

Griffiths, Kim

From: Campbell, Melissa
Sent: Monday, 10 December 2012 9:59 AM
To: Moore, Andrew
Cc: Ryan, Sue
Subject: FW: Archive Request from a

Dear Andrew,
 I have received this request from a
 See below. Please advise a response. There is no Timbertop magazine for that year.
 Kind regards

Melissa

MELISSA CAMPBELL
 Archivist (Mon|Tues|Thurs)

Fisher Library (Corio Campus)
 Tel: +61 3 5273 9869
 Fax: +61 3 5275 7366
 Email: mcampbell@ggs.vic.edu.au

From: [mailto:
Sent: Friday, 7 December 2012 12:41 PM
To: Campbell, Melissa
Subject: Archive Request

REQUEST FOR ACCESS

Geelong Grammar School Archives

The Geelong Grammar School Archives welcomes and receives many requests for information.
 Please note conditions for public access at the end of this form.
 To access information from the Archives, please forward a detailed written request to the Archivist by email or mail, using this form.

YOUR CONTACT DETAILS: Your name:

Your email address:

Your contact phone numbers:

Your postal address:

YOUR ENQUIRY:

1. Please outline your enquiry and the reason for this request.

I request access to a school roll and list of staff at Timbertop in 1967. I am using this for a memoir I am writing.

2. Sources/organisations already consulted.

N/A

Please describe research you have already completed to answer your question. We ask you to do this to avoid receiving from us information duplicating that already obtained.

3. Is the information for publication or for private use?

Explain how you plan to use the information. If it is to be published, will that be on behalf of a commercial or a not-for-profit entity?

Personal use only.

4. Date by which information is required

N/A

Your request will be acknowledged and responded to within 14 working days. You will be advised if there is a delay depending on staff availability or if an assessment of the requested records is required.

5. Family History query

N/A

If you are making a family history enquiry please tell us as much as you can about the person you are researching. For example: family names, given names, date of birth, approximate dates of enrolment or when the student left the School. Please note that School policy does not allow student records to be available to researchers. If you are undertaking research on behalf of a family, please provide written permission from the family.

Public Access is subject to the following conditions:

1. Access to records held in the Archives may be withheld, or made available subject to conditions, where this is required by law or is necessary to protect the personal privacy of individuals identified in the records.
2. Some records may be too fragile, or are undergoing treatment to be made available. Copies will be made available in these circumstances if possible.
3. Information of special commercial or other sensitivity to the School will not be released.
4. Records are not automatically "open" to the public once they are 30 years or older. Individual requests for information will be considered on a case-by-case basis.
5. Copies of archival records made available to researchers are not to be further reproduced in any form without the written permission of the Principal.

Please forward your REQUEST FOR ACCESS to the GGS Archivist, Melissa Campbel

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