

Treasurer's Instruction No	106
Title	Copying of Accounting Records
Effective date	1 July 2005
Objective and Background	Provides instruction relating to the copying of records to microfiche or microfilm
Last Reviewed Date	31 July 2003

This Instruction was previously known as Treasurer's Instruction No 1001 – Copying of Accounting Records.

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) **Where accounting or other records are produced or copied onto microfiche or microfilm, agencies shall ensure that such microfiche or microfilm is of a quality capable of clear reproduction of the records for the period determined by the State Archivist, pursuant to the *Archives Act 1983*, with the approval of the Auditor-General.**