

ACT Heritage Library

Guidelines for Preparing Society or Business Records

It is essential that potential donors contact the ACT Heritage Librarian prior to deposit.

You can do this by:

- telephoning 6207 5163 during business hours for an appointment, or emailing act.heritage.library@act.gov.au and/or
- completing the [Enquiry to Donate Original Materials](#) form.

What records are suitable to transfer?

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 these were dealt with by the organisation.

- establishment records – Certificate of Incorporation, Constitution, Terms of Reference, Charter etc
- AGM minutes
- executive minutes
- sub-committee minutes
- membership/employment registers
- policy manuals/documents
- office, subject, project or correspondence files
- reports and submissions compiled or submitted by the organisation
- annual or summary financial records
- speeches or conference papers presented by the organisation
- publications of the organisation such as newsletters and journals
- historical material including published or unpublished histories of the organisation
- news cuttings if identified and relevant to the organisation
- photographs that are identified and dated
- objects which are small, significant and well documented

What records are not suitable to transfer?

- records of short term value which 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
- employee records
- 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.

Packing and transfer of records

As part of the transfer process the Library can supply you with boxes for packing the records.

It is best to list the records as you put them in the boxes. You should consecutively number each box and the corresponding list (do seal the boxes with tape).

When you are ready to physically transfer the material please contact us with:

- name of a contact person and their contact details
- number and size of boxes / cartons to be delivered.

Questions?

If you have any questions at any time about the transfer of records or the types of records to send please contact us.

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