



**REQUEST FOR RELEASE OF
U3A IN TOOWOOMBA INC
ARCHIVED INFORMATION**

Persons or organisations seeking the release of *U3A in Toowoomba Inc* archived materials must complete this request form.

The form is to be lodged at U3A in Toowoomba Inc Office for consideration and approval. If approved, every effort will be made to have the information by the required date.

In making this request, I the undersigned, agree that the archived information, if approved for release, may be used only for the purpose requested in the form below.

NAME OF PERSON REQUESTING ARCHIVED INFORMATION	
ADDRESS	
PHONE	
EMAIL ADDRESS	
NAME OF ORGANISATION REQUESTING ARCHIVED INFORMATION (IF APPLICABLE)	
ARCHIVED INFORMATION REQUIRED AND DATE REQUIRED	
FOR WHAT PURPOSE WILL THE REQUESTED INFORMATION BE USED?	
Date / /	Signature

REQUEST NOT APPROVED APPLICANT ADVISED	DATE / /
REQUEST APPROVED BY _____	DATE / /
ARCHIVIST ADVISED	DATE / /
INFORMATION RELEASED TO APPLICANT	DATE / /
ARCHIVIST SIGN OFF _____	DATE / /

Note – If approved, archived information will be provided in electronic format only.



REQUEST FOR RELEASE OF *U3A IN TOOWOOMBA INC* ARCHIVED INFORMATION

PROCEDURE

- Person or organisation wants U3A Archived Information.
- Access Request Form from U3A office or website.
- Person/Organisation completes the form with details of –
 - Information required;
 - Date required; and
 - Purpose for which information will be used.
- Form is lodged at U3A office and forwarded to the President for consideration and possible approval.
- Approved/Not Approved;
 - Approved – Form forwarded to archivist for action;
 - Not Approved – Applicant advised.
- Archivist forwards information to applicant electronically.
- Archivist signs off the form.
- Archivist forwards completed form to the Secretary to be included in correspondence for the minutes.

Approved by U3A In Toowoomba Inc Management Committee on 7 September 2016