

**National Archives and Records Centre Act
(CHAPTER 193)**

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NATIONAL ARCHIVES AND RECORDS CENTRE ACT

(CHAPTER 193)

(Original Enactment: Act 22 of 1967)

REVISED EDITION 1985

(30th March 1987)

An Act to establish a National Archives and Records Centre for the purpose of providing for the custody and preservation of public records of Singapore.

[7th February 1969]

Short title

1. This Act may be cited as the National Archives and Records Centre Act.

Interpretation

2. In this Act, unless the context otherwise requires —

“Centre” means the National Archives and Records Centre established under section 3;

“Committee” means the Archives and Records Committee established under section 5;

“current records” means those public records that are preserved by the departments producing or receiving them because they are required for reference in order to complete the business to which they relate;

“Director” means the Director of National Archives and Records appointed under section 4;

“intermediate records” means those public records that, although no longer required as current records, cannot be destroyed, either because they possess contemporary value or because they have been assessed as suitable, after further consideration and classification, for eventual inclusion in the Centre;

“public archives” means those public records that —

- (a) are more than 25 years old;
- (b) are specified by the Director as being of enduring national or historical value; and
- (c) have been transferred to the Centre or to such other place as the Director may from time to time determine;

“public office” means any department, office, institution, agency, commission, board, corporation, local authority or statutory body or any other office of the Government or branch or subdivision thereof, and any other body that the President may, by notification in the *Gazette*, declare to be a public office;

“public records” means papers, documents, records, registers, printed materials, books, maps, plans, drawings, photographs, microfilms, cinematograph films and sound recordings of any kind whatsoever, produced or received by any public office in the transaction of official business, or by any officer in the course of his official duties, and includes current records, intermediate records and public archives.

Establishment of National Archives and Records Centre

3. There shall be established a National Archives and Records Centre, in which public records shall be stored and preserved.

Appointment of Director

4.—(1) The Minister shall appoint a Director of National Archives and Records who

- (a) shall direct, manage and control the Centre;
- (b) shall examine the public records in any public office and advise the office as to their care and custody;
- (c) shall preserve, describe and arrange all public archives;
- (d) shall accept, store and preserve any public records transferred to the

Centre;

- (e) shall conduct a records management programme for the efficient creation, utilisation, maintenance, retention, preservation and disposal of public records;
- (f) shall, at the request of any administrative head of a public office, return any public records transferred from that office to the Centre for such period as may be agreed upon and subject to such conditions as the Director may prescribe;
- (g) shall publish such guides, inventories and other publications as are required from time to time to make known the holdings of the Centre;
- (h) may, if in his opinion it is necessary for their better preservation, bind or repair any public records that have been transferred to the Centre;
- (i) may, subject to the terms and conditions if any on which they were acquired, reproduce or publish any public archives;
- (j) may make available for inspection, for the purpose of reference or research, any public archives;
- (k) may acquire by purchase, donation, bequest or otherwise any document, book or other material which in the opinion of the Director is or is likely to be of enduring or historical value; and
- (l) may perform such other functions as are necessary for the purpose of the direction, management and control of the Centre.

(2) Subsection (1)(f) shall not be taken to require the Director to return any public records the condition of which does not warrant their removal out of the Centre.

(3) Nothing in this section shall be deemed to authorise the Director to inspect the contents of any public records that are classified as secret or confidential, except with the consent of the administrative head of the public office having the custody thereof.

Establishment of an Archives and Records Committee

5.—(1) There shall be established an Archives and Records Committee consisting of the Director as chairman and 5 other members to be appointed by the Minister.

(2) A member of the Committee shall hold office for such time as the Minister may direct and shall receive no remuneration for his services.

(3) The function of the Committee is to advise the Director on the carrying out of his functions under this Act.