

New request for public access. Can request be met by copying, photography (withing reasonable limits) or digital access? Are resources available at SOT city archives? Can library services be used?



Reply signposting to digital resources / other locations
OR pass to HCA team to process copying and/or reprographics orders

Please check with Digital Officer to ensure orders are within timeframe limits (6 hours maximum) and there are no conservation issues.



Does the request include a statutory requirement and remote access not possible? See document A for guidance

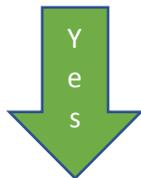


Does not currently meet public access criteria.

If unsure, please escalate to AHMT.

Collections officer to reply with explanation – see Document E

Access will be regularly reviewed, and access may be granted if the criteria is expanded.



Request approved – pass to HCA team to arrange access following standard booking procedures.

Ref to document D – public access info

Archives & Heritage Limited Public Service Summer 2022

To be reviewed after 3 months