



## Authorised Requestors

Department Name:	
Date:	
Department Address:	
TNA Ticket Number:	

This form is for Departmental Record Officers (DROs), or their nominated deputy, to request back (requisition) records that originated in their department and which are held by The National Archives (TNA). By completing and submitting this form you accept the following conditions of use:

1. All authorised requestors agree to keep the records secure and agree not to move the records to a third party unless previously agreed with The National Archives.
2. The authorised requestor will be held responsible for the records while they are out of the custody of The National Archives. If a record is misplaced it should be reported to the Government and Remote Services (GRS) at The National Archives immediately.
3. If records are misplaced whilst requisitioned then GRS will carry out an audit of the requisitioning department's record storage arrangements and tracking procedures. The DRO will then be requested to prepare a report for the GRS Manager outlining the steps that they have taken to locate the record(s) and mitigate the risk of a similar incident happening in the future. In certain instances requisition services will be suspended whilst the audit is carried out and until revised procedures are put in place by the requisitioning organisation.
4. GRS will hold only one Authorised Requestor form for each departmental branch that has been given a TNA ticket number to requisition records. Therefore whilst additional Authorised Requestors can be added at any time, the Authorised Requestor form will need to include all those in the branch that continue to need to requisition records. Once authorised by the appropriate DRO (or their nominated deputy), and submitted to GRS, the most recent Authorised Requestors form will replace, and invalidate, any previous form held by The National Archives for that branch.
5. Records should be returned to The National Archives within six months of their initial requisition. In exceptional circumstances records may be held for longer if necessary – please contact GRS to discuss this.
6. This form **must contain the wet signature of the DRO (or nominated deputy)** for it to be accepted by The National Archives. Once completed and signed please send a scanned copy of this form to: [Government.Orders@nationalarchives.gsi.gov.uk](mailto:Government.Orders@nationalarchives.gsi.gov.uk) or send by post to Government and Remote Services, The National Archives, Kew, Richmond, Surrey, TW9 4DU.

*I approve this document in my role as Departmental Records Officer, or as their nominated deputy, as the current Authorised Requestor form lodged with The National Archives for my department.*

DRO/Deputy signature:	
Date:	
Email:	
Telephone Number:	

The following members of staff at this department are hereby authorised to requisition records that originate from this department and which are held at The National Archives.

**Authorised Requestor 1**

Full Name:	
Signature:	
Job Title:	
Date:	
Email:	
Phone Number:	

**Authorised Requestor 2**

Full Name:	
Signature:	
Job Title:	
Date:	
Email:	
Phone Number:	

**Authorised Requestor 3**

Full Name:	
Signature:	
Job Title:	
Date:	
Email:	
Phone Number:	

**Authorised Requestor 4**

Full Name:	
Signature:	
Job Title:	
Date:	
Email:	
Phone Number:	

Authorised Requestor 5	
Full Name:	
Signature:	
Job Title:	
Date:	
Email:	
Phone Number:	

Authorised Requestor 6	
Full Name:	
Signature:	
Job Title:	
Date:	
Email:	
Phone Number:	