

USP ARCHIVE - Access Request form



The USP Archives will be available to staff and students of the University, academic scholars and members of the public.

Access to the Archives by academic scholars and the members of the public will be by appointment only. A letter of introduction and proof of identity are required before the Archives are consulted.

All readers will be required to sign an application and undertaking form (this form), which outlines their responsibility.

All users of the Archives should conform to rules drawn up by the Archive, which are designed to protect the records.

Access Rules:

- (a) Access to the USP Archives is subject to the University Archives policy and to the conditions stipulated below. Access to collections will be generally available for research, including use by the general public and depositors or their nominees, in keeping with archives' role to develop, preserve, exhibit and provide access to its archival collections in support of the University's teaching and research programs and community development agenda.
- (b) The collection, access to, use and disclosure of personal information and health information and the accuracy, security and data quality of such information must be in accordance with the University's privacy policy. For clarity it is best to speak to the Manager, Records Management for clarification in the first instance.
- (c) No person is to obtain access to the USP Archives before completing and signing an access form showing: name, address, occupation, subject of enquiry, material made available, date of access, authority for access (where applicable) and an undertaking to fulfil requirements of the access rules.
- (d) **Information from the archival collections is to be used only for the purpose specified when access is sought.**
- (e) In all cases where material is written from the archival collections, acknowledgment must be made by reference to The University of the South Pacific Archives and to the name of the particular collection used (if applicable).

Requesting details

Name: _____ Phone: _____

Address: _____

Occupation: _____ Email: _____

Subject of enquiry:

a) what records are specifically required:

b) and for what purpose:

I hereby undertake to abide by the University Archives policy and to the conditions stipulated above with regards to access and use of the collection and will reference and acknowledge The University of the South Pacific as the owner of such materials.

X/...../.....
Signature Date

Requests are to be forwarded to the Manager, Records Management

The reason for access will be defined and assessed if it is reasonable. Assessment of records to ascertain that they do not contain personal or sensitive information will be undertaken.

Office use:

Approved/Denied (reasons):

...../...../.....
Manager, Records Management Date

Material made available:

Date of access:

Authority for access (where applicable):