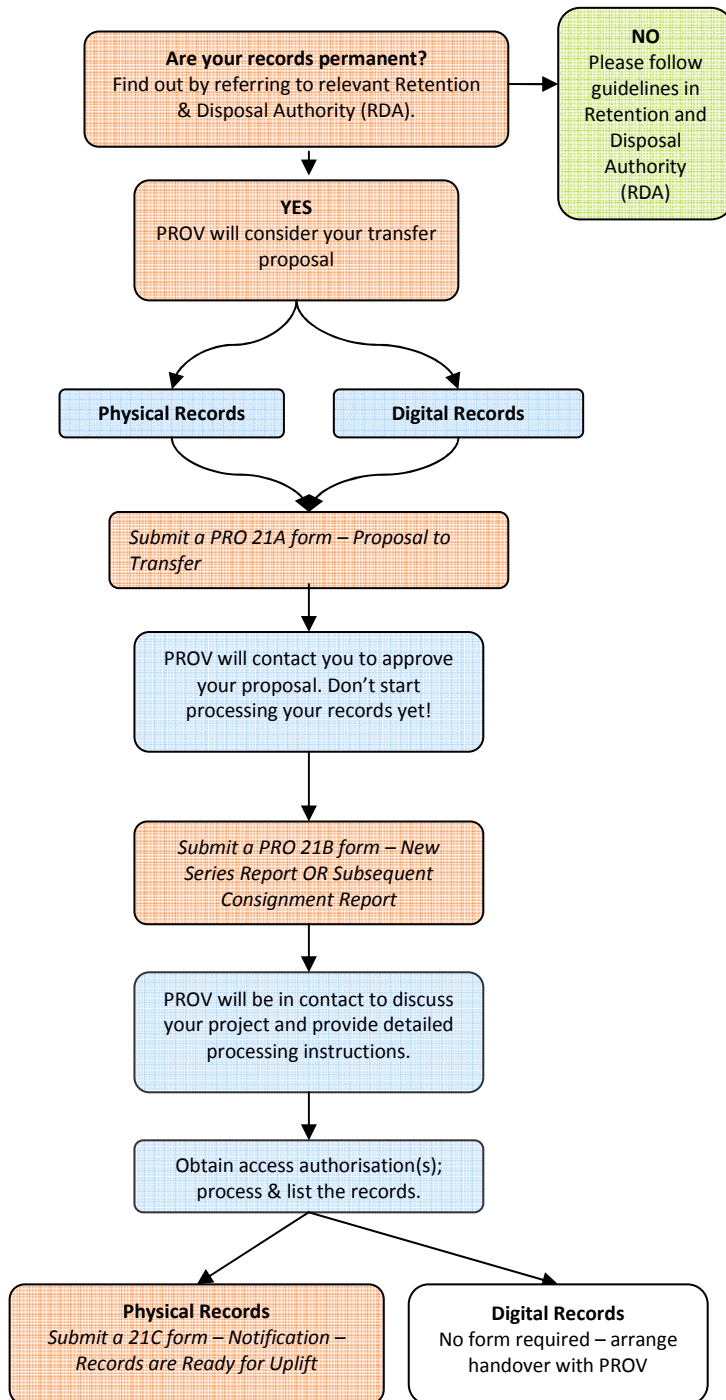


# Fact Sheet

# 1b

## Brief Overview of the Records Transfer Process



Before getting started ensure that you have:

- If transferring physical records read *PROS 10/13: Guideline 4 – Transfer of State Archives: Physical* which contains information on how to undertake a transfer of permanent records to PROV (located on the PROV website at: <http://www.prov.vic.gov.au/government/standards-and-policy/disposal>)
- Determined the resources (including funding) that you will need to undertake the transfer

### New to transfers?

If you have not undertaken the transfer process before please contact PROV before submitting a PRO 21A form at: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au) and the Co-ordinator, Transfer will contact you regarding your transfer.

### Complex or digital transfers

If you are undertaking a complex transfer (for example, large quantities of records, multiple record types, or multiple creating agencies) or looking at transferring digital records please contact PROV before submitting a PRO 21A form at: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au) and the Co-ordinator, Transfer will contact you regarding your transfer.

### You will need

PRO 21A, B and C forms which are located on the PROV website at: [www.prov.vic.gov.au/government](http://www.prov.vic.gov.au/government)

### Further Resources

- PROS 10/13: Guideline 4 – Transfer of State Archives: Physical
  - PROS 10/13: Specification 3 - Transfer to PROV
  - PROS 10/13 Fact Sheets 1a – 1f and 2a – 2c.
- <http://www.prov.vic.gov.au/government/standards-and-policy/all-documents>

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