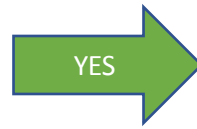


**New request for public access.** Can request be met by copying, photography (withing reasonable limits) or digital access? Are resources available at SOT city archives? Can library services be used?



Reply signposting to digital resources / other locations  
OR pass to HCA team to process copying and/or reprographics orders

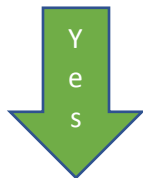
Please check with Digital Officer to ensure orders are within timeframe limits (6 hours maximum) and there are no conservation issues.



**Does the request include a statutory requirement and remote access not possible?** See document A for guidance



Does not currently meet public access criteria.  
If unsure, please escalate to AHMT.  
Collections officer to reply with explanation – see Document E  
Access will be regularly reviewed, and access may be granted if the criteria is expanded.



Request approved – pass to HCA team to arrange access following standard booking procedures.  
Ref to document D – public access info

**Archives & Heritage Limited Public Service Summer 2022**

*To be reviewed after 3 months*