

Public Records Regulations 2013



Conditions of use

Expired regulations

4 Conditions of use of public records and facilities

- (1) A member of the public inspecting a public record or using facilities provided by the Public Record Office to the public must—
- (a) refrain from behaving in a manner offensive to other users; and
 - (b) use the public record in accordance with the conditions set by the Keeper of Public Records from time to time for the preservation and security of the record; and
 - (c) refrain from using a camera, scanner, tape recorder or other copying or transcription device using any technology in the vicinity of a public record without first receiving the approval of the Keeper of Public Records.
- (2) A person who does not comply with subregulation (1) may be requested to leave the premises of the Public Record Office.

New regulations, as at 19 November 2013

6 Conditions of use of public records and facilities

- (1) A member of the public inspecting a public record or using facilities provided by the Public Record Office to the public must not—
- (a) behave in a manner disruptive to other users; or
 - (b) take or make a telephone call within the Reading Room; or
 - (c) bring into the Reading Room any item that may damage any public record in the custody of the Public Record Office, including but not limited to pens, food and drink; or
 - (d) behave in a manner that may damage any public record in the custody of the Public Record Office, including but not limited to leaning or writing on records, marking records, folding records anew and tracing from records; or
 - (e) bring into the Reading Room any item within which a public record may be concealed, including but not limited to bags, containers, clipboards, folders and plastic sleeves; or
 - (f) bring into the Reading Room any item reasonably capable of interfering with the preservation and security of any public record in the custody of the Public Record Office.
- (2) A person who does not comply with subregulation (1) may be requested to leave the premises of the Public Record Office.

Fee scale comparison

NOTE: The use of digital cameras to take photographic representations of records are still available at no cost

FEES FOR MAKING COPIES OF PUBLIC RECORDS

	Current	19 Nov 2013 – 30 June 2014
Photocopying – per page	\$0.65	\$0.70 (+8%)
Copies of microfilm, microfiche or microfilm cards made by use of self operated copier in the Reading Room – per page	\$0.95	<i>Microform services will no longer be listed in the Regulations, however, material from microfilm can still be saved to USB. Printing from microform readers will be phased out as the toner becomes unavailable. In the meantime, there will be no charge for self-service printing.</i>
Copies of microfilm, microfiche or microfilm cards other than by use of self operated copier – per page	\$5.50	
Digital copies of documents – per document	\$15.00	- per map, plan or other oversized single-page document \$19.25 (+27%) - per standard sized document first 20 pages in length \$19.25 (+27%) for every 30 pages or part thereof after the first 20 pages \$15.40

FEES FOR PRIORITY SUPPLY OF COPIES OF PUBLIC RECORDS (ADDITIONAL TO FEES FOR MAKING COPIES)

Fee for supply of copies made by staff of the Public Record Office—		
– supply on day of request – per 20 copies or part of 20 copies	\$15.00	\$15.00
– supply next day – per 20 copies or part of 20 copies	\$7.50	\$7.50

FEES FOR OTHER SERVICES

Fee for providing a certificate under section 22(2) of the Public Records Act 1973 – per certificate	\$5.00	\$5.00
Fee for inspection of a public record for the purpose of certifying a true copy of or extract from a public record under section 22(2) of the Public Records Act 1973 – per copy or extract to be certified	\$12.50	<i>This service is discontinued as records are inspected upon transfer to the archive</i>