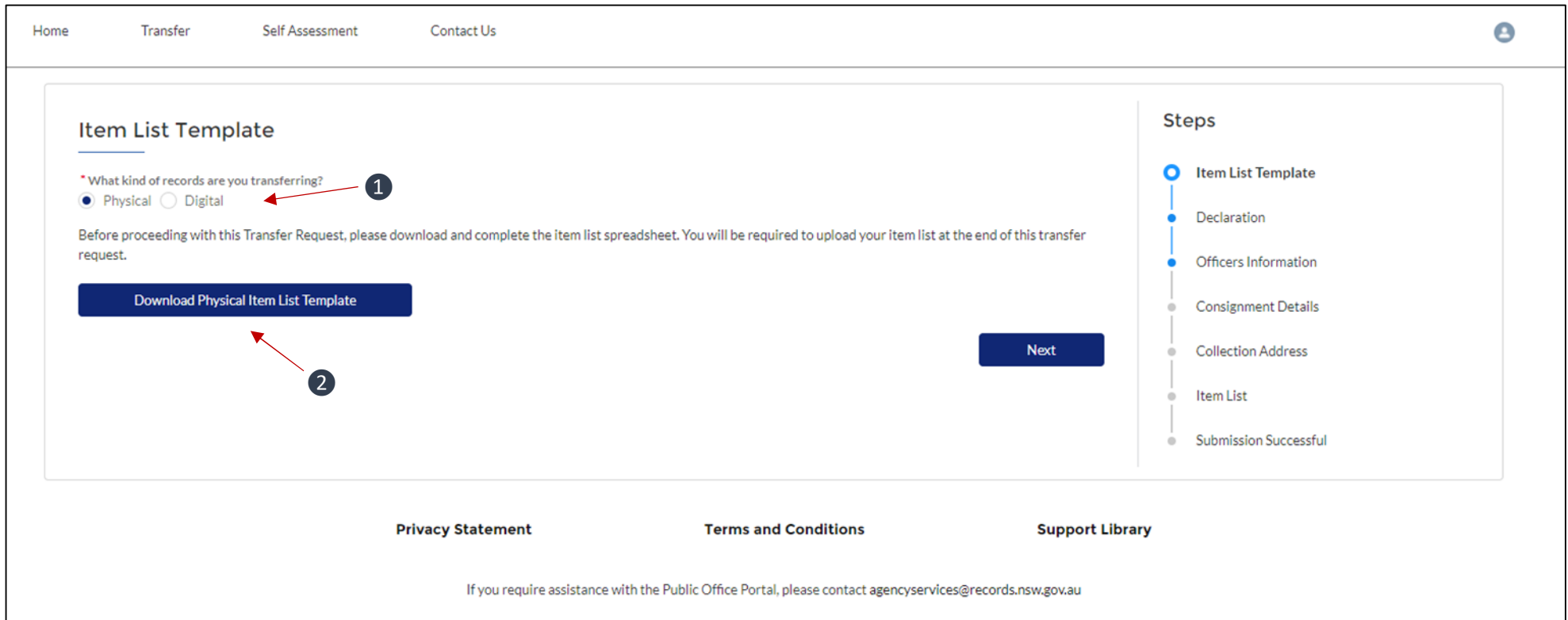


Request a transfer of physical archives through the Service Portal

Step 1: Download Template



Home Transfer Self Assessment Contact Us

Item List Template

* What kind of records are you transferring?

☒ Physical ☐ Digital

Before proceeding with this Transfer Request, please download and complete the item list spreadsheet. You will be required to upload your item list at the end of this transfer request.

Download Physical Item List Template

Next

Steps

- Item List Template
- Declaration
- Officers Information
- Consignment Details
- Collection Address
- Item List
- Submission Successful

Privacy Statement Terms and Conditions Support Library

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

1 Select Physical.

2 Download the Physical Item List Template. This takes you to a download page and the template downloads as an excel spreadsheet. When using the template, please **do not** alter any of the column headers or add any additional columns. The list needs to be uploaded at the end as a .csv file so please **do not** use commas within the document.

* denotes mandatory field

Step 2: Make Declaration

[Home](#) [Transfer](#) [Self Assessment](#) [Contact Us](#) 

Declaration

I certify that records proposed for transfer are:

- Identified as 'State Archives' in an approved, current retention, and disposal authority
- No longer needed for on-going business
- In good physical condition

* ☒ I agree

I also acknowledge that:

- The titles of items transferred will be discoverable in Collection Search. This includes records that are not yet open to public access under the State Records Act 1998. Please contact us to request the non-publication of specific item titles
- Any digital copies of physical format records proposed for transfer provided at the time of transfer will be retained and managed at the discretion of NSW State Archives and Records

* ☒ I agree

[Previous](#) [Next](#)

Steps

- ✓ Item List Template
- Declaration
- Officers Information
- Consignment Details
- Collection Address
- Item List
- Submission Successful

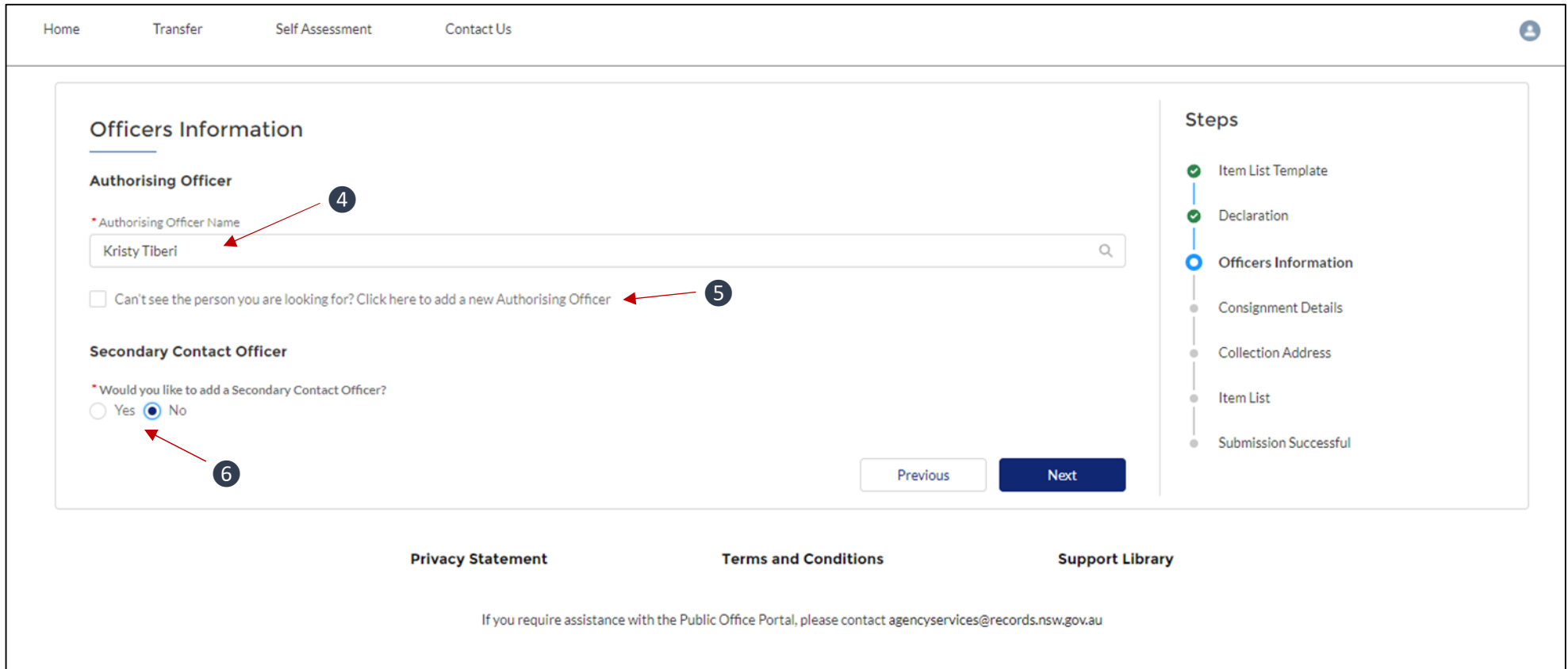
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If you require assistance with the Public Office Portal, please contact agencyrecords@records.nsw.gov.au

3 Tick each Declaration to indicate you agree.

* denotes mandatory field

Step 3: Fill in Officer Information



4 Please select the officer authorising the transfer. Contacts associated with your agency will be shown as available officers. The Authorising Officer may not be yourself. Your details are automatically captured as the officer requesting the transfer, but in some organisations the person authorising the transfer may be a Manager, Director or Senior Responsible Officer depending on your office's delegation structure.

5 If the Authorising Officer does not appear as an option, please tick this box and provide their details.

6 You can add a Secondary Contact Officer if you are part of a team, are going to be going on leave, or work part-time. If you select yes, you will be asked to select them from the list of associated officers or add them if they do not appear as an option.

* denotes mandatory field

Request a transfer of physical archives through the Service Portal

Step 4: Complete Consignment Details

[Home](#)
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[Contact Us](#)

Consignment Details

Select a Series

* Start typing a Series Number to search for Series

Selected Series Title: Correspondence (departmental) files [State Records]

Select Disposal Authority Classes

▼ **Disposal Authority**

* Disposal Authority Function Number

Please put Disposal Authority Class in the Comments box below.

Consignment Details

* Consignment Format

* Container Type

Comments

Next

Steps

- Item List Template
- Declaration
- Officers Information
- Consignment Details**
- Collection Address
- Item List
- Submission Successful

Privacy Statement

Terms and Conditions

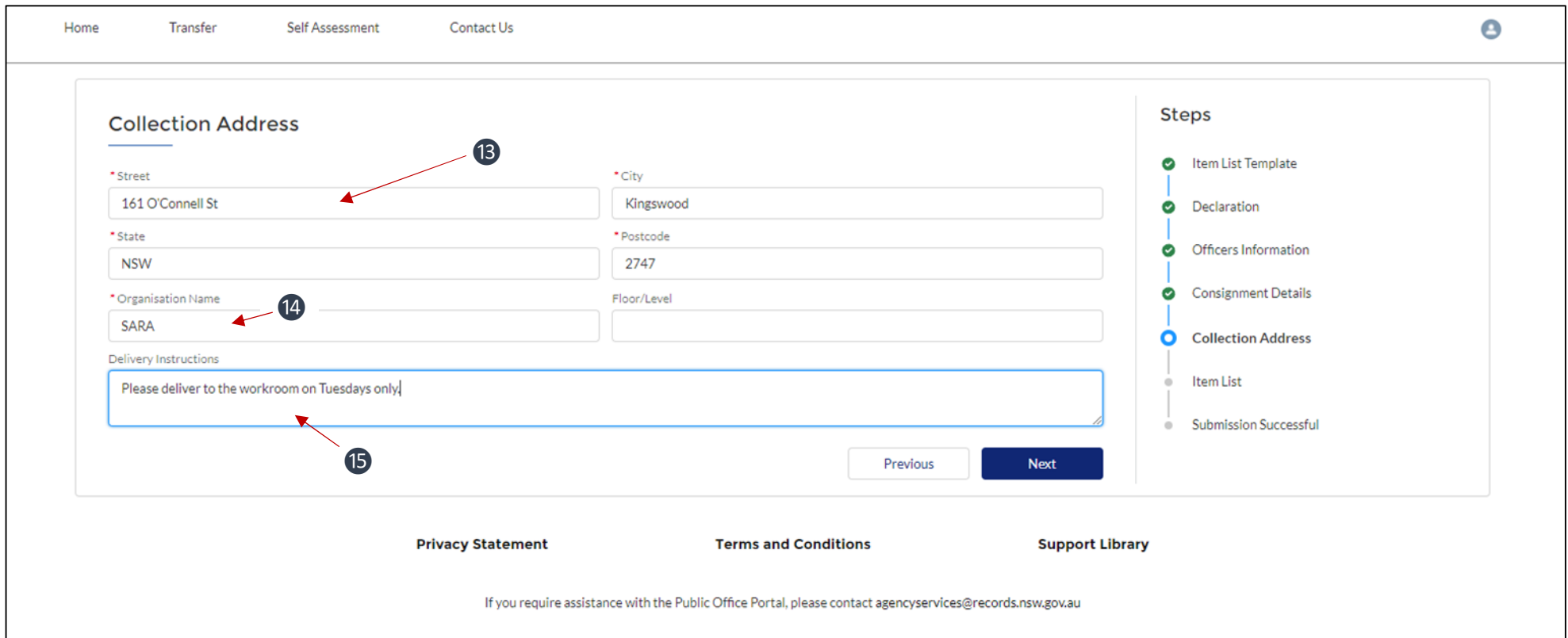
Support Library

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

* denotes mandatory field

Request a transfer of physical archives through the Service Portal

Step 5: Provide Collection Address



Home Transfer Self Assessment Contact Us

Collection Address

* Street 161 O'Connell St

* City Kingswood

* State NSW

* Postcode 2747

* Organisation Name SARA

Floor/Level

Delivery Instructions
Please deliver to the workroom on Tuesdays only

Previous Next

Steps

- ✓ Item List Template
- ✓ Declaration
- ✓ Officers Information
- ✓ Consignment Details
- Collection Address
- Item List
- Submission Successful

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

13 Provide the details of where the records to be transferred are being collected from. For transfers within the Sydney Metropolitan region, NSW State Archives will organise the collection of the records. Regional public offices are responsible for organising the delivery of the records to NSW State Archives. Our address for delivery is

NSW State Archives and Records,
161 O'Connell St,
Kingswood, NSW, 2747

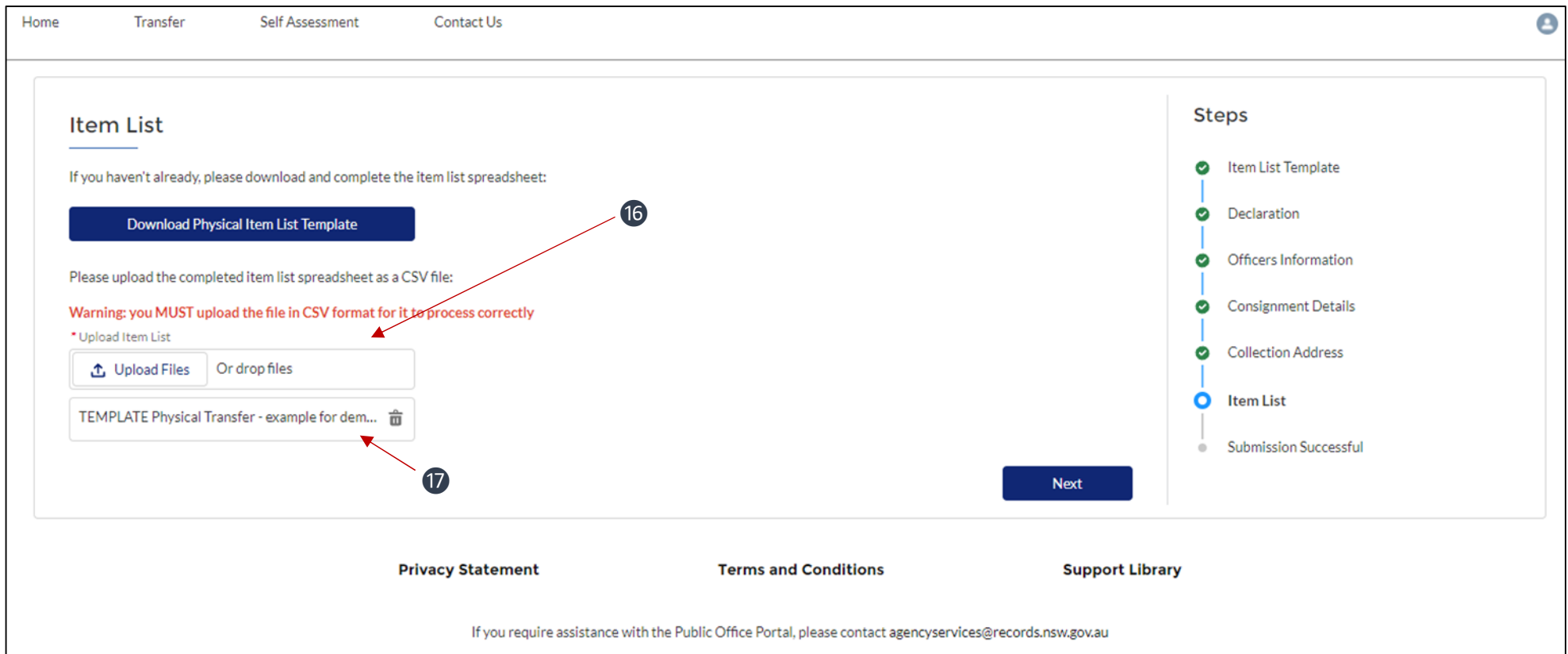
14 Organisation name can be your public office, or the name of the office where the records are currently held.

15 Any instructions or additional information can be included here.

* denotes mandatory field

Request a transfer of physical archives through the Service Portal

Step 6: Upload item list and submit



Home Transfer Self Assessment Contact Us

Item List

If you haven't already, please download and complete the item list spreadsheet:

[Download Physical Item List Template](#)

Please upload the completed item list spreadsheet as a CSV file:

Warning: you MUST upload the file in CSV format for it to process correctly

* Upload Item List

[Upload Files](#) Or drop files

TEMPLATE Physical Transfer - example for dem... 

[Next](#)

Steps

- ✓ Item List Template
- ✓ Declaration
- ✓ Officers Information
- ✓ Consignment Details
- ✓ Collection Address
- **Item List**
- Submission Successful

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

16 Upload the completed Physical Item List Template here. You can use either the Upload Files button or drag and drop the file. When using the template, please **do not** alter any of the column headers or add any additional columns. The list will need to be saved and uploaded as a .csv file so please **do not** use commas within the document.

17 You will receive an upload notice and the uploaded list will appear here.

* denotes mandatory field

Request a transfer of physical archives through the Service Portal

Step 7: Submission Successful notice

[Home](#) [Transfer](#) [Self Assessment](#) [Contact Us](#) 

Submission Successful

Thank you for your transfer request.

Our Agency Service Team will be in touch regarding your request.

Steps

- ✓ Item List Template
- ✓ Declaration
- ✓ Officers Information
- ✓ Consignment Details
- ✓ Collection Address
- ✓ Item List
- Submission Successful

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

What Happens Next:

- A case is created and assigned to the Agency Service team at NSW State Archives and Records.
- The Agency Service team may need to reach out to you if they have any questions about the records, their housing or condition as part of the assessment of the proposed transfer.
- You will receive an email when the transfer has been approved.
- NSW State Archives and Records will send barcodes out to you. Please attach these to the containers approved for transfer.
- The Logistics team at NSW State Archives and Records will coordinate the collection/delivery of the records being transferred into the State Archives Collection.

* denotes mandatory field