



General Researcher Access to Restricted Archival Records Application Form

Applicant Details

Title / Name

Organisation (if applicable)

Position

Contact Phone Number

Email

Research Details

1. Research Topic

Provide sufficient detail including project type (*e.g. individual/family history [please provide names] research, academic research, authorship, statistical research, community project*) and proposed outcome. Attach separate page detailing specifics if required.



2. Records Required *(please provide item details)*

Except for privately owned material, all Department of Local Government, Sport and Cultural Industries (DLGSC) archived records are held at the State Records Office of Western Australia. Please refer to their online catalogue for item details and complete the table below <http://www.sro.wa.gov.au/search-our-collection>.

Cons No.	Item No.	File Title

3. Supporting Documentation

If you believe any of the files above contain third party information please attach supporting documentation e.g. authorisation from community or an individual (see below).

Acknowledgment and Authorisation

I, [name] _____,

being the [position title] _____ of the

[organisation] _____ make the above request for restricted information as a general researcher under the DLGSC *Policy for Access to Restricted Information*.

Signed: _____

Date: ____ / ____ / ____



Consent for a Third Party to Receive Personal or Family History Records

Will your research require access to restricted personal and/or family records? If so please have the relevant person(s) complete this Consent form, with an attached copy of photo identification.

I (full name)

of (address)

.....

give consent to (full name)

of (address)

.....

to receive copies of archived records held by the Department of Local Government, Sport and Cultural Industries (DLGSC) about me, my family and/or the community (please circle which is applicable) whose records I have access rights to under the *DLGSC Policy for Access to Restricted Information*.

Signed

Date