



THE NATIONAL
ARCHIVES OF SCOTLAND

Application Form for Access to Original Records

While many records in the NAS are seen in their original format, this is not always possible. To minimise handling, access to certain rare and fragile documents is generally provided via surrogates either in the form of digital images, microfilm or photocopies.

If, for some reason, you feel that the surrogate does not meet all the needs of your research, you can apply to have access to the original by completing this form. Your application will be considered by the cataloguing branch responsible for these records in conjunction with Conservation Services and you will be informed of their decision within 5 working days.

Name :

Address :

Tel/e-mail address :

Subject of research :

Reference of records requested :

Reason for requesting access to original record :

Date of application :

For official use only

Passed to CDB/GRB/CLRB/CSB for consideration :

Request approved : Y/N

Branch comments :

Approval: Y/N

Conservation comments :

Approval: Y/N

Reader informed of decision :

Access conditions (where relevant) :