



Guide for Researchers visiting the RBA Archives Research Room

About this guide This guide is for researchers visiting the Archives in person. It is to assist in making the visit efficient and productive, and to ensure that the researcher is prepared and has all the necessary information prior to visiting.

Contact details Phone:
General: [+61 2 9551 8111](tel:+61295518111)
Toll Free: [1800 300 288 \(*\)](tel:1800300288)
(*) Free call – not available for Sydney callers.
Excludes calls from mobile phones,
Which are charged at the applicable rate.
Telephone Typewriter
Voice Calls: [133 677](tel:133677)
Speak & Listen: [1300 555 727](tel:1300555727)
For hearing or speech impaired:
[National Relay](#) (24-hour Service)
Email: archives@rba.gov.au

Opening hours Access to the RBA Archives Research Room (Research Room) is by **appointment only**. The opening hours are **Monday to Friday, 10am to 4pm**. The Archives are closed on weekends, NSW public holidays and Bank holidays.

Booking your visit When submitting a research enquiry or requesting to visit the Research Room, you should ensure you provide a written enquiry detailing the nature of the information required. The Archivists will assess whether there is appropriate material to meet the request. If so, they will contact you to arrange a time to visit and view the hardcopy records in the Research Room.

The Research Room can only accommodate one researcher at a time. Do not make travel or other arrangements until your visit has been confirmed, as your preferred date may not be available.

Collecting your personal information Before your visit, you will be sent a form to complete which provides consent for the RBA to collect and store some personal information such as contact details. View the [Personal Information Collection Notices | RBA](#).

Under the *Privacy Act 1988*, the RBA complies with standard, rights and obligations around:

- the collection, use and disclosure of personal information
- an organisation or agency's governance and accountability
- integrity and correction of personal information
- the rights of individuals to access their personal information.

Note:

The RBA's *Privacy Policy* can be viewed online via the RBA's website.

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Access to records The RBA’s archival records are Commonwealth resources held in the custody of the RBA. The Reserve Bank complies with the provisions of the *Archives Act 1983* and provides public access to records 20 years from the date of their creation. However, in most instances, the RBA goes further to make records available to the public 15 years from their creation date, with this early release at the Bank’s discretion.

Access to digital content through Unreserved The Archives also makes digital content available through Unreserved, the RBA’s digital archives platform. Some of the information you require may be found on this site and may complement the information you find in the hardcopy records you view during your visit. Through Unreserved, researchers can view and share content from the RBA’s archives, and undertake searches of those records uploaded to the site.

Note:
Digital content will be uploaded to Unreserved, as it becomes available. It may also be possible to digitise records in response to specific research enquiries.

Protecting the collection Please handle the records with care as most of our collection is unique and irreplaceable.

- You may not:
- bring food or drink, including water, into the Research Room
 - remove any records from the Archives
 - bring pens into the Research Room – pencils and note paper will be provided
 - mark, unfasten or disarrange the records – if you wish to bookmark a page please use the archival slips provided

Note:
Access to damaged, bound, oversize or fragile items is at the discretion of staff and may be refused.

Video surveillance Video surveillance cameras are located in the Research Room and monitored by Archives staff. Researchers should be aware that their visit will be recorded.

Copying records Photocopying and scanning facilities are not available. Photography (without flash) or use of a camera on a mobile phone may be permitted for copying but will be dependent on the content of the record and the owner of the copyright.

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Citing records Citations must be included when you use any information sourced from the Bank’s Archives or the Unreserved platform. A correct citation provides a guide to the origin of a record and allows others to easily identify from where the record was sourced.

Citations for archival materials differ from most common referencing as the majority of the material is unpublished and organised by series. As a minimum the citation should indicate that the record is in the custody of the Reserve Bank of Australia Archives and include the appropriate reference number.

Abbreviated citations We recommend that you include the following information in an abbreviated citation:

1. Reference number, i.e. Expanded Number or External ID
2. The abbreviation ‘RBA’ to indicate an archival resource of the Commonwealth in the custody of the Reserve Bank of Australia by agreement with the National Archives of Australia.

Examples of an abbreviated citation:

- RBA Archives, S-La-6
- RBA Archives, PN-005561

Expanded citations An expanded citation includes the same information as an abbreviated citation but with additional details:

1. The full title ‘Reserve Bank of Australia Archives’ to indicate an archival resource of the Commonwealth in the custody of the Reserve Bank of Australia by agreement with the National Archives of Australia
2. The series title, if available
3. The reference number (Expanded Number or External ID)
4. The item title
5. The date/date range of the item
6. Digital Object Identifier

Examples of an expanded citation:

- Reserve Bank of Australia Archives: London Letters; S-La-6, Secretary’s Department - London Letters - To London (Indexed) November 1914 - January 1915, November 1914 – January 1915.
- Reserve Bank of Australia Archives: PN-005561, Miscellaneous - Personalities - Non-staff - Sir Otto Niemeyer (1883-1971) Bank of England, December 1962.

Attribution to records on Unreserved When an attribution statement rather than a citation is necessary the following statement is required by the National Archives of Australia for all RBA material made available on Unreserved:

Source: The archival resources of the Commonwealth in custody of the Reserve Bank of Australia by agreement with the National Archives of Australia.
