



Preparing Records for Transfer

A Hands On, Sleeves Rolled Up, Workshop

1/2 day
\$200.00 +GST

The process of transferring records to Archives New Zealand is key to future use of the records. For researchers to be able to access them the records must be well labelled, well listed and safely boxed.

This workshop introduces you to the requirements for transfer to Archives NZ, and uses real examples to practice listing and boxing. It focuses on hands on activities and addresses legacy records as well as current material and covers how to plan a transfer project.

This course is intended for people working in public offices with responsibility for transferring records to Archives New Zealand. This includes recordkeeping and information management professionals such as Records Managers, and Records Officers, as well as any administration staff involved in transfer projects.

What You Will Learn:

- How to list records for transfer to Archives New Zealand.
- How to pack records for transfer.
- Different types of boxes in use by Archives New Zealand – and when to use each one.
- How to transfer legacy records.
- How to plan transfer projects.
- How to list poorly labeled records.
- What guidelines, support and resources are available.

Before registering for this course please check whether your agency has a current retention and disposal schedule. If your agency doesn't have a current retention and disposal schedule, or you are unsure, please contact the training coordinator before registering at: training@archives.govt.nz

To register see the Continuum Website at:

<http://continuum.archives.govt.nz/government-recordkeeping-training.html>