

# Human Services Hub

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## Archiving records

This process provides guidance on how to archive records and arrange transfer to an Approved Public Record Office Storage Supplier (APROSS) or the departmental archive.

### 1. Contact your local Records Management team

Before archiving any records, contact your [local Records Management unit](#).

Records Management staff will:

- Provide you with an accession number - every collection of records placed in storage requires a unique identifier known as an accession number
- Sentence the records - this means a retention period is applied to the records in accordance with endorsed **Retention and Disposal authorities** (for further information, see the link under **Related Sites** in the right-hand menu)
- Advise you of the correct type of boxes required. If the records are to be kept for a limited period of time, standard A4 file boxes can be ordered through Staples. If the records are to be kept permanently, they must be placed in acid-free archive boxes. Acid-free boxes can be ordered from Archival Survival.

### 2. Prepare records for transfer

Before records can be transferred to storage, they must be:

- Registered in TRIM, or a Records Description List prepared
- Packed in boxes (see the [How to fold a box video](#)). Each box must also be registered in TRIM and correctly labelled (see [Recordkeeping fact sheet #10 - Archiving Records](#)).

Once the records have been prepared, the transfer can be arranged in consultation with your local Records Management unit.

### 3. Transfer records to an approved storage facility

Only an **Approved Public Record Office Storage Supplier (APROSS)** may be used to store departmental records. For further information, you can download the **APROSS Guideline** from the Public Record Office Victoria website (see the link under **Related Sites** in the right-hand menu).

If your storage supplier provides their own barcode labels:

- Place the storage supplier's labels on each box according to the supplier's requirements.
- Update the 'External Reference' field in TRIM with the supplier's label number (seek assistance from your Records Management unit).
- Request and complete a **Consignment Transfer - APROSS** form. Your local Records Management unit can supply the form.
- Arrange a transfer of the consignment through an approved courier service, or through the supplier's transport service.

It is essential that the location of the boxes is updated in TRIM so that the records can be accessed when required in the future.

- Once the transfer has been completed, update the 'Current Location' to the storage supplier for all

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records in the consignment. The original business unit remains the 'Owner Location'.

## 4. Transfer permanent records to departmental Archives

Only records sentenced to permanent retention may be transferred to the Archives.

- Request and complete a **Consignment Transfer - Archives** form. Your local Records Management unit can supply the form.
- Book the consignment transfer through either Internal mail (DX), or an approved courier service.
- Update TRIM - the Current Location of all boxes in the consignment must be updated to: 'In transit to Archives HO'.

### Related resources and tools

- [Archiving records - recordkeeping fact sheet 10](#)
- [Records management video - How to fold a box](#)

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For the latest information on the new department, see the [DHHS establishment section](#).

This page may not have been updated to reflect machinery of government changes.

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