



RECORDS/ ARCHIVES REQUEST FORM

Pustaka Negeri Sarawak: Jalan Pustaka, Off Jalan Stadium, Petra Jaya, 93050 Kuching, Sarawak, Malaysia.

Tel: 6082 442000; Fax: 6082 449944

State Record Repository: Jalan Sultan Tengah, Petra Jaya, 93050 Kuching, Sarawak, Malaysia.

Tel : 6082 440488; Fax: 6082 440484

SLIP PENGIRING

SLIP PENGANTI

Name of Requestor	:			
I/C or Passport Number	:		Membership Number (if applicable)	:
Date of Request	:		Contact (telephone/fax/email)	:
Purpose of use of the records/archives	:	Department/Government <input type="checkbox"/>	Personal/Business	<input type="checkbox"/>
Name of the Project/Development	:			
Address(es) of Job Site / Department	:			
Type of Records/Documents Being requested: (Please tick)	:	() File () Publication () Photograph () Map/Plan () Others: _____		

Records/Documents Being Requested
Please attach any additional background information that will help the staff to locate requested records

No	Title	File No	Box No

-----OFFICE USE ONLY			
Staff on duty	Retrieve of Records	Returned of Records	Returned of Records to Repository
Name: _____	Name : _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____	Date: _____
Time: _____	Time: _____	Time: _____	Time: _____

* To be filled by the counter staff.

* To be filled by the staff who retrieve the records/archives from Repository.

* To be filled by the staff who receive the returning of records/archives.

* To be filled by the staff who retrieve the records/archives from Repository.

Name of Requester	Membership Number:		
	Date of request :		<input type="checkbox"/>
	Ref No:		
	Returned in the box		<input type="checkbox"/>
I/C or Passport			
Box No:			
Returned by borrower			<input type="checkbox"/>

Name of Requester	Membership Number:		
	Date of request :		<input type="checkbox"/>
	Ref No:		
	Returned in the box		<input type="checkbox"/>
I/C or Passport			
Box No:			
Returned by borrower			<input type="checkbox"/>

TERM AND CONDITION OF RECORDS/ARCHIVES USAGE

- 1** SARAWAK STATE LIBRARY ORDINANCE, 1999, PART IV: STATE DEPOSITORY, Section 14. (1) (d) to maintain, preserve and keep public records which are more than twenty-five years old, and other documents, papers, instruments, and statutes, statutory orders, regulations or decrees, directed by State Secretary to be maintained, pre-served and kept in the State Depository on account of their historical value or public importance.
- 2** SARAWAK STATE LIBRARY ORDINANCE, 1999, PART IV: STATE DEPOSITORY, Section 22 (30) (a) Any person having possession of any public records shall, on demand in writing by the Director, deposit the same with the State Depository, regardless of whether such public records come in to his possession before or after the commencement of this Ordinance. (b) Any person who fails to comply with paragraph (a) shall be guilty of an offence: Penalty a fine of five thousand ringgit or imprisonment for two years or both fine and imprisonment.
- 3** Persons referring to or having access to any records/archives shall handle them with care and shall not deface, fold, tear, mutilate or otherwise damage or destroy any records/archives material.
- 4** The publication and reproduction of the whole records/archives without written permission of the Chief Executive Officer, Pustaka Negeri Sarawak is strictly prohibited.
- 5** Department Records material are allowed to be taken out from the Research Room for maximum two (2) weeks.

ACCEPTED AND AGREED

Requester's :
Signature _____

Date :
