



University Archives Records Transfer Form

When transferring records to the University Archives, the following conditions must be met:

- Records must be “sentenced” and identified as archival according to an existing disposal authority and following the processes outlined in ARMS advice sheets 4 and 7 on sentencing and disposal of records
- Records must be no longer required on a daily basis for administrative, legal, financial or audit purposes
- All records must be transferred with the appropriate supporting documentation (i.e. Records Transfer Form and complete list of records) and boxed where appropriate.

Please ensure that you comply with these conditions otherwise the records may be returned to you.

TRANSFERRING AGENCY AND CONTACT DETAILS

To be filled out by the officer transferring the records

Faculty/School/Unit.....
Name.....
Position.....
Email..... Telephone

RECORDS TRANSFER DETAILS

To be filled out by the officer transferring the records

Description of records (i.e. Minutes, Registers, Correspondence) Please attach additional information on a separate sheet if required	

SECTION TRANSFER DECLARATION

To be filled out by the officer transferring the records

Records has been approved for transfer by Archives staff	<input type="checkbox"/> Yes <i>(NB: Records will not be accepted without prior approval from University Archives)</i>
The records have been boxed and are in list order	<input type="checkbox"/> Yes
Name	Date
Signature	

AUTHORISATION

To be filled out by the Manager in charge of the section transferring the records

All records being transferred have been sentenced in accordance with an existing General Disposal Authority or Records Disposal Authority.

Name	Position
Signature	Date

University Archives

ARCHIVES USE ONLY all signatures are required before registration into archives system can take place

Date item(s) received.....	Accession Number
Consignment(s).....	
Name/Signature	Date

Delivery Address for transfers:

University Archives MBDP: M022
Irwin Street Building, 35 Stirling Highway Crawley W.A. 6009
Telephone: 6488 7234 or 6488 3885

Form Instructions

The Records Transfer form must be used by University staff to record the legal transfer of records identified as having long term preservation value into the University Archives collection. Records must be sentenced according to an existing disposal authority or records disposal authority.

The Records Transfer Form should be **completed, printed out** and **signed** by the appropriate delegate and sent to University Archives MBDP M022 with the records.

Note: You must get prior approval to send the records from the University Archives on 6488 7234 or 6488 3885 to organise the transfer of the records.

Please complete all section of the Records Transfer Form

- 1. Transferring Agency and Contact details**
Provide section name, contact name & details.
- 2. Records Transfer Details**
Provide description of records if bulk transfer i.e. Minutes & Agendas, Registers or attach the list of records sentenced and approved for archiving.
- 3. Section Transfer Declaration**
Prior notice must be given to the University Archives of the intention to transfer records:
 - A) Regular transfer of records of i.e. Minutes, Agendas, Registers etc. contact Archives to schedule the transfer of records and tick the appropriate box
 - B) For correspondence files or other records that have been sentenced, a list of those records must be submitted to archives for approval by the University Archivist. Once approval is granted the records should be boxed and the final approved list enclosed with the transfer of records.
- 4. Authorisation**
This section should be completed and signed by the Manager or Head of the section.
- 5. Archives use only**
Please leave blank for use by the archives office

For assistance in completing the Records Transfer Form please contact University Archives on 6488 7234 or 6488 3885.