

# Fact Sheet

# 2c

## The Transfer Process: Packing and Labelling Physical Records

*All transfers of permanent physical records to the custody of PROV must follow the instructions below.*

*This fact sheet should be used by agencies that have submitted and received approval for PRO 21B forms.*

Prior to packing and listing records, preparations for the transfer need to be undertaken. These preparations involve:

- The formal identification of each records series to be transferred to PROV;
- Deciding upon the access arrangements for the records (as this may affect how the records are packed)

### Packing Records

In order to box and transfer records please follow the steps below.

#### Cleaning and Conservation

Please ensure that records are in a clean condition prior to their transfer to PROV. If possible remove rusted pins and/or rubber bands.

#### Sorting and Arranging

Records being transferred to PROV should be packed into boxes in the order in which they were kept when the recordkeeping system was in active use.

#### Packing Supplies (i.e. bags, boxes, folders)

PROV accepts records in acid free boxes, which comply with the National Archives of Australia's "archival quality" requirements.

Please see page 3 for names of commonly used archival suppliers.

If your agency is planning to transfer unusual items or maps, please contact PROV staff at:  
[agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au)

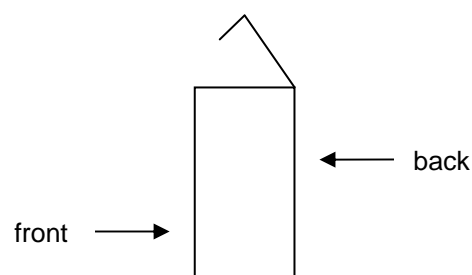
Further specific advice will be available once your transfer project is included on the PROV transfer program.

#### How to box records:

Place records in box/unit.



Items should be placed in boxes from front to back.



Boxes should not be over packed. Leave approximately 5cm of room in the box to allow for files to be removed and replaced easily. (As a gauge, ensure that there is sufficient room for a hand to be placed into the box so that the fingertips are able to touch the bottom)

If stacking boxes prior to transfer they should not be stacked more than five high.

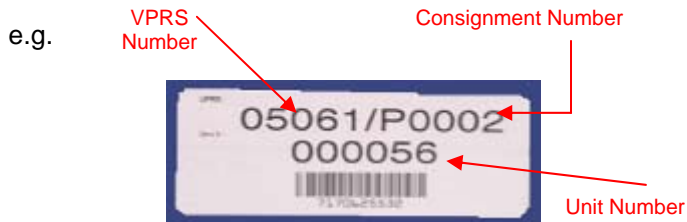
It is important to pack boxes in sequential order and to maintain the numerical sequence of volumes and boxes at

all times, as this assists the transport and re-shelving of records in the repository at PROV.

It is also important when packing records to ensure that the file numbers and item descriptions are easy to locate.

### Labelling

PROV will supply departments with barcode labels which will contain the Victorian Public Records Series (VPRS) number, consignment number and unit number.



PROV labels should be placed on the front of the box (so that the box opens from left to right).

e.g.



Volumes should be labelled on their spine. The label should be placed just above the base of the volume and should not obstruct or conceal any information located on the spine.

e.g.



If the spine of the book is too narrow the label should be placed on the bottom left hand corner of the volume.

e.g.



# Archival Suppliers

## Archival Survival

PO Box 1139  
Doncaster East  
Victoria  
AUSTRALIA 3109

Phone 1300 781 199

Fax 1300 781 146

Website [www.archivalsurvival.com.au](http://www.archivalsurvival.com.au)

## Pinpak

Factory 3-8/ 35 Lexton Rd  
Box Hill North  
Victoria  
AUSTRALIA 3129

Phone 1300 855 571

Fax (03) 9897 4440

Website [www.pinpak.com.au](http://www.pinpak.com.au)

## Zetta Florence

PO Box 4494  
Dandenong South  
Victoria  
AUSTRALIA 3175

Phone 1300 555 124

Fax 1300 555 024

Website [www.zettaflorence.com.au](http://www.zettaflorence.com.au)

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