# How to Lodge Archives

This guideline provides an overview of the process for lodging hard copy records into Federation University’s official archives. All steps in the process are manadatory.

The purpose of this process is to ensure University hard copy records are lodged into archives in a simple and consistent manner and that records are correctly sentenced, thereby ensuring that the University retains and disposes of records in accordance with legislative requirements.

For further information please email centralrecords@federation.edu.au.

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| **Stage** | **Description** | **Responsibility** | **Tools** |
| Notification | * Area email Central Records to advise there are records ready for archiving.
* Email must include a brief description of the records and the number of boxes required.
 | * Institute/Department
 | * Central Records email address: centralrecords@federation.edu.au
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| Materials Supplied | * The notification will be acknowledged by Central Records who will email the *Archives Consignment Form* to be completed for each box.
* Central Records will deliver the required number of boxes to the area.
* Only Central Records supplied boxes are to be used for archiving.
 | * Central Records
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| Prepare Boxes and Forms | * Area prepare the records for archiving using the approved archive boxes only and electronically complete an *Archives Consignment Form* for each box.
* Plastic pockets, binders and bulldog clips are to be removed prior to placing records in boxes. Records can be separated by using coloured paper or binding with string.
* Each form must be printed and placed inside the relevant box.
* Box Reference: Start with Box 1 then place a number 1 on the physical archive box, and also put Box 1 in the name of the electronic Archives form, for example: ***Insttute / Department – Student files - Box 1***
* Assistance in completing the *Archives Consignment Form* can be obtained by contacting Central Records.
 | * Institute/Department
 | * Approved Archive Boxes
* Archives Lodgement Form
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| Email Form | * Once the previous stage is finished, Institute/Department must email the completed *Archives Lodgement Forms* to Central Records, who will quality check the forms and arrange collection of boxes.
 | * Institute/Department
* Central Records
 | * Central Records email address: centralrecords@federation.edu.au
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| Collection | * Central Records will collect the completed archive boxes from School/Department.
 | * Central Records
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| Sentencing and Storage | * Central Records will determine the retention period of the records by applying sentencing procedures.
* Upon completion of sentencing and lodging into Records365, boxes will be sent to offsite storage for their designated retention period.
 | * Central Records
 | * Retention and Disposal Authorities
* Ballarat Offsite Storage BOSS2, State Library Victoria, Mt Helen
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