**Guidelines Regarding Access to DPLH Site Files and Heritage Survey Reports**

**Background**

The Department of Planning, Lands and Heritage makes its library of site files and heritage survey reports generally available to members of the public, organisations and companies who are able to demonstrate a bona fide interest concerning the land that is the subject of the files/surveys.

**Document Covered by these Guidelines**

All DPLH site files and survey reports have been scanned and digitised as PDF documents. This allows improved access to these documents for the purpose of research. To facilitate access while protecting the form of the distributed documents, DPLH uses a software encryption program, LockLizard. This program allows a variety of measures to be taken that protect the integrity of the original document format and prohibits the authorised user from printing, distributing, copying or duplicating the documents.

**Eligibility**

A person who has, or represents an organisation that has, a bona fide interest in the place that is the subject of the file may gain access by applying to DPLH using the form provided.

**Assessment of Eligibility**

Following receipt of the Request Form, the Registrar or delegate will assess whether the applicant satisfies the criterion that they have a pecuniary, legal, genealogical or formal academic interest in the land concerned. If the Registrar is unable to ascertain an applicant’s status or has determined that the criterion is not satisfied, a notification will be provided by email. This does not preclude the applicant from making a request to DPLH for access to the documents under the provisions of the *Freedom of Information Act 1992.*

**Viewing Encrypted DPLH Files**

If the request to become a registered user is approved, an email will be sent within 5 working days with instructions on how to download, install and register the viewing software. Once installed, the particular computer that the software is on will be the only one that will have the facility to view encrypted DAA files. This is a once-only installation and access to the file reader software is granted indefinitely unless notified otherwise.

**Restrictions applied to Encrypted DPLH Files**

With the exception of files provided under DPLH’s Native Title Access Policy, all files will be encrypted, have no capacity to be printed, copied, forwarded or screen captured and will only be able to be viewed for two weeks from the time of first being opened. A new request to view the file will be required after each expiry.

**Culturally Sensitive Material**

On occasion, documents or illustrations may be edited from a file if it is assessed to be material provided to the Department in confidence by the knowledge holders. If, after viewing the remaining portions of the file, you consider the edited information to be of potential importance to your research, an application can be made to the Registrar for a summary of the material. Please contact through the email address on the Application Form.

**DPLH Site File and Heritage Survey Access Request Form**

|  |  |
| --- | --- |
| Applicant Name  |  |
| Organisation |  |
| Address |  |
| Position held |  |
| Email address |  | Contact phone no | ( ) |

**Files and/or Surveys Requested** (please use the site or survey name and reference ID, from the Aboriginal Heritage Inquiry System at: https://www.daa.wa.gov.au/heritage/place-search/

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| **Requested File or Survey Report Name and ID Numbers** |
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**Reason for seeking access** *Some site files and surveys at DPLH require authorisation before they can be released. It is important to complete this part of the form and stipulate clearly your reasons for seeking access to the file(s).*

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I, the applicant, understand that any information provided to me is made available in good faith and is predominately based on the information provided to the Department of Planning, Lands and Heritage by third parties.  I acknowledge that the information is provided solely on the basis that I will be responsible for making my own assessment as to the accuracy of the information. I understand that some information may be deemed to be confidential and consequently not available to view.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_\_\_

**Note:** If you find any errors or omissions in any DPLH records, including our maps, it would be appreciated if you email the details to the Department at aboriginalheritage@dplh.wa.gov.au . We will make every effort to rectify it as soon as possible.