

# FACT SHEET - 2

## TRANSFERRING RECORDS

- NEED TO TRANSFER SOME FILES TO THE RECORDS MANAGEMENT PROGRAM?
- WHO HAS CUSTODY OF WHAT?
- HOW DO YOU GET STARTED?

### What to transfer:

Records deemed permanent within the University disposal authorities for either evidential or informational reasons, require eventual transfer to the Records Management Program/University Archives.

### When to transfer:

A record need only be transferred once it becomes non-current. There are no hard and fast rules for determining when this will occur, but with commonly used records, it will be readily apparent to administrative staff when their administrative use has ceased.

### Custody of transferred records:

Records will remain in the custody of the Records Management Program until they are at least 25 years old, after which they enter the custody of University Archives.

### How to start:

When seeking to transfer records, or if you need some advice, please contact extension 46405 or extension 44225.

If it is agreed that the records are ready to be transferred, then the staff will provide a transfer number which will be used as an access reference to the records from then on.

Complete the Records Management Program Transfer Form—[http://www.unimelb.edu.au/records/doc/transfer\\_form.doc](http://www.unimelb.edu.au/records/doc/transfer_form.doc)



Erik the Archives Box likes to get around the University on a trolley. You may like to contact your building supervisor for assistance when transferring records the RMP.

*FOR FURTHER INFORMATION REFER TO THE RECORDS MANAGEMENT POLICY AND PROCEDURES MANUAL <http://www.unimelb.edu.au/records/manual.html>*