

National Archives

Freedom of Information Act, 1997

Section 15 and Section 16 Reference Books

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INTRODUCTION

1 The Freedom of Information Act, 1997

The *Freedom of Information Act, 1997* enables members of the public to obtain access to information held by public bodies to the greatest possible extent consistent with the public interest and the right to privacy of individuals.

1.1 Rights

In particular, the Act establishes three new statutory rights:

- a right for each person to access records held by public bodies
- a right for each person to have amendments made to such records in cases where the information relating to him/herself is incomplete, incorrect or misleading;
- a right to obtain reasons for decisions by public bodies affecting oneself.

1.2 Records accessible under Freedom of Information

Under the *Freedom of Information Act*, and subject to the exemptions provided for in that Act, there is a right of access to records held by public bodies as follows:

- There is a general right of access to records created since 21 April 1998 and records created before that date if access to them is necessary or expedient to understand records created after that date.
- Every person has the right to see records (other than personnel records) which contain personal information about him/herself, irrespective of when they were created.
- Every member of staff has the right to see personnel records relating to him/herself created since 21 April 1995 and to such records created before that date if they are being used or are proposed to be used in a manner which may adversely affect his/her interests.

Later dates apply in the case of local authorities, health boards and public voluntary hospitals.

1.3 Publication of reference books

The *Freedom of Information Act* provides for the publication of two reference books by each public body to which it applies.

- Section 15 requires the publication of information on the structure and functions of public bodies, their services, the records held by them and the procedure for making requests under the Act.
- Section 16 requires the publication of information regarding rules and practices in relation to certain decisions by public bodies.

SECTION 15 REFERENCE BOOK

2 Freedom of Information and the National Archives

2.1 Section 15 reference book

This reference book has been prepared and published in accordance with section 15 of the *Freedom of Information Act*. Its purpose is to facilitate access to information held by the National Archives by outlining

- the functions, structure and staffing of the National Archives;
- the archives held and services provided by the National Archives;
- the classes of records held by the National Archives that are accessible only under the *Freedom of Information Act*;
- how to make a request to the National Archives under the *Freedom of Information Act*.

The *Freedom of Information Act* is designed to allow public access to information held by public bodies which is not routinely available through other sources.

2.2 Routinely available information

The National Archives currently makes information available to the public in relation to its functions, holdings and services as a matter of routine. Such information will continue to be available informally without the need to use the *Freedom of Information Act*. This reference book provides details of such routinely available information.

2.3 Archives available for public inspection

The National Archives holds archives accessioned from Government Departments and the courts, other public service organisations, a variety of private organisations and private individuals, and most of these archives are available for public inspection in the Reading Room of the National Archives. Since they are already available for public inspection, the *Freedom of Information Act* does not apply to them and applications should not be made for access under the Act.

2.4 Archives not available for public inspection

Some archives held by the National Archives are not available for public inspection and the *Freedom of Information Act* applies to such archives. There is at present no general right of access to these archives, as none of them were created after 21 April 1998. However, where they contain personal information, a member of the public may apply for access to archives containing personal information relating to him/herself. A brief description of these records is given in section 5.2 below. It should be noted that access to certain classes of archives which are closed to public inspection (mainly 20th century records of Poor Law Unions and hospitals) is possible by permission of the donor or of the Director of the National Archives. Such access is not necessarily limited to personal information as is the case with access under the *Freedom of Information Act*. Application to consult these archives should be made in the first instance to the Director.

2.5 Records of the National Archives

The *Freedom of Information Act* also applies to records created by the National Archives itself. Subject to the exemptions provided for in the Act, there is a general right of access to such records created after 21 April 1998, a right of access to personnel records created after 21 April 1995 and a right of access to personal records irrespective of when they were created. A brief description of these records is given in section 5.1 below.

2.6 Confidentiality

2.6.1 Information given in confidence

The National Archives undertakes to use its best endeavours to hold confidential any information provided to it in confidence, subject to its obligations under law, including the *Freedom of Information Act*. If you are giving information to the National Archives and wish that any of it should not be disclosed because of its sensitivity, you should, when giving the information, identify the sensitive information and specify the reasons for its sensitivity. The National Archives will consult you about this sensitive information before making a decision on any request under the *Freedom of Information Act* for access to any record containing the information.

2.6.2 Loan or donation of records containing confidential information

If you intend to lend, donate, sell or bequeath to the National Archives any record or document that contains information which you wish to be held confidential, you should specify that the loan, donation, sale or bequest is subject to acceptance in writing by the Director of the National Archives of any conditions proposed by you concerning the confidentiality of the information.

3 National Archives – description and functions

3.1 Establishment

The National Archives was established under the *National Archives Act, 1986* on 1 June 1988. It is an amalgamation of the Public Record Office of Ireland (founded 1867) and the State Paper Office (founded 1702). The *National Archives Act* assigned ministerial responsibility for the National Archives to the Taoiseach, but on 20 January 1993 this responsibility was transferred to the Minister for Arts, Culture and the Gaeltacht (now the Minister for Arts, Heritage, Gaeltacht and the Islands). The Taoiseach continues to perform certain functions relating to the retention by Departments of Departmental records which are more than 30 years old and the withholding of such records from public inspection.

3.2 National Archives Advisory Council

The *National Archives Act* also provided for the establishment of the National Archives Advisory Council. It advises the Minister for Arts, Heritage, Gaeltacht and the Islands in the exercise of her powers under the Act and on all matters affecting archives and their use by the public. The Council has published a separate reference book under Sections 15 and 16 of the *Freedom of Information Act*.

3.3 The mission of the National Archives

The mission of the National Archives is twofold:

- to secure the preservation of records relating to Ireland which warrant preservation as archives;
- to ensure that appropriate arrangements are made for public access to archives.

This mission is carried out in accordance with the *National Archives Act, 1986* and other relevant legislation and regulations.

3.4 Acts and Regulations

The following are the main Acts and Regulations concerning the National Archives:

- the National Archives Act, 1986
- the National Archives Act, 1986, Regulations, 1988
- the National Archives Act, 1986 (Authentication of Documents) Regulations, 1988;
- the National Archives (Fees) Regulations, 1988

3.5 Statutory functions

3.5.1 Functions of the Director

The functions of the Director of the National Archives are summarised in Section 4(1) of the *National Archives Act*. They include the following:

- the control and management of the National Archives;
- the preservation, restoration, arrangement and description of archives in the custody of the National Archives;
- making archives available for public inspection in accordance with the Act, and providing copies of archives;

- the preparation of guides, lists, indexes and other finding aids to archives, and the publication of archives, finding aids and other material relating to archives;
- the examination and acquisition of Departmental records in accordance with the Act, and the inspection of arrangements for the preservation of Departmental records;
- the acquisition of other records appropriate for preservation by the National Archives;
- giving advice to members of the Government and public service organisations on the management, preservation and reproduction of records under their control.

3.5.2 Responsibility for Departmental records

The *National Archives Act* is primarily concerned with Departmental records (the records of Government Departments, the courts, and the other state bodies listed in the Schedule to the Act). The main provisions of the Act with regard to Departmental records may be summarised as follows:

- **Section 7 - Retention and disposal of Departmental records**
Departmental records must be preserved unless their destruction is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before making an authorisation, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives.
- **Section 8 - Transfer of Departmental records to the National Archives**
Departmental records which are more than 30 years old must in general be transferred to the National Archives to be made available for inspection by the public. Particular records may be retained by a Department and/or be withheld from public inspection only if they are covered by certificates made either
 - under Section 8 (2), to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department; or
 - under Section 8(4), to the effect that to make them available for inspection by the public
 - (a) would be contrary to the public interest, or
 - (b) would or might constitute a breach of statutory duty, or a breach of good faith on the ground that they contain information supplied in confidence, or
 - (c) would or might cause distress or danger to living persons on the ground that they contain information about individuals, or would or might be likely to lead to an action for damages for defamation.

All such certificates must be made by an officer of at least Principal rank who has been appointed as Certifying Officer by the Secretary General of the Department. Certificates made under Section 8(4) by Certifying Officers of Departments other than the Department of the Taoiseach require the prior consent of an officer of the Department of the Taoiseach appointed as Consenting Officer by the Secretary General of the Department of the Taoiseach.

3.5.3 Responsibility for other records

The *National Archives Act* enables the National Archives to give advice to state sponsored bodies, local authorities and other public service organisations on records under their

control, and to acquire records from them. It also provides that the Minister for Arts, Heritage, Gaeltacht and the Islands may, at the request of a public service organisation, declare its records to be Departmental records. The latter provision does not now apply to either local authorities or harbour companies and authorities, as the *Local Government Act, 1994* and the *Harbours Act, 1996* have made it a function of each local authority and each harbour company or authority to make arrangements for the management, custody, care, conservation and public inspection of its own records.

The National Archives also has overall statutory responsibility for Church of Ireland parish registers of marriages which pre-date 1 April 1845 and baptisms and burials which pre-date 1 January 1871. Until recently almost all the surviving registers were still held by the parish clergy but had been declared to be public records by Acts of 1875 and 1876. Many of these have now been transferred to the Representative Church Body Library.

The *National Archives Act* also permits the National Archives to acquire records from private sources.

3.6 Circulars and guidelines issued by the National Archives

The National Archives has issued the following circulars and guidelines to Government Departments and other public service organisations:

- Summary of the National Archives Act and Regulations
- Departmental records – short circular
- Departmental records – detailed circular
- Records of state sponsored bodies
- Records of local and regional public bodies (now seriously out of date as it predates the Local Government Act, 1994)
- Draft Guidelines 95/1: Transfer of Departmental records to the National Archives (These draft guidelines replaced Guidelines 90/1 and will shortly be published in final form as Guidelines 2001/1)
- Draft Guidelines 90/3: Places of Deposit for Departmental Records

Although these circulars and guidelines do not meet the criteria for mandatory publication under Section 16 of the *Freedom of Information Act*, it is the policy of the National Archives to make them available to members of the public on request. Most of them are currently being revised and the revised versions will be published on the National Archives web site.

3.7 Structure and staffing

The Director of the National Archives is Dr David Craig who has overall responsibility for the administration of the National Archives. The staff currently numbers 42, consisting of both professional and general service civil servants whose names and grades are published yearly in the Director's Annual Report. The National Archives does not at present have a divisional structure.

3.8 Annual Reports

Section 21 of the *National Archives Act* provides for annual reports by the Director of the National Archives on the work of the National Archives, and annual reports by the National Archives Advisory Council on the activities of the Council. Following submission to the Minister responsible for the National Archives, these reports are laid before each House of the Oireachtas and are subsequently published. Reports by the Director have been published for the years 1997, 1998 and 1999. The National Archives Advisory Council has published eight reports to date, covering the period 1987–1999.

Copies of the reports of the Director and Council can be obtained on request from the National Archives and they will be available shortly on the National Archives web site.

3.9 Strategic Plan

A Future for our Past: Strategic Plan for the National Archives. 1996 -2001 was prepared and published by the National Archives Advisory Council, and presented to the Minister for Arts, Culture and the Gaeltacht in June 1996. Copies of the plan are available in the Reading Room of the National Archives and may also be requested by post from the National Archives, Bishop Street, Dublin 8. The Strategic Plan will be available shortly on the National Archives web site.

4 National Archives – holdings and services

4.1 Summary of holdings

Almost all the archives held by the Public Record Office of Ireland before 1922 were destroyed by fire and explosion at the beginning of the Civil War in June 1922. Consequently, the archives now held by the National Archives date mainly from the 19th and 20th centuries, although some date back as far as the 13th century. They may be summarised as follows:

- archives of Government Departments and offices, 1922–1970;
- archives of courts and probate registries, late 19th and 20th centuries;
- archives of the Chief Secretary's Office and its associated offices, 1790–1922;
- archives of other state agencies operating mainly in the 19th and 20th centuries, but including some archives from the 17th and 18th centuries;
- archives acquired from other sources, including Church of Ireland parishes, harbour boards, health boards, hospitals, schools, charities, trade unions, business firms, solicitors' offices, estate offices and private individuals;
- transcripts, calendars, abstracts and indexes of archives destroyed in 1922.

4.2 Services to the public

4.2.1 Inspection of archives

The archives held by the National Archives are made available for inspection by the public in the Niall McCarthy Reading Room in the National Archives building, Bishop Street, Dublin 8. The Reading Room is dedicated to the memory of Niall McCarthy, Judge of the Supreme Court and first Chairman of the National Archives Advisory Council, who died in 1992.

The Reading Room is open from 10.00 a.m. to 5.00 p.m., Monday to Friday, excluding public holidays and the week from Christmas Eve until the end of the year. Archives are produced to readers between 10.00 a.m. and 4.30 p.m.; archives held in off-site storage are normally produced in the Reading Room by 10.00 a.m. on the following day. Finding aids to facilitate access to the different classes of archives are available on open access in the Reading Room and members of staff are available to advise readers on their use.

The Reading Room may be used by any member of the public who holds a current reader's ticket. Readers' tickets are issued during Reading Room hours on completion of an application form and signed undertaking to obey the Rules for Readers. These rules are set out below in the Section 16 Reference Book.

4.2.2 Copying of archives

Copies of archives are provided to the public in the form of either photocopies or printouts from microfilm. When photocopying would damage archives and microfilms do not exist, copies are provided in the form of photographs. When necessary for legal purposes, copies in any of these forms can be authenticated. The National Archives does not have an in-house microfilming service, but duplicates of existing microfilm can be provided.

4.2.3 Answering inquiries

Inquiries may be made to the National Archives by post, e-mail or telephone.

The address and contact details are as follows:

National Archives,
Bishop Street
Dublin 8

Phone: (01) 4072 300
Fax: (01) 4072 333
e-mail: mail@nationalarchives.ie

General inquiries about the archives held by the National Archives are answered as far as possible, but the National Archives is not in a position to carry out detailed research. For those who cannot visit the Archives in person, a list of genealogical researchers is available on request.

4.2.4 Information leaflets

The following information leaflets are available in the Reading Room and on the National Archives web site and may also be ordered by post from the National Archives, Bishop Street, Dublin 8:

- Some facts about the National Archives
- Reading Room information
- Sources for Genealogy and Family History

4.2.5 Web site

The National Archives web site is at www.nationalarchives.ie. Further information concerning the National Archives, including copies of many of the publications referred to in this reference book, will be found there, together with information on different classes of records, research guides on specific topics and on-line searchable databases relating mostly to archives of Government Departments.

4.2.6 Outreach activities

Exhibitions are compiled in travelling format and are made available to interested organisations throughout the country. Those currently available are

- "A National and not a Rabble": Ireland in the year July 1921 – June 1922
- "The Calamitous Fire": the destruction of the Public Record Office of Ireland, June 1922
- "Lovers of Liberty?": one hundred years of local government in Ireland.

Lectures and talks on the holdings of the National Archives are given by members of staff to societies, seminars and conferences and to groups visiting the National Archives.

The National Archives has published a number of document collections, consisting of facsimiles and commentary, most of which are now out of print. They are in the process of being digitised and it is hoped to make them available on the National Archives web site in the near future. Members of staff also publish articles on specific classes of archives held by the National Archives in archival and historical journals.

5 Classes of records in the National Archives covered by the Freedom of Information Act

5.1 Records of the National Archives

Correspondence, memoranda and other records relating to the following:

- services to the public
- preservation of archives
- Departmental records
- records acquired from other sources
- co-operation with other bodies
- internal services (accommodation, housekeeping, personnel and accounts)

Electronic records including the following:

- databases recording
 - the issue of reader's tickets
 - the production and return of archives inspected by readers
 - summaries of records accessioned
 - certificates withholding records from inspection by the public
 - requests made under the *Freedom of Information Act*
 - allocation of repository space
 - incoming correspondence
 - attendance by readers
 - register of assets
- staff flexitime system

5.2 Archives held in the National Archives which contain personal information and are accessible only under the Freedom of Information Act

[Tables on following page]

5.2.1 Archives of Government Departments

Department	Description	Date span
Arts, Heritage, Gaeltacht and the Islands	Records relating to grants paid in Gaeltacht areas	1960s
Foreign Affairs	Consular records concerning the protection of Irish citizens; the issue of passports, visas and other travel documents; foreign nationals and commercial difficulties	1920s – 1970s
Health and Children	Records concerning children who were adopted, fostered or in institutional care, and concerning unmarried mothers	1940s – 1960s
Justice, Equality and Law Reform	Records concerning personnel and staffing; aliens, deportation of Irish citizens from foreign countries; persons in prisons and places of detention; petitions for pardons or for commutation of sentences or fines imposed by the courts; the conduct of official investigations	1920s – 1960s
Social, Community and Family Affairs	Records concerning claims for benefits, allowances, pensions and assistance under the Social Welfare Acts.	1940s – 1960s

5.2.2 Archives of other Government offices

Office	Description	Date span
Civil Service and Local Appointments Commission	Records relating to competitions for posts in the Civil Service and senior posts in local authorities	1920s – 1960s

5.2.3 Archives of the Courts

Office	Description	Date span
Central Office of the High Court	Records relating to matrimonial and revenue court cases	1922 – 1970s

6 Access to information in the National Archives under the Freedom of Information Act

6.1 Applications which may be made under the Act

6.1.1 Under the *Freedom of Information Act*, and subject to the exemptions provided for in the Act, you may apply:

- for access to records held by the National Archives
- to have amendments made to such records, in cases where personal information relating to you is incomplete, incorrect or misleading;
- for reasons for a decision by the National Archives which affects you materially.

6.1.2 Under the *Freedom of Information Act*, and subject to the exemptions provided for in that Act, you may apply for access to records held by the National Archives as follows.

6.1.2.1 General right of access to records held by public bodies

You may apply to see records of the National Archives:

- which were created since 21 April 1998;
- or were created before that date, if access to them is necessary or expedient to understand records created after that date.

6.1.2.2 Records containing personal information

You may apply to see records of the National Archives (other than personnel records) which contain personal information about yourself, irrespective of when they were created.

6.1.2.3 Archives held by the National Archives which contain personal information and are accessible only under the *Freedom of Information Act*

You may apply to see archives held by the National Archives which contain personal information about you and are accessible only under the *Freedom of Information Act*, irrespective of when they were created.

6.1.2.4 Personnel records relating to members of staff

If you are a member of staff of the National Archives, you may apply to see personnel records of the National Archives relating to yourself:

- which were created since 21 April 1995
- or were created before that date, if they are being used or are proposed to be used in a manner which may adversely affect your interests.

6.2 How to apply

Applications to the National Archives under the *Freedom of Information Act* should be addressed to:

FOI Requests
National Archives
Bishop Street
Dublin 8

Tel: (01) 4072 300 Fax: (01) 4072 333
E-mail: foi@nationalarchives.ie

Applications should be in writing and should indicate that the information is sought under the *Freedom of Information Act*. If information is desired in a particular form i.e. photocopy, computer disk, etc. this should also be mentioned in your application. Please give as much detail as possible to enable the record to be identified. If you have difficulty in identifying the precise records which you require, we will be happy to assist you in preparing your request.

The National Archives is obliged to respond to the request within 4 weeks.

6.3 Review and Appeal

The Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where the National Archives invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the appeals mechanisms are as follows:

6.3.1 Internal Review:

You may seek an internal review of the initial decision, which will be carried out at a higher level, if:

- you are dissatisfied with the initial response received i.e. refusal of information, form of access, charges, etc., or
- you have not received a reply within 4 weeks of your initial application (this is deemed to be a refusal of your request and allows you to proceed to internal review).

Requests for internal review should be submitted in writing to
FOI Requests
National Archives
Bishop Street
Dublin 8

Tel: (01) 4072 300 Fax: (01) 4072 333
E-mail: foi@nationalarchives.ie

A request for internal review must be submitted within 4 weeks of the initial decision. The National Archives must complete the review within 3 weeks of receiving the request. Internal review must normally be completed before an appeal may be made to the Information Commissioner.

6.3.2 Review by the Information Commissioner:

Following completion of internal review, you may seek an independent review of the decision by the Information Commissioner. Also if you have not received a reply to your application for internal review within 3 weeks, this is deemed to be a refusal and you may appeal the matter to the Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner
18 Lower Leeson Street
Dublin 2

Tel: (01) 639 5689
Fax: (01) 661 0570
E-mail: foi@ombudsman.irl.gov.ie

6.4 Fees

6.4.1 Pursuant to section 47 of the *Freedom of Information Act*, fees may be charged as follows:

- In respect of personal records, fees in respect of the cost of copying the records will apply, save where a large number of records are involved.
- In respect of other (non-personal) information, fees may be charged in respect of the time spent in efficiently locating and copying records, based on a standard hourly rate to be prescribed by the Minister of Finance. No charges may apply in respect of the time spent by public bodies in considering requests.

A deposit may be payable where the total fee is likely to exceed £40. In these circumstances, the public body must, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

6.4.2 Charges may be waived in the following circumstances:

- Where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- Where the information would be of particular assistance to the understanding of an issue of national importance or;
- In the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

6.4.3 The National Archives will adhere to any guidelines set out by the Department of Finance in relation to the charging of fees.

7 Glossary of terms

Records: Documents (in whatever form) created or received in the course of the business and/or activities of an organisation, family or individual and held by them.

Archives: Those records which have been selected or are designated for permanent retention. The term “archives” is also used as a place in which records selected for permanent preservation are kept. With the exception of references to the National Archives, the word is not used in this sense in this Reference Book.

The *National Archives Act, 1986* (sections 2 (1) and 2 (2)) contains a legal definition of the terms “archives” and “Departmental records” as used in the Act itself.

8 Section 16 Reference Book

8.1 Section 16 reference book

Section 16 of the *Freedom of Information Act* requires the publication of rules, procedures, practices, guidelines etc. used by a public body for the purpose of decisions, determinations and recommendations with respect to rights, penalties etc. to which members of the public are entitled or subject under any enactment or scheme administered by the body. At present the *Rules for Readers* made by the Director of the National Archives are the only item due for publication under Section 16.

8.2 Rules for Readers

- 1 The Reading Room is open to readers holding a current **Reader's Ticket**, issued by the National Archives. Readers are admitted to the Reading Room only for the purpose of reading archives, finding aids or reference works.
- 2 Readers must sign the **Attendance Book** in the entrance hall on the ground floor each day.
- 3 Readers must observe silence in the Reading Room except when consulting a member of staff.
- 4 Readers must not remove archives from the Reading Room and are responsible for the safety of the archives produced to them until they are returned to the Supervisor.
- 5 No personal belongings, except material for taking notes and small handbags, may be brought to the Reading Room. Coats, bags, umbrellas and other belongings must be left in the lockers in the entrance hall on the ground floor. The National Archives will not accept responsibility for readers' property.
- 6 Smoking is prohibited inside the building.
- 7 Nothing liable to cause damage to documents may be brought into or consumed or used in the Reading Room. This includes food, drink, sweets (including cough sweets and chewing gum), newspapers, ball point pens, felt tip pens, fluorescent or other markers, fountain pens, ink, sharp instruments, erasers, correction fluid or adhesives of any kind, all of which must be left in the lockers in the entrance hall.
- 8 Archives are fragile and must be treated with respect.
 - Use bookstands when possible.
 - Do not place handbags or clothing on the reading tables.
 - Do not lean on or place anything on documents.
 - Do not mark, crease or fold documents.
 - Do not lick or moisten your fingers before turning pages.
 - Do not disorder or rearrange loose documents or remove tags from files.
 - Please bring the attention of the Supervisor to documents that are disordered or damaged. Do not attempt to reorder documents yourself.
 - Please bring any problems to the attention of the Supervisor.

- 9 Pencils only may be used for taking notes. Pencils and sharpeners are available at the staff desk, and pencils must not be sharpened at the reading tables. Do not turn the pages of documents with a pencil in the hand.
- 10 Tape recorders, typewriters and personal computers may be used by arrangement with the Reading Room Supervisor, provided this is possible. Typewriter ribbons must not be changed in the Reading Room.
- 11 The use of photographic equipment is prohibited, except where special permission has been obtained in advance.
- 12 The use of copying devices, mobile telephones and personal radios and stereos is prohibited.
- 13 Finding aids and reference books should be replaced on their shelves when no longer required.
- 14 Archives are copyright and must not be published or reproduced without the written consent of the Director.
- 15 Readers' tickets are issued subject to compliance with the **Rules for Readers**. Failure by a reader to observe the **Rules for Readers** may result in removal of archives from the reader or cancellation of the **Reader's Ticket**. Theft or concealment of archives and wilful damage to archives are criminal offences under section 18 of the *National Archives Act, 1986*.