

Create New Series through the Service Portal

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Series Information

* What is the proposed title of this series? 1

Events promoting Records Management and Archives 2

* What does the series document? 3

A correspondence series related to the planning, development and delivery of events designed to promote the profession of records managers and archivists. Includes regular events, such as the quarterly Records Managers Forum 4

* Start Date 5 13-09-2014 6 End Date DD-MM-YYYY 7

* Which agency created the records? 8

State Archives and Records Authority of New South Wales

☐ Can't find the agency you are looking for?

* What is the format of the records? 9

Paper 10

* How are these records arranged? 11

Alphanumeric 12

Comments 13

Includes a small amount of audio visual material (recordings and photographs)

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If you require assistance with the Public Office Portal, please contact agencysservices@records.nsw.gov.au

Create New Series through the Service Portal

- ① Provide a meaningful title for the series of records
- ② Provide a general description of the content of the records
- ③ Provide the earliest date this type of record could have been created. Consider the date range of the entire series, not just the records proposed for transfer
- ④ Provide the latest date this type of record could have been created. If the records in this series are still being created, leave the end date blank
- ⑤ Which agency or public office/s created the records? If your agency is not listed as one of the available drop-down options, please select the box below and add the creating agency
- ⑥ Select one of the drop-down options. If there are different formats or systems of arrangement over time, select 'See Description' and provide details in the Comments field below
- ⑦ Use this field for providing any additional information about the records that you think is useful, or for providing additional information about the format or system of arrangement
- ⑧ When you have completed the form, please submit the request

* Denotes mandatory field