

*Government Notice No. 156 of 2002***NATIONAL ARCHIVES ACT****Regulations made by the Minister under section 42(1) of the National Archives Act**

1. These Regulations may be cited as the National Archives Research and Publication Fund Regulations 2002.

2. In these regulations –  
“committee” has the same meaning as in section 27 of the National Archives Act;

“Fund” means the National Archives Research and Publication Fund.

3. (1) The Committee shall meet in the Archives Office as often as the need arises.

(2) The Chairman shall have an original as well as a casting vote.

(3) Motions and questions at meetings of the Committee shall be deemed to be carried out if approved by a majority of the members present.

4. The Chairman of the Committee shall –

(a) ensure that these regulations are complied with by the office bearers;

(b) submit to the Committee and to the Minister at the end of each year a report on the activities of the Committee during that year together with a Statement of Accounts prepared and signed by the Treasurer and certified by the Director of Audit;

(c) countersign all cheques for payments made by the Fund;

(d) direct the Secretary to convene meetings of the Committee.

5. The Secretary of the Committee shall -

(a) handle all correspondence of the Committee;

(b) convene, in compliance with the Chairman’s directions, at least 5 clear days before the appointed date, any meeting of the Committee;

(c) record minutes of the proceedings at any such meeting, read or circulate them out at the subsequent meeting, have them confirmed and duly signed by the Chairman;

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- (d) prepare and sign, in the absence of the Treasurer, all cheques for payments made by the Fund and have them countersigned by the Chairman.
6. The Treasurer of the Committee shall -
- (a) receive, on behalf of the Committee, all payments accruing to the Fund by way of contributions, donations, legacies and moneys received from activities of the Fund;
  - (b) pay all such receipts into a Special Account, in one of the local banks, styled “National Archives Research and Publication Fund Account”;
  - (c) prepare and sign all cheques for payments made by the Fund and have them countersigned by the Chairman;
  - (d) keep a Receipts Cash Book and a Ledger for the proper accounting of all the receipts and payments of the Fund;
  - (e) deliver for all payments received by him on behalf of the Fund a receipt from a counterfoil receipt book bearing printed consecutive numbers;
  - (f) submit to the Committee at the close of each year a statement of receipts and expenditure, and a balance sheet as at the end of the year.

Made by the Minister on 11/10/2002.