



**NSW Police Force**

**Accessing records held at  
NSW State Archives and Records Authority (SARA)**

**CRL-026**

**Record & Information Management, Shared Services**

## Accessing records held at State Archives and Records Authority (SARA)

The purpose of this document is to establish a uniform procedure for accessing records held at State Archives and Records Authority (SARA).

### Document Control Sheet

#### Document Properties

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#### Modification History

Version #	Version / approval date	Author/Position	Summary of changes
1.0	September 2020		
2.0	October 2021	Lisa Massey, Records Officer	Content reviewed, updated and expanded.
3.0	April 2022	Lisa Massey, Records Officer	Step 3 updated to reflect change of process required by State Records

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## Scope

When a record located is in the holding of State Archives and Records Authority (SARA), a request must be submitted to obtain access to the record and for searches to be conducted.

Records may be held at State Records Repository, Kingswood or State Records Regional Repository at UNE (University of New England). This document will detail the procedure for obtaining access to records at each location.

## Procedures

### Records located at State Records Repository, Kingswood

It is the responsibility of Corporate Records to attend and conduct searches of records located at State Records Repository, Kingswood. Arrangements are made for a Records Officer to attend (generally on a weekly basis) by:

- completing an Access Request form for the records of each Police station to be searched
- in consultation with a Senior Records Officer, determine which Records Officer will conduct the searches and the date the Records Officer will attend
- pre-ordering Reading Room requests at least two working days prior to the date a Records Officer will be attending to give State Records time to process the requests and have the records ready
- booking an appointment for the Reading Room (open Tuesday to Friday)
- completing a request for a motor pool vehicle (submitted to Team Leader or Senior Records Officer for approval and submission to the Motor Vehicle Pool Coordinator for processing)

#### 1. Complete an 'Access Request' form

- 1.1 Open the 'State Records Access Request Template' on the shared drive: P: / Shared Services / Records\_Information Management / Corporate Records / Parramatta Repository / State Records / Access Requests / State Records Access Request Template.xlsx
- 1.2 <Save As> into the folder on the shared drive with the date that the next searches will be conducted, or the TBA folder if a date is yet to be determined eg: Corporate Records / Parramatta Repository / State Records / Access Requests / 2021 / 10. October / 20.10.2021
- 1.3 Update fields 'Researcher', 'Readers Ticket' with the details of the Records Officer who will be conducting the searches and the 'Date' field, if known. If not known, leave blank.

State Records			
Please send completed request sheet for Pre-Order to: [REDACTED]			
NSW POLICE FORCE REQUEST SHEET			
Researcher	Readers Ticket	Date	Signature
Joe BLOGGS	2-98765	25/10/2021	

- 1.4 Update 'Police Station' with the name of the station and 'Title' with the record required either Charge Book or Occurrence Pad

Researcher		Readers Ticket	Date	Signature				
Police Station: BANKSTOWN		Title:	Charge Book					
Series No.	Consignment	Container	Item No.	Date		Retr	Iss	Retn
				From	To			

1.5 Open the 'Copy of A-Z Occurrence and Charge Book listing – Working Copy' on the shared drive: Corporate Records > Parramatta Repository > State Records > Occurrence & Charge book listings > Copy of A-Z Occurrence and Charge Book listing – Working Copy.xlsx

1.6 Locate the station and record required.

*Note:* the excel spreadsheet has a tab for each letter of the alphabet

	A	B	C	D	E	F	G	H	I	J
1	STATION	Record type	Series No.	Consignment	Container	Item No.	Date from	Date to	Index	Comments
87			UNE 35/65.4				02/01/1974	22/12/1974		Accidents
88										
89	Bankstown	Charge Books								
90										
91			11057	1		121	25/11/1966	30/01/1967		
92			11057	1		122	30/01/1967	21/03/1967		
93			11057	1		123	21/03/1967	18/05/1967		
			11057	2		124	18/05/1967	08/07/1967		

1.7 Locate the record required and <Copy> the record details in the listing

Bankstown	Charge Books						
		11057	1		121	25/11/1966	30/01/1967
		11057	1		122	30/01/1967	21/03/1967
		11057	1		123	21/03/1967	18/05/1967
		11057	2		124	18/05/1967	08/07/1967
		11057	2		125	08/07/1967	17/09/1967

1.8 <Paste> the record details into the Access Request form

Series No.	Consignment	Container	Item No.	Date		Retr	Iss	Retn
				From	To			
11057	1		123	21/03/1967	18/05/1967			

1.9 <Save> the Access Request Form

1.10 Print a copy of the Access Request Form

1.11 Write the following details on the hardcopy of the Access Request Form to inform the Records Officer attending State Records of the searches to be conducted:

- POI name
- POI DOB
- Victim name
- Victim DOB
- Date/s
- Offence
- Locations

1.12 Place the hardcopy of the Access Request Form in the 'State Archives' tray in preparation for when a Records Officer attends State Records.

## 2. Pre-ordering Reading Room requests

*Note:* The Records Officer who will be conducting the searches submits the initial pre-order at least two working days prior to attending State Records. Any additional requests are submitted up to one working day prior by the Records Officer who located the additional records to be searched.

Initial pre-order

2.1 Open each of the Access Request Forms to be submitted and update the 'Researcher', 'Readers Ticket' and 'Date' fields as required with the details of the Records Officer attending. Pathname: P: / Shared Services / Records\_Information Management / Corporate Records / Parramatta Repository / State Records / Access Requests / [relevant year] / [relevant date] / [name of police station – initials].xlsx



State Records			
Please send completed request sheet for Pre-Order to: <a href="mailto:preorder@records.nsw.gov.au">preorder@records.nsw.gov.au</a>			
NSW POLICE FORCE REQUEST SHEET			
Researcher	Readers Ticket	Date	Signature
Joe BLOGGS	2-98765	25/10/2021	

2.2 Save each of the Access Request Forms.

2.3 Open Outlook to send an email to State Records as follows:

- From: [REDACTED]
- To: [REDACTED]
- CC: Senior Records Officers
- Subject: NSWPF preorder – [date attending]
- Message: Good morning / afternoon State Records. Please see the attached access requests for [date]. I will be attending to conduct the searches. Regards [your name]
- Attach each of the Access Request Forms

2.4 <Click> Send

2.5 Open #RECORDS 'Sent Items' folder. Locate email sent to State Records and drag into current month folder.

Additional requests:

2.6 Open Outlook and locate the email sent to State Records.

2.7 Forward the email to State Records as follows:

- From: [REDACTED]
- To: [REDACTED]
- CC: Senior Records Officers; Records Officer conducting the searches
- Subject: NSWPF preorder – [date attending]
- Message: Good morning / afternoon State Records. Please find attached an additional access request for [date]. [Records Officer] will be attending to conduct the searches. Regards [your name]
- Attach the additional Access Request Form/s

2.8 <Click> Send

2.9 Open #RECORDS 'Sent Items' folder. Locate email sent to State Records and drag into current month folder.

### 3. Notifying the Reading Room at State Records

3.1 Once the pre-order has been emailed, it is recommended that the Reading Room at State Records is contacted by telephone to notify the date that NSW Police will be attending to ensure that a room is available and set aside.

### Records located at State Records Regional Repository at UNE (University of New England)

It is the responsibility of the Records Officer who located the record to arrange for searches to be conducted by UNE Regional Repository.

1. Open Outlook to send an email to State Records Regional Repository as follows:

- From: [REDACTED]

**OFFICIAL: Sensitive**  
CONFIDENTIAL

- To: [REDACTED]
- CC: Senior Records Officers
- Subject: Request for records at UNE Regional Repository
- Message:  
Good morning / afternoon State Records.

We have received a request for records which we believe are located at UNE Regional Repository. Could a search of the following records please be conducted and the results forward to #RECORDS:

\* [police station name] [occurrence pad or charge book] – [series number AK 437] – [date from and to eg date from 01/01/1989 to 31/12/1989]

- POI name
- POI DOB
- Victim name
- Victim DOB
- Date/s
- Offence
- Locations

Any issues, please do not hesitate to contact us on [REDACTED]

Regards  
[your name]

2. <Click> Send
3. Open #RECORDS 'Sent Items' folder. Locate email sent to State Records and drag into current month folder.

*For details on the next stage in the process refer to CRL-013 Copying records located at NSW State Archives and Records Authority (SARA) (RMS reference D/2018/52838)*

**OFFICIAL: Sensitive**