UNSW Archives Transfer Form

RAO03: Archives Transfer Advice

Records and Archives Office

Documentation for the transfer of official university records to UNSW Archives

<table>
<thead>
<tr>
<th>Archives Use Only</th>
<th>Accession or Consignment Number:</th>
</tr>
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</table>

1. Contact Information:

<table>
<thead>
<tr>
<th>School/Department/Unit:</th>
<th>Phone:</th>
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</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

2. Records to be transferred:

2.1 Brief description of records being transferred. Include what the records are called, who used them and why, and list the records.

(Use a separate sheet if necessary)

2.2 Format and Condition of Records

2.3 Amount transferred
   - Total number of boxes
   - Total number of items

2.4 Date of Transfer

Notes:
- UNSW Archives only accepts records which are to be kept permanently. Contact Archives staff for advice and to confirm the transfer prior to sending any records to the Archives.
- Provide a listing of the records for the material/ boxes you are transferring to the Archives.
- For further advice on Archives and UNSW Recordkeeping please refer to [http://www.recordkeeping.unsw.edu.au](http://www.recordkeeping.unsw.edu.au)
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.