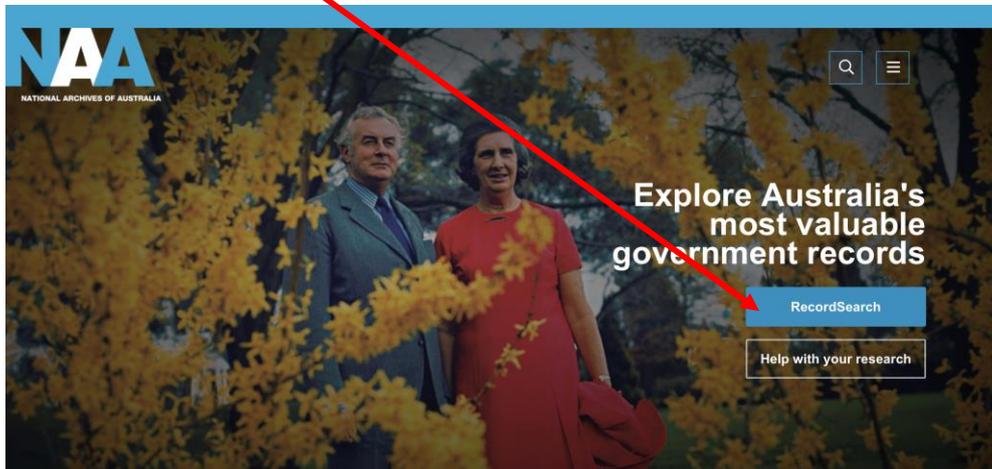


Finding Military Records on the National Archives

1. Go to the National Archives website (click this link) <https://www.naa.gov.au>
2. Select Record Search



3. Select Name Search

NAA NATIONAL ARCHIVES OF AUSTRALIA

RecordSearch

Login

[Help](#) [RecordSearch Forum](#) [View previous searches](#)

Basic search | **Advanced search** | **NameSearch** | PhotoSearch | Passenger arrivals | Newly scanned records

Basic search for items Welcome guest

[Advanced search for items](#) [Bringing Them Home name index](#)

Keywords

Dates (eg 1921 or 1939 to 1945)

4. Type in the Family Name, Given Names then select Category (which war) using the down arrow then Search.

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RecordSearch

Login

[Help](#) [RecordSearch Forum](#) [View previous searches](#)

Basic search | **Advanced search** | **NameSearch** | PhotoSearch | Passenger arrivals | Newly scanned records

NameSearch Welcome guest

Family name

Given names

Category of records

Service number

Use exact spelling

5. Select the correct person from the list and click on digitised item.

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RecordSearch

Login

Help RecordSearch Forum View previous searches

Basic search Advanced search **NameSearch** PhotoSearch Passenger arrivals Newly scanned records

Item list Welcome guest

New search Refine search

Display search results per page

Displaying 1 to 3 of 3

List report
 Details report

Select	Series no.	Control symbol	Item title	Date range	Digitised Item	Item ID	Format
<input type="checkbox"/>	B884	N233964	GARDINER HERBERT JOHN : Service Number - N233964 : Date of birth - 15 Feb 1915 : Place of birth - LITHGOW NSW : Place of enlistment - MANLY NSW : Next of Kin - GARDINER DORIS Access status: Open Location: Canberra	1939 - 1948		5697099	
<input type="checkbox"/>	B884	W74986	GARDINER JOHN HERBERT : Service Number - W74986 : Date of birth - 03 Apr 1893 : Place of birth - BOULIA QLD : Place of enlistment - MARBLE BAR WA : Next of Kin - BAUCHAMP Access status: Open Location: Canberra	1939 - 1948		5882523	
<input type="checkbox"/>	B883	VX93128	GARDINER JOHN HERBERT : Service Number - VX93128 : Date of birth - 21 Jun 1925 : Place of birth - BENALLA VIC : Place of enlistment - ROYAL PARK VIC : Next of Kin - GARDINER W Access status: Open with exception Location: Canberra	1939 - 1948		6050596	

6. A screen like this should appear.

To print this document you will need to print it one page at a time. Go up to the top left of your screen and click – then select print from the list that appears.

Choose landscape as the format.

The next button takes you to the next page

recordsearch.naa.gov.au

NAA
NATIONAL ARCHIVES OF AUSTRALIA

NAA: B883, VX93128

[View multiple pages](#) [Rotate image](#)

previous **next** Page 1 of 18

jump to page go

Title GARDINER JOHN HERBERT : Service Number - VX93128 : Date of birth - 21 Jun 1925 : Place of birth - BENALLA VIC : Place of enlistment - ROYAL PARK VIC : Next of Kin - GARDINER W

Contents range 1939 - 1948

Series number B883

Control symbol VX93128

Access status Open with exception

Item ID 6050596

STATEMENT OF REASONS UNDER SECTION 40 OF THE ARCHIVES ACT

Series: ~~B883~~ Control symbol: ~~VX93128~~

is OPEN WITH EXCEPTION for the reasons set out below.

The item contains information that has been exempted under sub-section 33(1)(g) of the Archives Act 1983.

The facts on which the decision is based:
It is reasonable to assume that when the information was gathered, the subject had no expectation that it would be publicly disclosed.

Nothing in the record suggests that the information was widely known at the time.

The information relates to the personal affairs of the individual and is the type of information that continues to be sensitive.

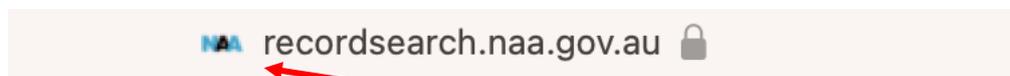
The information is of a kind that most members of the community would not want disclosed about themselves and which, if publicly disclosed in this case, could reasonably be expected to distress or embarrass the individual and/or members of their family.

Reasons for the decision:
Section 33(1)(g) of the Archives Act 1983 provides that a record is exempt if it contains information or matter the disclosure of which under this Act would involve the unreasonable disclosure of information relating to the personal affairs of any person (including a deceased person).

Decision maker *L. Perry*

7. To copy the web link (for Ancestry) or to share with other people:

Along the top of your screen you should see something like this ... It is likely to be in the centre of the screen. It is the weblink that you need to copy.



Start from the left hand side and highlight ... recordsearch.naa.gov.au
Click on the right button on your mouse pad (or right click) and select copy

This is the link you have just copied:

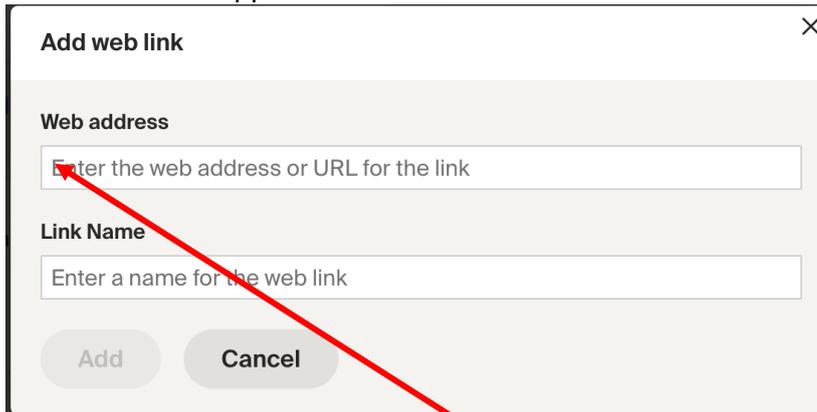
<https://recordsearch.naa.gov.au/SearchNRetrieve/Interface/ViewImage.aspx?B=6050596>

8. Add a new tab by holding down the control key AND the letter T
9. Log into your Family Tree in Ancestry
10. Find the person in your tree that matches the military record that you have just copied eg John Herbert Gardiner

In the middle of the facts page about your person (eg John Herbert Gardiner) you will see the Ancestry Sources

A screenshot of the "Ancestry sources" section on a person's facts page. The section contains several source cards: "Ancestry Family Trees", "Australia, Birth Index, 1788-1922", "Australia, Electoral Rolls, 1903-1980", "Australia, Marriage Index, 1788-1950" (with a "View" button), "Australia, WWI Service Records, 1914-1920", "Victoria, Australia, Marriage Index, 1837-1950", and "Victoria, Australia, Marriage Index, 1837-1950". Below these cards are three buttons: "Search on Ancestry", "Add source", and "Add web link". A red arrow points from the text "see the Ancestry Sources" to the "Ancestry sources" header. Another red arrow points from a text box "Click on Add web link" to the "Add web link" button.

11. This screen will appear:

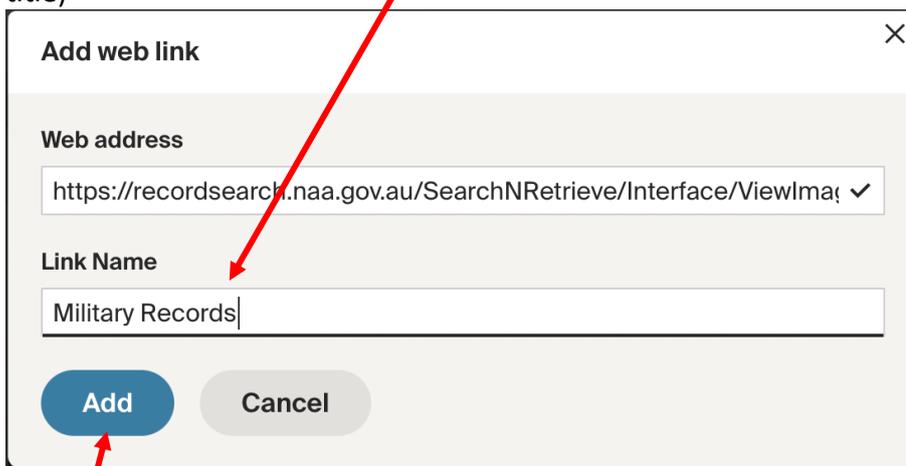


12. Click inside the box to enter the web link

Right button click on your mouse pad and select PASTE. This web link should paste into the box:

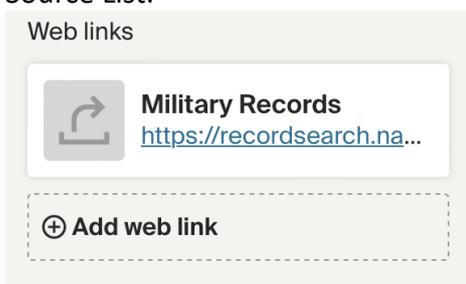
<https://recordsearch.naa.gov.au/SearchNRetrieve/Interface/ViewImage.aspx?B=6050596>

13. In the box that is labelled Link Name type Military Records (or another appropriate title)



14. Click Add

15. Back on the facts page for John Herbert Gardiner you should see the web link in the Source List:



16. If you click on this button you should be taken to the National Archives record for John Herbert Gardiner.