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**CHAPTER 35**

**THE ARCHIVES AND RECORDS REGULATIONS**

Arrangement of Regulations  
Regulation

1. Citation.
2. Inspection and searches.
3. Destruction and disposal of public records.
4. Fees.

SCHEDULE.

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S.I. 29/1984.

**THE ARCHIVES AND RECORDS ACT**

**THE ARCHIVES AND RECORDS REGULATIONS,  
MADE UNDER SECTION 13 OF THE ARCHIVES  
AND RECORDS ACT.**

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1. These Regulations may be cited as the Archives and Records Regulations. **Citation.**

2. The Archivist may, subject to the provisions of the Act and to compliance with any conditions that he may think fit to impose for the use, safety and preservation of the records in the Archives and Records Office, allow any member of the public to inspect and search any such records during normal office hours on any day except Saturdays, Sundays or a public holiday. **Inspection and searches.**

**Destruction and disposal of public records.**

3. (1) Public records in the custody or under the control of any Government department shall not be destroyed or disposed of otherwise than in accordance with this regulation.

(2) Before any such public records are destroyed or disposed of, it shall be the duty of the person in charge of the department in whose custody or under whose control the public records are to notify the Archivist in writing of his intention to destroy or dispose of such public records and in the notification to specify the nature of the records.

(3) The Archivist may inspect any of the public records referred to in any notification received by him under sub-regulation (2) and, where it appears to him that the public records are duplicated by other public records in the Archives and Records Office or that there is some other reason why they should not be permanently preserved, he may, after consultation with the Minister, authorise the destruction of those records or their disposal in any other way.

**Fees.**

4. There shall be payable by a member of the public in respect of the matters specified in the First Column of the Schedule hereto the fees specified in the Second Column of the Schedule; but no fee shall be payable for any search made by any person who satisfies the Archivist that he is a student attending any school, college, university or other similar institution whether within or outside Antigua and Barbuda.

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## SCHEDULE

(Regulation 4)

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For any search whatsoever in the Archives and Records Office (except when made by a student) .....	5.00
For a photocopy, per page .....	2.00
For a certified copy of any record, including certification if required:	
for every page or part of a page up to and including the tenth page .....	5.00
for every page or part of a page after the tenth page .....	1.00
For a copy taken from microfilm, per page .....	5.00

Made this 23rd day of August, 1984.

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