Transferring records to the State Archives Collection

November 2019

www.records.nsw.gov.au
What you said

47% rated the transfer service as ‘excellent’
29% rated the transfer service as ‘good’

“Complicated”
“Time consuming”
“Too many forms”
“Pedantic requirements”
“Process should be simpler”
What we did

Step by step advice
Two forms, instead of four
Illustrated fact sheets
Steps in the transfer process

1. Confirm you have records to transfer
2. Propose a new transfer
3. Confirm access directions are in place
4. Document and prepare records for transfer
5. Deliver records to us
6. What happens after transfer?
What’s changed?

Transfer proposal form
Barcodes
What’s next?

More fact sheets
Checklists and other advice to support digital transfers
Videos!
Another satisfaction survey
Agency Services

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recordkeeping/advice/transfer