Department.

Government Notices 2002

11. Every person shall, as far as possible, maintain silence in the research room of the Department.

12. No person shall –

(a) make use of ink in the research room of the Department.

(b) take any umbrella, stick or bag into the research room of the Department, nor place any parcel on the table.

13. (1) The officer in charge of the research room may expel from the research room any person –

(a) who commits a willful breach of these regulations;

(b) who shows persistent disregard of the officer's authority;

(c) who damages any record or article belonging to the Department; or

- (d) whose conduct, language, habit or dress is likely to be a source of nuisance to other users of the research room
- (2) The exclusion of any person from the research room, together with the reason therefore, shall be forthwith notified in writing to the Director, who shall enquire into the circumstances and confirm or annul the decision.
- (3) The decision of the Director may be reviewed by the Minister.
14. Any notification of destruction or other disposal of public record under section 19 of the Act shall be made in the form specified in the Second Schedule.
15. (1) Where the Committee decides that a public record is to be destroyed and –
- (a) no objection has been received under section 21 (2) of the Act; or
 - (b) following an objection, the Minister has decided under section 21 (4) of the Act that the public record is to be destroyed,
- the responsible officer shall cause the record to be burnt up in the presence of any officer deputed by him.
- (2) The officer present at the destruction of the public record shall certify to the Director that the public record has been destroyed in the form specified in the Third Schedule.

Made by the Minister on 21/02/2002.

Government Notices 2002

FIRST SCHEDULE

(regulation 5)

	Rs	Cs
1. For Searches or copies made on request by the Archives Staff, per hour or fraction thereof	30	00
2. For photographic replicas in original size (negative or positive), per sheet 24 x 18 inches 12 x 18 inches	300 200	00 00
3. For photographic replicas in larger or smaller size than the original, additional fee for enlargement or reduction, per process	6	00
4. For other photographic work of abnormal difficulty additional fee, by the hour	30	00
5. For photocopies, per sheet	1	50
6. For the inspection or consultation of one document, per person and per diem	3	00
7. For the inspection or consultation of more than one document, per person and per diem	8	00
8. For the authentication of certified copies per page except in the case of photographic replicas, the material for the copies shall be supplied or paid for by the applicant	6	00
9. For connecting searchers new technologies to in-house power supply, per hour or fraction thereof	30	00

Government Notices 2002

SECOND SCHEDULE
(regulation 14)

Public Records Appraisal Committee's Reference No.
(To be filled in by the Director of the National Archives Department of his delegate)

PUBLIC RECORDS DESIRED TO BE PRESERVED OR DESTROYED

1 Item No.	2 Official Reference No.	3 Depart- ment(s) concerned	4 Period covered	5 Descrip- tion	6 Physical Form (bundles, flat file, box files, etc.)	7 Bulk (in cubic feet)	8 Proposed Period of Retention. Particulars sufficient to facilitate decision on desirability of preservation or destruction and remarks	9 Recommendation as to destruction or other disposal (To be filled in by the Director or his delegate)
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Dated this day of 20

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(Signature of Compiling Officer)

(Designation)

THIRD SCHEDULE
(regulation 15 (2))

CERTIFICATION OF DESTRUCTION

I, of
hereby certify that on the undermentioned date I was present at the destruction of the
public records specified in the Public Records Appraisal Committee's List Reference
Number and ordered by the Committee to be destroyed
under the National Archives Act 1999, which said public records were then and there
completely destroyed by burning together with all stamps and seals thereto affixed.

.....
(Signature of Certifying Officer)

(Designation)