

(Appendix V)

Receipt of Access to Archives, Bureau of Energy, MOEA

Two copies in total (The 1st copy is held by the archive administrator for reference; and the 2nd copy is held by the applicant as a receipt.)

Applicant:		Agreed Access Date: _____ (Year/Month/Day)				
Total Pages:		Access Time: From _____ to _____				
Undertaker:						
No	Issuance No/Archive No	Reason/Archive Name	Access Method	Return Archives	No of Pages	Remarks
1			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
2			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
3			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
4			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
5			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
6			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
7			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
8			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
9			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
10			<input type="checkbox"/> Viewing <input type="checkbox"/> Copying <input type="checkbox"/> Duplicating	<input type="checkbox"/> Finish <input type="checkbox"/> Continue		
Signed by the applicant to confirm that the accessed archive's content, number of pages, and number of copies are correct:						
Checked by the archive administrator:			Date: _____ (Year/Month/Day)			

Note: If the archive involves limited access content, only other content can be provided in the following manners.

- (1) For an archive that can be dismantled, the limited access content should be withheld and then other content is provided for access.
- (2) For an archive that cannot be dismantled, the limited access content should be hidden or covered properly and other content is copied for access.

The archive administrator should notice the applicant by noting on the receipt of access to archives there is withheld, hidden, or covered content.