



NSW Police Force

Recalling boxes from Government Records Repository (GRR) CRL-009

Records & Information Management, Shared Services

Recalling boxes from Government Records Repository (GRR)

The purpose of this document is to establish a uniform process for recalling boxes from Government Records Repository (GRR).

Document Control Sheet

Document Properties

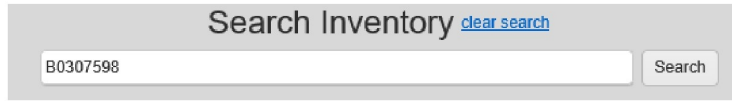
Title	Recalling boxes from the Government Records Repository (GRR)
Subject	
Command responsible	Shared Services, Records & Information Management
Authorisation	Associate Director, Records & Information Management
Security Classification / Information Management Markings	Official
Publication date	March 2019
Current version number	3.0
Review date	September 2022
Document number	D/2022/206114
Copyright statement	Copyright of this document is vested in the Commissioner of Police. © 2019
Suitable for Public Disclosure	YES/NO/YES – Redacted Version

Modification History

Version #	Version / approval date	Author/Position	Summary of changes
1.0	15 April 2019		
2.0	September 2020		Update of screen shots and associated instructions, due to GRR Web updates
3.0	September 2021	Lisa Massey, Records Officer	Process reviewed and updated.
4.0	29 July 2022	Lisa Massey, Acting Senior Records Officer	Content updated following implementation of new version of GRRWeb

Procedures

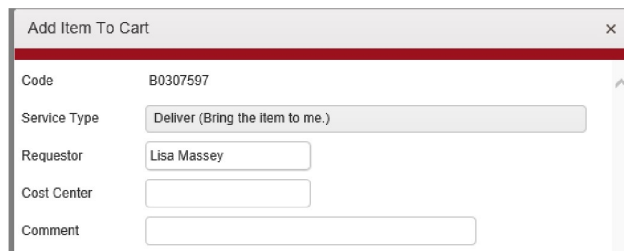
1. Go to the GRR Web portal by using the link
[Redacted]
2. Log into oneilOrder with the username and password you were provided.
3. Enter the GRR Reference Number of the box required in the Search Inventory field and <click> 'Search'



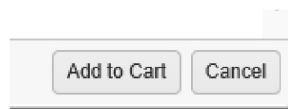
4. Check that the details are correct then <click> on the cart symbol



5. Ensure Service Type is 'Deliver (Bring the item to me)' and enter your name in Request field



6. <Click> 'Add to Cart'

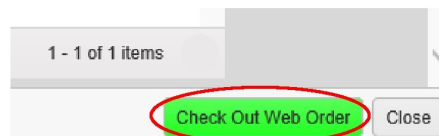


Note: to order multiple boxes in one batch, repeat steps 3 to 6 until all boxes are in the cart

7. <Click> the cart icon



8. Ensure all boxes required are listed then <Click> 'Check Out Web Order'



9. Ensure the Account is 'GR0078' and address details are as follows:

Note – enter your name in the Contact field

Check Out Web Order

Requests in this order 1

Account

GR0078 \

Address

Contact Lisa Massey

Address NSW Police - Corporate Re
Police Headquarte
PARRAMATTA NSW 215

Phone

Fax

Choose Address

Use Default Delivery Address

10. In 'Service Priority' field type choose Standard Request

Check Out Web Order

Requests in this order 1

Account

GR0078 \

Address

Contact Lisa Massey

Address NSW Police - Corporate Re

Service Priority Standard Request

Requested Fulfillment 19/07/2022 1:00 PM

11. In 'Notes' field, advise the Blue Portal task number and name of requestor

Use Default Delivery Address

Notes SCTASK0311850 - Anne Coady

12. <Click> 'Place Web Order'

Place Web Order Cancel

13. On the Check Out screen, <Click> 'Close'

Check Out

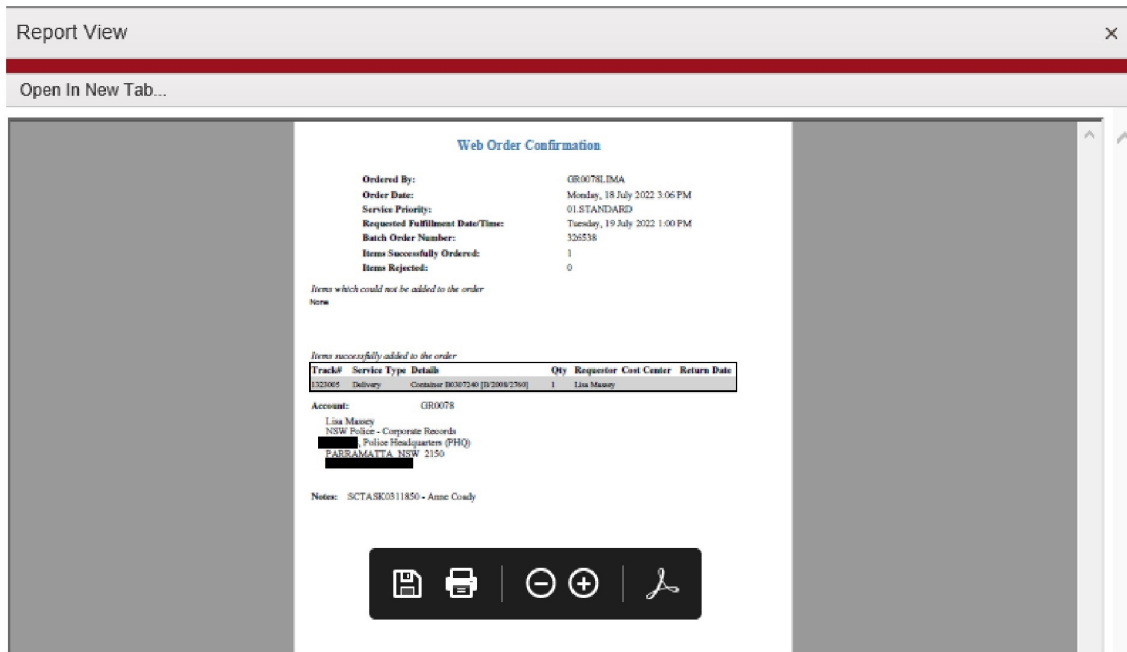
Completed.

Requests Ordered: 1

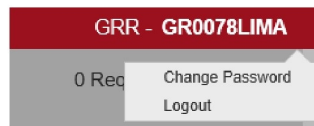
Requests Not Ordered: 0

Close

14. A Web Order Confirmation screen will be displayed. Print the page and place the order confirmation in the 'GRR Tray' in reception.



- 15. <Click> OK
- 16. Once completed <click> on your login details and <click> 'Logout'



- 17. If the box/es are ordered in response to a Blue Portal 'Request records from the custody of R&IM', open the relevant Blue Portal request and note the GRR batch order number in 'Work Notes'