

How to complete the sections of this form:

Background

The University Archives is the repository for UNSW's archival records.

Archival records are those records which are no longer required for current use, have been appraised as having continuing value and must be kept permanently.

Contact the Records and Archives Office if you need assistance with the appraisal of your records and to arrange transfer to the Archives.

1. Unit Name and Contact

Insert the name and contact details of the person in the unit that RAO staff can contact if there are any queries about the information provided on the form.

2.1 Records to be transferred

Include what the records are called, who generated and used them and their function, why they were created, and provide a list of the records including date ranges, i.e. from the oldest to the most recent records to be transferred.

2.2 Format and Condition of Records.

Enter here the format of the records, i.e. whether paper, maps or plans, drawings, photographs, audio-visual or other material. Add format and the size for electronic files in megabytes (MB).

And also note the general condition of the material, whether the records are in good condition or dirty, mouldy, folded, rolled, fragile, contain adhesive tape, staples, paper clips, etc.

2.3 Amount transferred

Enter here the number of boxes or items to be transferred to UNSW Archives.

2.4 Date of transfer

Enter here the date on which the records are to be transferred to UNSW Archives.

3. Transferors Authorisation

Provide here confirmation through the signature of the Unit Head or Executive Officer verifying that these records are no longer required for on-going activities and the transfer is authorised.