



Professions and Occupations Cards copy order form

This is a digital copy order service. We aim to produce reference copies of NSW State Archives through this copying service. This copy service is for the following record series:

- **Government Cleaning Service staff:** NRS 21352, Staff service cards, 1940-1994
- **Government Printing Office staff:** NRS 4436, Staff service cards, 1900-1969
- **Police:** AK 724, Police service cards, 1913-1986
- **Public servants:** NRS 12395, Employees' history cards, 1911-1968
- **Public Works employees:** NRS 12535, Staff record cards, 1890-1953
- **Railway employees:** Rail Corporation of NSW; NRS 19333, Railway Personal History Cards — Employees born between 1900 and 1962
- **Teachers:** NRS 15320, Teacher career cards, 1908-1987

Schedule of fees

All prices include GST.

Each entry \$5.65.

Administration fee \$16.40

Delivery \$5.65

Overseas orders if photocopies are posted an additional \$4.10 postage applies

Credit card processing fee 0.4% of total order

Urgent orders subject to availability — will be completed within 5 working days and a 25% surcharge will apply. Please contact staff before making a request for an urgent order.

Ordering

Print out the form below, fill in all the details and post or email to:

Reprographics Officer
Copy Order Service
NSW State Archives
PO Box 516 Kingswood NSW 2747
Email: reprographics@records.nsw.gov.au

Payment options

- Credit cards – we accept Visa and Master Card only
- Electronic funds transfer – see our account details on final page of order form
- Refunds will only be issued by Electronic Funds Transfer.

Please do not send cash or cheques

Time to complete orders

- Orders are despatched within **15 WORKING DAYS** after payment (Working days are Monday – Friday). Orders with multiple entries may take longer.
- Please allow additional time for postal delivery.

Conditions

- Copies may not always be legible in cases where handwriting is poor or faint, or the original record is in poor condition.
- NSW State Archives cannot accept responsibility for copies lost in the postal system.

What if there is no card?

Only the \$16.40 administration fee will be charged if no card exists matching the particulars of the employee.

What if the card is closed to public access?

Staff service cards are covered by different access directions. These are determined and controlled by the Public Office that created the record, or its successor. Given the dates of the records sometimes individual cards will not be open to public access. If, on inspection the card is not open to public access, we will refer you to the correct Public Office to request authorisation to access the card.

Cards	Open to public access after...
Government Cleaning Service cards	50 years
Government Printing Office service cards	30 years
Police service cards	30 years from the date of separation (the date the employee left the organisation)
Public Service Board service cards	30 years
Public Works service cards	50 years
Railway personal history cards	30 years from the date of separation (the date the employee left the organisation)
Teacher career cards	50 years

Naming conventions

Women may be listed under their birth or married family names. Where you are seeking a card for a female please include both birth and married family names.

You must provide the full Name and Date/Year of birth for each entry

Comments
Record Details 1 = \$5.65
Type of card to be checked (eg: Railways, Teachers etc)
Name <i>*required:</i> (please include birth and married family names)
Date/Year of Birth <i>*required:</i>
Container no. <i>Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:</i>
Place of work (if known):
Record Details 2 = \$5.65
Type of card to be checked (eg: Railways, Teachers etc)
Name <i>*required:</i> (please include birth and married family names)
Date/Year of Birth <i>*required:</i>
Container no. <i>Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:</i>
Place of work (if known):
Record Details 3 = \$5.65
Type of card to be checked (eg: Railways, Teachers etc)
Name <i>*required:</i> (please include birth and married family names)
Date/Year of Birth <i>*required:</i>
Container no. <i>Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:</i>
Place of work (if known):
Record Details 4 = \$5.65
Type of card to be checked (eg: Railways, Teachers etc)
Name <i>*required:</i> (please include birth and married family names)
Date/Year of Birth <i>*required:</i>
Container no. <i>Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:</i>
Place of work (if known):
Record Details 5 = \$5.65
Type of card to be checked (eg: Railways, Teachers etc)
Name <i>*required:</i> (please include birth and married family names)
Date/Year of Birth <i>*required:</i>
Container no. <i>Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:</i>
Place of work (if known):

Record Details 6 = \$5.65

Type of card to be checked (eg: Railways, Teachers etc)

Name **required:* (please include birth and married family names)Date/Year of Birth **required:*Container no. *Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:*

Place of work (if known):

Record Details 7 = \$5.65

Type of card to be checked (eg: Railways, Teachers etc)

Name **required:* (please include birth and married family names)Date/Year of Birth **required:*Container no. *Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:*

Place of work (if known):

Record Details 8 = \$5.65

Type of card to be checked (eg: Railways, Teachers etc)

Name **required:* (please include birth and married family names)Date/Year of Birth **required:*Container no. *Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:*

Place of work (if known):

Record Details 9 = \$5.65

Type of card to be checked (eg: Railways, Teachers etc)

Name **required:* (please include birth and married family names)Date/Year of Birth **required:*Container no. *Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:*

Place of work (if known):

Record Details 10 = \$5.65

Type of card to be checked (eg: Railways, Teachers etc)

Name **required:* (please include birth and married family names)Date/Year of Birth **required:*Container no. *Use the link on Professions and Occupations Cards copy service page to see the listing giving container no:*

Place of work (if known):

Shipping and payment details

Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Name on credit card:		
Card expiry date: _____ Card number: _____ - _____ - _____ - _____		
<p>Declaration</p> <ul style="list-style-type: none"> • I have read and agree to the conditions above • I will obtain the written permission of NSW State Archives if I wish to publish State archives or extracts therefrom (See the Publishing/Citing State Archives information on our website) • I accept the credit card processing surcharge fee of 0.4% of total order (credit card payments only) <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

PAYMENT BY DIRECT DEPOSIT:

State Records NSW

BSB 032-001 Account No 205522

Payment reference: Your full name and postcode.

Paid by direct deposit

Date paid _____

Please send your order form indicating you have paid by direct deposit to NSW State Archives. We cannot process your order without it.

Cost of order

Administration fee	\$16.40
Copies	\$
Add urgent fee (if applicable) 25% x (administration fee+ copies)	\$
Delivery	\$5.65
Add additional postage fee for overseas orders \$4.10	\$
Total [A]:	\$
For credit card payments only Multiply Total [A] by 0.004 = [B]	\$
Final total [A] + [B]:	\$