

National Records Centre Bill

Table of Contents

Bill No: 17/1967

Read the first time: 29th June 1967

Long Title

Enacting Formula

1 Short title and commencement

2 Interpretation

3 Establishment of National Records Centre

4 Appointment of Director

5 Establishment of a Records Committee

6 Appointment of officers

7 Transfer of public archives and intermediate public records

8 Return of illegally removed public records

9 Destruction or disposal of public records only on authority of Director

10 Inspection of public records

11 Certified copy of public records

12 Delegation of Director's powers

13 Reproduction of public records

14 Prohibition of export of public records

15 Regulations

16 Penalties

17 Annual report

Explanatory Statement

Expenditure of Public Money

National Records Centre Bill

Bill No. 17/1967

Read the first time on 29th June 1967.

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

Be it enacted by the President with the advice and consent of the Parliament of Singapore, as follows: —

Short title and commencement

1. This Act may be cited as the National Records Centre Act, 1967, and shall come into operation on such date as the Minister may, by notification in the *Gazette*, appoint.

Interpretation

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

“Centre” means the National Records Centre established under section 3 of this Act;

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

“Director” means the Director of National Records appointed under section 4 of this Act;

“intermediate records” means those public records which 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 which —

- (a) are more than twenty-five years old; and
- (b) are specified by the Director as being of enduring national or historical value;

“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 sub-division thereof, and includes any other body as 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, micro-films, 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;

“Records Committee” means the Committee established under section 5 of this Act.

Establishment of National Records Centre

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

Appointment of Director

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

- (a) shall direct, manage and control the Centre;
- (b) shall examine the public records in any public office and shall advise such office as to the care and custody thereof;

- (c) shall preserve, describe and arrange all public records;
- (d) shall accept, store and preserve any public records received by the Centre;
- (e) shall conduct a records management programme for the efficient creation, utilization, 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 guides, inventories and other publications as are required from time to time to make known the contents of the Centre;
- (h) may, if in his opinion it is necessary for their better preservation, bind or repair any public records which 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 records;
- (j) may make available for inspection, for the purpose of reference or research, any public records;
- (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) The provisions of paragraph (f) of subsection (1) of this section 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 a Records Committee

5.—(1) There shall be established a Records Committee, which shall consist of the Director as Chairman and five 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.