Records access may be restricted

* When specific agency records do not pertain to an individual’s role, there is no need to access
* When access is restricted either by legal or business requirement.
* When appropriate authorisation is lacking

Records access may be granted

* When required for the current operation of the agency
* In response to requests for information
* In order to be produced in an official inquiry or for other regulatory or investigative purposes, or in a court of law.

**Recordkeeping Email Alert – Records Access**

It is essential that the agency is able to access required records in a timely and efficient manner, while also ensuring that those records that require access to be restricted are managed appropriately.

