

Transfers accepted only by prior arrangement with the University Archives

1. Preparing Records

All records should be sorted prior to boxing. This order should reflect the manner in which the records were created and maintained. This might be file number order, chronological order, alphabetical subject file order, or some other **meaningful** order of arrangement.

2. Boxing & Labelling Records

All records must be removed from lever-arch files, binders etc. and boxed in archives boxes obtained from the Archives. If records are required to be kept separate, use buff-coloured manilla folders.

Records should be boxed according to their established order (see Item 1 above). Place the box in front of you with the 'hinge' of the box on your left. Treat the small side of the box facing you as the front where you record the Accession (or Series) number and box number. Fill the box from right to left, with the last file or item next to the hinge of the lid. Do **not** over pack boxes as this damages the records and makes retrieval of items difficult. You should still be able to insert your hand into a box after it is packed.

Individual boxes must be clearly labelled **in pencil** with the Accession number or Series number assigned by Archives (eg. 'Acc 2003/0473' or 'Series 54') and the box number (eg. 'Box 15'). **Do not list the contents on the box itself.**

3. Listing Records

All records should be listed for each box on a Transfer Inventory Form. The completed form must be submitted to the Archives in conjunction with the physical transfer of the records to the Archives. Records without a Transfer Inventory Form will **not** be accepted.

Transfer Inventory Form Instructions

- **Accession Number:** Enter the Accession Number assigned to this particular transfer by the Archives.
- **Series Number:** If the records are to be added to an existing Archives series, Archives staff will supply you with the appropriate Series Number.
- **Administrative Area:** Enter the name of your department, faculty, etc.
- **Contact Person:** Enter the name of the person responsible for transfer of the records and a contact number.
- **Access Conditions:** If applicable, state requirements regarding access to the records - eg. Open (public access), Closed (no access without area permission), Partial (access allowed to non-contentious information), Embargo (access allowed after a set period).
- **Box Number:** Begin with Box 1 unless instructed otherwise by Archives staff.
- **Contents:** Individually list all items in each box. Avoid the use of acronyms and abbreviations.
- **Date Range:** Enter the date or date ranges of each item within a box.
- **Disposal:** Archives staff will complete this field.

**For more information or to arrange for a transfer,
contact the University Archives on x 35184.**

UNIVERSITY ARCHIVES TRANSFER FORM



CORPORATE INFORMATION
Tel: 8303 5184

Accession Number:		Series Number:	
Administrative Area:			
Contact Person:		Phone:	
Access Conditions:			
Box Number	Contents	Date Range	Disposal

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