



How and Why to Access Information from the Central Archive

The central archive of Aboriginal sites includes the Register of Aboriginal Sites and Objects, which contains confidential and non-confidential information, consisting of:

- Approximately 1800 cultural heritage reports,
- Approximately 8100 records of Aboriginal heritage, and
- Information held electronically on the heritage sites database.

To gain access to information from the Central Archive

- All requests must apply to the Department of the Premier and Cabinet, Aboriginal Affairs and Reconciliation (DPC-AAR) via the email address listed in the footer or in writing
- Name and address of the person making the request
- Give your reason for the request, how the information will be used and how will it be managed at completion of the project
- Clearly define and describe the exact location of the area of interest
- Confirmation from the person requesting the information that they agree to act in accordance with the terms and conditions for use of information derived from the central archive

Two levels of information provided depending on your requirements

Basic Information – This is a standard procedure. The outcome of a request for basic information may show whether there are any Aboriginal sites recorded in the area of interest either as a yes/no letter or with a very basic site map and very basic site information. DPC-AAR may at the same time as providing the outcome of a search request to an applicant, advise the relevant Traditional Owner that a search request has been made and what information has been provided.

Extended Information – May be provided in the form of further information about the Aboriginal site, such as information about site features, the site location, the name of the site and any other information authorised for release. Extended information may also include access to sites cards and reports. This information is only provided with the permission of the relevant Traditional Owner and/or original Informant for that site.

Please remember

The central archive is not an exhaustive record. The *Aboriginal Heritage Act 1988* (the Act) protects all Aboriginal heritage whether on the register or not, and all due care needs to be taken. Provision of information increases your responsibility for the protection of Aboriginal heritage, particularly in the areas covered by your request.

Release of information

Access to the central archive is by appointment only. Response to a basic information request is 14 days, and for an extended information request may take up to 28 days, or as required by section 35 of the Act.

NOTE: Local heritage committees or other Aboriginal organisations may maintain their own local archives.

DISCLAIMER: This document is a guide only and should not be relied on to ensure compliance with the *Aboriginal Heritage Act 1988*. Persons proposing to undertake activities that may damage, disturb or interfere with Aboriginal sites, objects or remains should seek specific advice.

CONTACT: DPC-AAR on telephone (08) 8226 8900 or email DPC-AAR.Heritagesites1@sa.gov.au



FORM REQUESTING ACCESS TO CENTRAL ARCHIVE

The Manager
Aboriginal Heritage Team
Aboriginal Affairs and Reconciliation
Department of the Premier and Cabinet
GPO Box 320, ADELAIDE SA 5001

I/We,, (insert name of person/organisation requiring access - Applicant), request access to the following information from the central archive:

.....
.....

Project details are provided below:

.....
.....
.....

The following Aboriginal persons or organisation have been asked to endorse the release of information:

.....
(Insert person/organisation name - Authority) (Insert Chairperson Name)

I require confidential information:

- Confidential/Restricted site cards
- Confidential/Restricted Reports
- Spatial data and/or site maps

Special conditions, which I/we wish to, have applied to release of confidential material:

- Site cards to be read but not copied
- Site cards can be copied
- Reports/Maps to be read but not copied
- Material can be published or used in a report or quoted, subject to tradition or custom

Terms and conditions for use of information derived from the central archive:

- Information derived from the central archive may not be re-utilised and/or copied (whether electronic or hard copy format) for any commercial or business purpose including but not limited to, trading, building commercial databases, reselling or redistribution of such information.
- The reproduction, copying, downloading, storage, recording, broadcasting, retransmission, distribution, decompilation, or disassembly of any part of the information derived from the central archive is not permitted without prior written consent from the traditional informant and must be in accordance with any associated copyright.
- It is the responsibility of any person provided with information derived from the central archive to:
 - Ensure that the information accessed is not made available, either in electronic or in hard copy format, to any third party.
 - Inform DPC-AAR immediately if they become aware of a third party using information derived for the central archive in contravention to these terms and conditions.

Yours sincerely

Yours sincerely

.....
(Signature of Authority)
Date:

.....
(Signature of Applicant)
Date: