



State Archives
& Records

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

Contact us



Agency Services
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[www.records.nsw.gov.au/
recordkeeping/advice/transfer](http://www.records.nsw.gov.au/recordkeeping/advice/transfer)