

NORTHERN HEALTH SERVICES ARCHIVES

RULES FOR SEARCHERS

1. Records can only be made available to prospective searchers if a prior appointment is made with the Archivist, together with information as to which records are required. As the Archivist has no assistance, searchers will understand if it is not always possible to make appointments at times they particularly desire.
2. In accordance with the **Public Records (Scotland) Act 1937**, Health Service records are public records available for public research, subject to the relevant closure periods. Records containing confidential, personal or medical information are normally closed for periods of 75 years (or 100 years in the case of records relating to minors). Some administrative records, which contain personal, confidential or other sensitive information, may be closed for shorter periods. These periods apply to the date of the last entry in any volume or bundle. Records within these closure periods, though listed, may not be examined by searchers unless in exceptional circumstances and with the permission of the Senior Officers of the relevant Health Board.
3. Records can be consulted only in the presence of the Archivist and may not be removed from the office.
4. When studying the records, the greatest care must be taken: no marks may be made on the documents, nor may the researcher lean on them. When writing notes, pencil must be used. The use of pen is strictly forbidden.
5. Searchers are not allowed to eat, drink or smoke whilst examining the records.

6. The Archivist reserves the right to exclude any person refusing to comply with these rules which exist purely to ensure the proper use and security of the records in the care of Northern Health Services Archives.