Guidelines for Transferring Society or Business Records to the State Library of South Australia

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Before sending any material, please make contact with the Archival Field Officer, using the above email address or complete and return the Archival donation enquiry form also available from the Library’s http://www.slsa.sa.gov.au/sit/page.cfm?u=224 web page.

Please assist us with our work by:

• Ensuring the records are in good order
• Centralizing the transfer of records by having one office bearer responsible
• Packing the records into our archival boxes
• Informing us of any pest/mould issues with the records
• Listing the contents of the boxes

It is now normal practice to request that before transferring records to the Library a box list is created for review before the material is physically transferred.

A box list template is in the Donor pack. Please provide any additional contextual information such as office bearers’ names, etc.

The Library will use the completed Archival Donation Enquiry form and the box lists to complete a preliminary appraisal process.

If accepted, a Library representative will then contact you to make arrangements for the transfer of the records to the Library.

Advice on Records

The type of records the Library is interested in includes (but is not limited to):

• Minute books
• Constitution, Terms of Reference
• Policy manuals
• Office, subject or correspondence files
• Files of individual officers (e.g. Secretary, Treasurer, Publications Officer) or members of staff
• Reports and submissions compiled or submitted by the organisation
• Annual or summary financial records
• Speeches or conference papers presented by the organisation
• Historical material including published or unpublished histories of the organisation
• Press cuttings if identified and relevant to the organisation
• Photographs that are identified and dated

You should retain operational records that are unique to your organisation and its business. This list is only a guide. In general, you should preserve records of policy and decision making bodies within your organisation, and those that provide information on major issues and the way they were dealt with by the organisation.

Records the Library may not be interested in include:

• Records of short term value that may be destroyed after 5-10 years, e.g. low level financial records such as chequebooks, bank statements, receipt books
• Routine administrative files with no long term value, e.g. subscription files, booking forms, travel arrangements; duplicates, e.g. excess copies of publications
• Unsorted bundles of loose papers (if these are worth keeping they should be sorted before sending to the Library)

If in doubt, please feel free to ask us at any time.

Packing and transfer of records

As part of the transfer process the Library can send to you a supply of boxes for packing the records. Please contact us when you would like the Library to forward boxes to you.

It is best to list the records as you put them in the boxes. Please:

• Consecutively number each box and the corresponding list
• Do not seal boxes with tape

When you are ready to physically transfer the material, please contact us and we will coordinate delivery. We will need to have:

• Name of a contact person
• Contact telephone number or email address
• Number and size of boxes/cartons to be delivered

Questions?

If you have any questions at any time about the transfer of the records, the types of records to send or any issue of concern, please do not hesitate to contact us.