

THE RECORD OFFICE ACT

RULES
(under section 12)

The Record Office (Archives) Rules, 1969

L.N. 460/69
291/73

The Record Office Rules, 1975

L.N. 390/75
Amdts.: 141B/95
133E/2015

THE RECORD OFFICE ACT

RULES
(under section 12)

THE RECORD OFFICE (ARCHIVES) RULES, 1969

(Made by the Chief Justice and Keeper of the Records, with the approval of the Minister on the 14th day of July, 1969)

L.N. 460/69
Amd:
L.N. 291/73

1. These Rules may be cited as the Record Office (Archives) Rules, 1969.
2. The search room of the Archives section of the Record Office shall be opened every day except Sundays, Saturdays, and any public general holiday.
3. The hours of attendance for members of the public shall be from 9 a.m. to 4.30 p.m. on Mondays to Thursdays and from 9 a.m. to 3.30 p.m. on Fridays.
4. Any person making use of the search room for the purpose of consulting the records or any index shall, on each day of attendance, write his name and full address and state the subject of his research in the Attendance Book kept for the purpose.
5. No suitcases or any bulky objects shall be taken into the search room.
6. Smoking in the search room or any other part of the buildings used for the storage of archives is prohibited.
7. Silence shall be observed in the search room and all areas adjacent thereto.
8. Meals, snacks and drinks shall be consumed outside of the buildings. A researcher who brings refreshments with him, may, if he wishes, consume these in the back court-yard or in the unloading bay, if the latter is not in use at the time.

9. Only lead or graphite pencils, containing no pigment or dye, may be used for the purpose of taking notes in the search room and these shall not be sharpened in the search room. The use of fountain pens, ball point pens or other ink using devices is prohibited in the search room.

10. No person shall lean upon, crumple, tear or touch with pencil point or wetted finger any documents or books or papers in the custody of the Government Archivist, or lay on such documents or books the paper on which he is writing; and documents which are made up in volumes or files shall whenever possible be placed upon the rests provided for the purpose.

11. No person, other than an officer of the Record Office (Archives section) shall make any mark upon or any alteration in the writing of any documents, books or papers in the custody of the Government Archivist.

12. No person shall, without the permission of the officer in charge of the search room, make tracings of any documents, books or papers in the custody of the Government Archivist.

13. Documents, books or any other articles whatsoever in the custody of the Government Archivist shall not be removed from any room without the permission of the officer in charge of the search room.

14. Records, other than public records, which are subject to restrictions made by the depositors or depositing agents shall only be open for public inspection in accordance with those restrictions.

15. Documents requiring repairs or under arrangement may be withheld from production in the search room but may nevertheless be inspected by special permission from the Government Archivist.

16. A separate application for each document required for inspection shall be written clearly and legibly and signed by the person requiring inspection thereof.

17. No person shall be permitted to inspect more than three documents at one and the same time, save with the permission of the Government Archivist.

18. Immediately after the conclusion of a search or inspection, the documents shall be returned by the person to whom they were produced to the officer in charge of the search room who must thereupon return to the applicant the part of the application form bearing the applicant's signature. An applicant who has failed to reclaim this part of his application may be held responsible for the documents issued to him on such application.

19. Any person desiring to have documents kept out for his use after the first day of production must so notify the officer in charge of the search room and request that his application form be endorsed accordingly.

20. The fees prescribed in the Schedule shall be payable in advance to the Government Archivist in respect of the photographic reproduction of documents undertaken by him. Schedule.

21. Where records or copies of records are produced in the form of photographic micro-films the reels shall be fitted to, and removed from the micro-film reader by an official of the Archives department and by no other person.

22. Photographs of documents shall not be reproduced except by permission of the Government Archivist. Applicants for such permission shall specify in writing the context in which the reproduction will appear and such permission shall extend only to reproduction in that context. To ensure accuracy of reference, any caption or description which it is proposed to append or attach to such reproduction shall be submitted beforehand to the Government Archivist for his approval.

23. The officer in charge of the search room is hereby empowered and authorized to exclude persons from the Archives buildings or any part thereof for wilful breach of any of the foregoing rules, or for any action whatsoever involving risk of damage of any kind to any record or article in the Archives buildings or for conduct offensive or reasonably likely to be offensive to other persons using the search room or any part of the Archives buildings.

24. Any person who contravenes these Rules or any order given or made pursuant thereto shall be guilty of an offence and shall upon summary conviction be liable to a fine not exceeding ten dollars.

RECORD OFFICE (ARCHIVES) RULES, 1969

SCHEDULE OF FEES PAYABLE FOR PHOTOGRAPHIC REPRODUCTIONS
(Rule 20)1. *Microfilms*

- (a) The standard charge for normal work is \$0.10 per exposure, with an additional handling charge of \$0.25 for each document. There is a minimum charge of \$2.00 per order.
- (b) For work involving special difficulty the charge is \$0.15 per exposure.
- (c) For large orders where the filming work has no complications the charge is \$0.08 per exposure with a minimum charge of \$30.00.

2. *Photostats*

- (a) For making Photostat copies of records—

Size of record	Negative	Positive
Up to 13" x 12"	\$0.50	\$1.00
Over 13" x 12" and up to 18" x 13"	\$0.70	\$1.40
Over 18" x 13" and up to 24" x 18"	\$1.00	\$2.00

There is an additional handling charge of \$0.25 per document.

- (b) Work involving special difficulty is subject to an additional charge per copy, which will be fixed by the Government Archivist.

3. *Photographs*

Normal work: Size 10" x 8" \$2.75
Additional prints \$1.05 each. Other sizes can be supplied at proportional costs.

4. *Packing and Postage*

In addition to the cost of postage, a charge of \$0.20 per package or parcel is made for packing.

THE RECORD OFFICE ACT

RULES
(under section 12)

THE RECORD OFFICE RULES, 1975

*(Made by the Chief Justice and Keeper of the Records, and approved by the
Minister on the 26th day of November, 1975)*

L.N. 390/75
Amdts:
141B/95
133E/2015

1. These Rules may be cited as the Record Office Rules, 1975.
2. All deeds or other instruments of writing whatsoever received into the Record Office for record, shall be entered at full length, and the handwriting must be thoroughly legible and upright without flourishes.
3. Any obvious clerical mistake in the original shall be noted in the record by a slight dash or mark in pencil under the defective word or letter. When there has been an omission by mistake in the original the dash must be placed in the record in red ink below the line between the words where such omission has occurred.
4. Erasures are prohibited, and where a mistake has been made, either by misreading or omission, the error must be cancelled or struck through in ink, and the correct word or words written over or in the margin with a caret, to show where emendation should be inserted.
5. The Abstract Book shall be kept in the following form—

THE RECORD OFFICE
DAILY ABSTRACT OF DEEDS AND WRITINGS

Date	No. of Receipt	Grantor	Grantee	Nature of Instrument	Date Issued	Date Returned	To Whom Returned or Handed Regd. Letter No.	Liber and Folio	Diagram Hour	Hour of Presenting	By Whom Presented	No. of Legal Sheets

[The inclusion of this page is authorized by L. N. 173/2019]

6. The Search Rooms shall be open every day except Sundays, Saturdays and such other days as are or may be declared to be public holidays by or by virtue of any enactment.

7. Each searcher shall write his name and address daily in the Attendance Book.

8. All persons claiming to act as agents on behalf of any individual or firm must satisfy the Deputy Keeper of the Records of their authority so to do, and their names shall then be entered in a Register to be kept for that purpose. No person not so registered shall be admitted to act as an agent.

9. No mark in pencil, or ink or otherwise, shall be made on any record, document or book, and any searcher damaging a record with ink shall be deprived of the privilege of using ink in future, except by written permission of the Deputy Keeper of the Records.

10. The paper on which a searcher is writing shall not be placed on any record or book, nor pens containing ink on the desks or tables.

11. Records, documents, books or other articles belonging to the Record Office shall not be taken out of the Search Room, or used elsewhere than on the desks or tables.

12. Searchers shall return the indexes, records, documents and books which they have used to an officer of the Record Office.

13. Any person requiring the return under section 32 of any deed or writing received for registration, must produce the receipt for the same and in case such receipt has been lost or mislaid, the person authorized to make such request shall give a receipt for such deed or writing upon the margin of the record and shall satisfy the Deputy Keeper of the Records, if required, by declaration (which declaration may be taken before the Deputy Keeper of the Records or a Justice of the Peace) that the receipt given therefor has been lost or mislaid.

14. For the purpose of calculating and charging the fees, one hundred and sixty words shall constitute a legal sheet, and each figure in any deed or writing received to be recorded shall be considered as one word.

THE RECORD OFFICE RULES, 1975

15. Office copies are to be made and delivered according to priority of application, except in special cases.

16. Tracings are not allowed without permission.

17. No officer shall act as a record agent, or make a search or copy for his own profit.

18. The hours of attendance shall be from 9.30 in the forenoon until 4.00 in the afternoon except on Fridays, when the office will close at 3.00 in the afternoon.

19. There shall be strict silence in the Search Rooms.

20. Smoking in or on the premises of the Record Office is forbidden.

21. Any person wilfully contravening any of these Rules shall be guilty of an offence and shall be liable on summary conviction to a penalty not exceeding ten dollars.

22. The fees to be paid in the Record Office shall be as specified in the First Schedule.

First
Schedule.

23. The declaration required by section 26 shall be in the form set out in the Second Schedule.

Second
Schedule.

FIRST SCHEDULE

(Rule 22)

Fees to be Paid in the Record Office

<u>Services</u>	<u>Fee</u>
1. For recording any deed or other writing <i>per</i> legal sheet	\$500.00
2. For all office copies of deeds or other writings recorded in the Office, <i>per</i> legal sheet	\$500.00
3. For each receipt for any deed or writing	\$500.00
4. For taking each receipt for any deed or other writing delivered out of the Office on the receipt of the same being lost or mislaid	\$1,000.00
5. For recording any plan or diagram	\$1,000.00 for each half of an hour or part thereof
6. For recording any crop account	\$500.00
7. For recording a memorandum of a mortgage under the <i>Building Societies Act</i>	\$1,000.00
8. For each docket of land for the Commissioner General	\$500.00
9. For each hour of a search, or part thereof, during the same day	\$250.00
10. For entering satisfaction on a mortgage, including any search	\$1,000.00
11. For preparing and recording, pursuant to section 38 of the Act, a docket of any deed or instrument <i>per</i> sheet (This fee shall not include the fee payable in respect of the docket transmitted to the Commissioner General or the receipt fee.)	\$500.00
12. For the production of any record in court, not including travelling expenses	\$1,000.00

RECORD OFFICE RULES, 1975

FIRST SCHEDULE, cont'd.

Fees to be Paid in the Record Office

	<u>Services</u>	<u>Fee</u>
13.	For recording "with expedition" any deed or instrument in addition to the ordinary fees for recording—	
	(a) within 3 to 5 working days	\$2,500.00
	(b) within 7 to 10 working days	\$1,000.00
14.	For each certificate of incorporation of a Building Society or Benefit Building Society (exclusive of stamp duty)	\$4,000.00