**Application Form for Access to Records**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant’s  full name |  | Name of the applicant organization |  | Phone number |  | Passport/ID card  number |  |
| Information to be accessed |  | | | | | | |
| Purpose |  | | | | | | |
| Ways to access records | Inspection, photocopying, photographing,e-copy and loaning out：  Access in anther way(please specify): | | | | | | |
| Leader’s opinions from the organization  accessing records | Signature Stamp  Date | | | | | | |
| Opinions from the filing organization or the organization concerned  （See Note2 &3） | Signature Stamp  Date | | | | | | |
| Applicant | Signature Stamp  Date | | | | | | |
| Opinions from the leader of SAU Archives | Signature Stamp  Date | | | | | | |

Please note:

1.After the applicant has the application form printed, he or she goes to his or her organization, filing organization or the organization concerned and Comprehensive Records Office, SAU Archives for opinions in turn;

2.Requests for the loan of other organization records should be approved by the filing

organization;

3.Requests for the loan of records or the access to records about the party & administration, the party committee organization, disciplinary inspection committee, audit, scientific research, infrastructure engineering and assets should be approved by the departments concerned.