

APPENDIX 3

FREEDOM OF INFORMATION STATEMENT

This year the Library did not receive any requests under the *Freedom of Information Act 1982* (Commonwealth).

Freedom of Information procedures and initial contacts

A request for access to documents in the possession of the Library is subject to the regulatory application fee of \$30.

Applicants seeking access under the *FOI Act* should forward the \$30 application fee with a written request, providing an address to which responses may be sent, to:

The FOI Coordinator
Accountability and Reform Branch
National Library of Australia
CANBERRA ACT 2600

The FOI Coordinator is available between 9 am and 5 pm, Monday to Friday, and can be contacted on: (02) 6262 1798; or by fax on: (02) 6273 4535.

If an applicant is dissatisfied with a decision made under the *FOI Act* they may apply to the Director-General seeking an internal review. A request to review a decision is subject to a regulatory application fee of \$40.

If access is approved, the Library will provide such access on receipt of payment of any charges that apply.

Categories of documents held

Library documents available for public access include policy statements, catalogues and other indexes associated with the Library's collections of books and other documentary materials. Documents available for purchase by the public include a wide range of technical and general publications produced by the Library. A range of descriptive brochures on the Library's services is made available to the public free of charge. Other documents held by the Library include minutes, reports and submissions associated with internal and external committees, general correspondence relating to the activities and functions of the organisation, and administrative documents such as management, staffing, finance and personnel records. Some of the above publications are available on the Library's web site, at: www.nla.gov.au.

Access to archival records

Under section 40 of the *Archives Act 1983* (Commonwealth), members of the public may apply to the National Archives of Australia for access to records in the current open period; that is, records which are more than 30 years old. People seeking access to the archival records of the Library should make their requests in the first instance directly to the National Archives of Australia.

