

Mr Alan Ventress  
Director  
State Records  
PO Box 516  
Kingswood NSW 2747

[Date]

Dear Mr Ventress

In transferring the Ministerial records of my office to the State Records Authority as State archives, under General Retention and Disposal Authority 13, I authorise that they be made available for public access according to the following time frames.

1. Records publicly available at the time of transfer such as press releases, publications and speeches and records relating to functions, ceremonies and celebrations, including photographs – to be made available for public access on transfer under the early access provisions of s.57 of the *State Records Act 1998*.
2. All other records, including records relating to the development, implementation and review of government policy and legislation – Open to public access after 30 years under s.51 of the *State Records Act 1998*.

Yours sincerely,

**[Name]**  
**[Title]**