



NATIONAL ARCHIVES OF AUSTRALIA

17 December 2024

Our reference: **FOI 216:** 2024/3473

Mr Glenn Hamiltonshire
via: Right to Know.org.au

E: foi+request-12520-be05c64d@righttoknow.org.au

Freedom of Information Request no. FOI 216

Thank you for your request received on 10 December 2024 for access to documents under the *Freedom of Information Act 1982* (FOI Act). You have requested access to the following documents:

- Style Guides/Brand Guides/Writing Guides currently used for the National Archives of Australia.

You should expect a notice of decision from us within 30 days of the date of the request, that is by Thursday, 9 January 2025. This period of 30 days may be further extended if we need to consult third parties, or for other reasons. We will contact you if this happens.

Disclosure Log

Information released under the FOI Act may later be published online on our disclosure log [Freedom of information disclosure log | naa.gov.au](https://naa.gov.au/freedom-of-information-disclosure-log), subject to certain exceptions (for example, personal information will not be published where this would be unreasonable).

Contact details

As requested, we will contact you using the email address you have provided.

If you have any questions, please contact us via email at foi@naa.gov.au or by phone on 02 6212 3600.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Phoebe Morrison'.

Phoebe Morrison
FOI Decision Maker

