

NAME: (Please PRINT) .....

## ANGLICAN DIOCESE OF NEWCASTLE ARCHIVES ACCESS CONDITIONS

IN CONSIDERATION OF BEING GRANTED ACCESS TO THE ARCHIVES OF THE ANGLICAN DIOCESE OF NEWCASTLE, **I AGREE** TO OBSERVE THE FOLLOWING RULES:

1. I acknowledge that ownership of Diocesan Archives is vested in the Diocesan authorities. No records may be removed from the Archives Office, except for approved photocopying or photography, approved display, or the Diocese' current working or business purposes.
2. All records shall be handled carefully. Marking of records is prohibited.
3. In conformity with Privacy Legislation access to Diocesan records is restricted for the following periods, from the date of their creation.
  - **Registrar's general files: 50 years.**
  - **Bishop's files and Registrar's files containing personal and confidential information: 100 years.**
  - **Baptism registers: 90 years - except for the individual concerned.**
  - **Marriage registers: 50 years - except for the individual concerned.**
  - **Death registers: 30 years.**
  - **Other (non-confidential) records: 30 years.**
  - **Synod papers, public documents, and Diocesan publications: Nil.**

Application may be made through the Archives Officer for these restrictions to be relaxed by the Diocesan authorities and/or by the Privacy Commissioner in exceptional circumstances.

4. I acknowledge that copyright in Diocesan Archives is vested in the Diocesan authorities. I undertake not to reproduce Diocesan records in any publication without first obtaining permission in writing, through the Archives Officer, from the Diocesan Registrar.
5. I undertake not to publish or use material obtained from Diocesan Archives that may cause pain, embarrassment or damage to any person. I assume full responsibility for use of material and for conforming to the laws of defamation, privacy, confidentiality and copyright. I shall indemnify and hold harmless the Diocese of Newcastle and the University of Newcastle and all staff of the University of Newcastle and Diocese of Newcastle from all claims as a result of publication or use of material obtained from Diocesan Archives, notwithstanding anything else contained in these Rules.

6. Before publication of any material extracted from Diocesan records, I agree to submit a copy of such material - in any book, article or thesis - through the Archives Officer for approval by the Diocesan Registrar or nominee. (Note: This includes submission of a thesis as part of a degree requirement.)
7. Should the Diocesan Registrar or nominee require deletions or amendments for legal reasons, I agree that such deletions or amendments will be made before the work is published, or presented for examination.
8. The Diocese of Newcastle and University of Newcastle and staff of the Diocese of Newcastle and University of Newcastle will not be held responsible or liable for any act or omission, or for any loss, financial or otherwise, claimed by me.

Signature:

Date:

Records requested:

Publication plans: