

## Accessing Records in the Archives

Occasionally, an office may need to refer to archives records in order to carry out their duties.

The Victoria University Archives strives to ensure University employees have easy access to university records held by the Archives.

## Accessing Your Office's Own Records

University employees are able to access their own office's records for an administrative purpose. No other approval is required. This includes records that may contain personal information.

## Accessing Records of Another Office

University employees may require access to another office's records in order to carry out their duties. Full access is provided for records that are open. If records contain personal information, or are otherwise confidential/closed, the employee must provide written authorization from the head of the office that created the records.

[Read more about gaining access to university records.](#)

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