



**Yamatji Marlpa**  
ABORIGINAL CORPORATION



## RETURN OF RESEARCH MATERIAL REQUEST FORM: PERSONAL RETURN

This form is for individuals to use when requesting copies or originals (where relevant) of information and/or documents provided to Yamatji Marlpa Aboriginal Corporation (YMAC) research staff or YMAC contracted consultants during the course of research for native title or cultural heritage purposes.

Information that falls under this category can be:

- Interview and/or fieldtrip notes
- Hand written genealogies and/or maps
- Photos and/or videos
- Files from Government institutions

YMAC is responsible for protecting the confidentiality of information provided during the course of native title research. *Information and documents given to researchers can only be returned directly to the individual who supplied them in the first place*, unless the informant explicitly consents otherwise.

Please note that as per YMAC's policy and those set out by each institution that holds relevant materials, most documents that have been provided to YMAC by the informant can only be returned to that informant. The Native Title Access Policy (NTAP), among other things, administers access to the government records managed by the Aboriginal History Research Service (part of the Department of Local Government, Sport and Cultural Industries). If YMAC received documents directly from an institution through the NTAP or any other access policy, the informant (or family member) may need to contact the institution for access to that information. YMAC can generally assist in directing individuals to the right department.

If a person who supplied information or documents has since passed away, his/her close relative (for example: sibling, son or daughter) can apply for the return of the material he/she provided. It may be necessary for the applicant to provide documentary proof of their relationship to the deceased and/or permission from other close relatives. Please note that documents created by and/or provided to YMAC by the deceased person may form part of a deceased estate process and may not be able to be returned to the next of kin through a personal return. This will need to be discussed on a case by case basis with the Research Manager.

Please fill in as much detail as you can below:

<b>PERSONAL DETAILS</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Residential Address:</b>	



**Tick where appropriate:**

- I request YMAC to provide a copy of the research material to the postal/email address above.
- I am the correct person to be obtaining information and/or documents originally provided by my \_\_\_\_\_ (e.g. father/mother).
- I give YMAC permission to provide a copy of this information to \_\_\_\_\_.

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

YMAC endeavours to respond to and process personal return requests as early as possible. Depending on the amount and types of research material requested, collating the information and documentation can take **up to four months**.

When complete, please deliver this form to the YMAC regional offices in person or send to the Perth office by mail, addressed to:

**YMAC  
Research Department  
PO BOX 3072  
249 Hay Street  
East Perth WA 6892**

You can also email your request through to Perth reception on **reception@ymac.org.au**. Please advise reception that this is a personal return form when doing so.

If you have any queries regarding the request process, please contact the Research Manager on 08 9268 7000 in the Perth office. Once your form has been received and reviewed by the YMAC Research Unit, an anthropologist will call you to talk through your request.