



DEPARTMENT/AGENCY RECORDS, ARCHIVES AND SPECIAL COLLECTION 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

Document No: FRM-AM-04

Revision: 3

Effective Date: 1 August 2022

Reservation ID:

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 ☐ Personal/Business ☐		
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/Call No.	Shelf/Box No.	Remarks

-----OFFICE USE ONLY-----				
Staff on duty	Retrieve of Records	Returned of Records	Returned of Records to Repository/Close	Remarks
Name: _____	Name : _____	Name: _____	Stack 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 item(s) from Repository/Close Stack	* To be filled by the staff who receive the returning of item(s).	* To be filled by the staff who return the item(s) to Repository/Close Stack	
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TERMS 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, preserved 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 special collections/records/archives shall handle them with care and shall not deface, fold, tear, mutilate or otherwise damage or destroy any special collections/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 :



ACCOMPANYING SLIP

SLIP PENGIRING

Name of Requestor	:							
I/C or Passport Number	:		Date of Request	:				
Membership Number	:							
Box No	:		File Title and Reference No	:		Location Item	:	
Returned by borrower	☐	Returned in the box ☐						



REPLACEMENT SLIP

SLIP PENGANTI

Name of Requestor	:							
I/C or Passport Number	:		Date of Request	:				
Membership Number	:							
Box No	:		File Title and Reference No	:		Location Item	:	
Returned by borrower	☐	Returned in the box ☐						