Information Management Advice 23 Government agencies using records in the History Room

Who can order records?

If the Access Category of the record is 'E' then only the designated officer will be able to request the record. If the records have 'D' or 'B' Access Categories, then they can be requested by any employee of the relevant agency, unless the agency designates a specific officer.

How do you request records?

Please don't use the online request form to request records. Request as usual via TAHOCollections@education.tas.gov.au and state in the request, the name of the officer who will be viewing the records in the History Room.

If you would like a secure area in which to view closed records, please request that the Duty Archivist book the Hub for you. The Hub is a private room attached to the History Room. If booking the Hub you will need to specify what time you will be arriving and the approximate length of time you will need the room.

How long will it take for your records to be available in the History room?

You will need to order records in advance. Records requested before 2pm are usually available after 10am the next working day. Large quantities of records may take longer to send into the History Room.

Please wait for confirmation before attending the History Room. This should normally be on the day that you sent the request. If you have not had a confirmation email by 24 hours after your request, please phone the Duty Archivist on 6165 5443.

Where is the History Room?

The History Room is located on the 2nd Floor, 91 Murray Street, Hobart (corner Murray and Bathurst Streets).

There are a small number of car parking spaces under the building on a 1 hour limit (patrolled by Hobart City Council parking officers). There is a multi-storey car park directly across the road in Bathurst Street (vehicle entrance from Melville Street).

What do I need to bring with me?

You will need to bring your Agency ID tag with you for identification plus a copy of the confirmation email from TAHO.

If you wish to take notes from the records, please bring a pencil, as pens cannot be used in the History Room. A laptop can be used.

What happens when I arrive at the History Room?

Proceed to the enquiry counter. Identify yourself as an agency employee, present your ID and let them know what records you have requested and if you have a booking for the Hub.

The archivist will ask you to fill in a Daily Registration Form.

You cannot keep bags with you in the History Room, but there are free lockers in the History Room where you can secure bags.

Food and drink cannot be consumed in the area.

Mobile phones must be switched off or on silent. Calls cannot be taken or made in the History Room or Hub.

The archivist will bring you the records. The records will have a History Room Request slip attached to them, please do not remove this notice.

Can I make copies of the records I view?

You may make photographic copies of records if you need to. If a large quantity of photocopying is required, arrangements may be made for Agency staff to photocopy on our premises. A fee will be payable.

Further Advice

For more detailed advice please contact:

Government Information Strategy Unit
Tasmanian Archive and Heritage Office
91 Murray Street
HOBART TASMANIA 7000
Telephone: 03 6165 5581
Email: gisu@education.tas.gov.au

Information Security Classification

This document has been security classified using the Tasmanian Government Information Security classification standard as PUBLIC and will be managed according to the requirements of the Tasmanian Government Information Security Policy.

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Ross Latham
State Archivist