NSW Police Force

Hardcopy Records for Transfer to Storage Received at NSW Police Headquarters

CRL-027

Record & Information Management, Shared Services

Hardcopy Records for Transfer to Storage Received at NSW Police Headquarters

The transfer of inactive hardcopy records from Commands and Business Units to central storage at Government Records Repository is coordinated through Corporate Records.

The purpose of this document is to establish a uniform procedure when a 'Request to Transfer Hardcopy Records' has been reviewed, the details submitted are correct and a Senior Records Officer has prepared the request and arranged a delivery date with the Command or Business Unit to deliver the hardcopy records to Corporate Records.

This procedure follows on from CRL-017 Adding a Transfer Number to Boxes in Records Management System (RMS) (RMS reference D/2017/695093).

Essential Summary

The NSW Police Force (NSWPF) operates a decentralised Records and Information Management model. This means that Commands own and are responsible for the creation and management of active records. When records are inactive, Commands will transfer the records into the custody of Corporate Records who become the custodian of the records. Commands always maintain ownership of the records they have created.

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Document Control Sheet

Document Properties

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Version #	Version / approval date	Author/Position	Summary of changes
1.0	September 2020		Initial version
2.0	November 2021	Lisa Massey, Records Officer	Content reviewed, updated and expanded.
3.0	April 2023	Lisa Massey, Acting Senior Records Officer	Content reviewed and updated

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Scope

When a Command or Business Unit delivers the hardcopy records to NSW Police Headquarters (PHQ), there are a few steps to be undertaken by Corporate Records to prepare the records ready for pick up by Government Records Repository (GRR) for central storage.

Procedures

1. Command or Business Unit arrives with the hardcopy records

A Records Officer takes the plastic sleeve (containing the Transfer Master List, GRR labels and RMS record labels) for the relevant transfer number from the tray in the front office and meets the Command or Business Unit at PHQ loading dock to take delivery of the boxes.

A Records Officer prepares the boxes for GRR pick up by:
- placing the boxes securely in G17 storage unit
- using the Transfer Master List, check off the boxes delivered and
   o place the corresponding GRR label on each box
   o place the corresponding RMS record label on each box (as required)
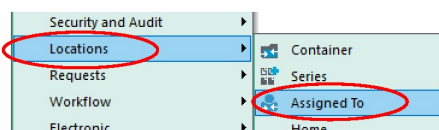
Once the labels have been placed on all of the boxes, return the Transfer Master List to a Senior Records Officer, advising of any discrepancies or issues.

A Senior Records Officer will then progress the transfer for pick up by GRR through the following steps.
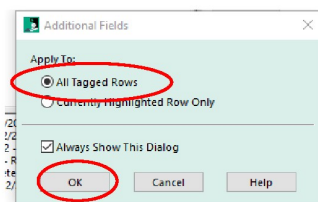
2. Update the Transfer Number location details of the boxes in RMS

The 'Assigned to' and 'home location' details on each of the boxes are updated in RMS to indicate that the records have been delivered to PHQ and are located in G17 (PRR – Loading Dock).

2.1   Open RMS.

2.2   Search by 'Transfer Number' entering the relevant transfer number in 'Matching criteria'.

2.3   Press <enter> to locate and display the records located in the transfer.

2.4   Once the records are listed in the main screen, check that the number of records equals the number of boxes on the Transfer Master List and delivered, and the title details in RMS corresponds with the Transfer master list.

2.5   <Right click> on a record then click 'Tag All'.

2.6   <Right click> on a record, go to 'Locations', <click> 'Assigned To'

2.7   Ensure 'All Tagged Rows' is checked, <click> OK

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2.8   <Click> 'Set to location' and select 'PRR – Loading Dock'.

2.9   <Click> 'OK' and 'Yes to All'.

2.10 You will be returned to the list of records in the main screen.

3.   Request a new transfer to the Government Records Repository (GRR)

A Senior Records Officer will submit a request to transfer new boxes to GRR.

For details on this stage, refer to CRL-008 'Booking a new transfer pick up by GRR' (RMS reference D/2017/686442)

4.   Add the GRR Batch Number to the boxes in RMS

When the request to transfer new boxes to GRR has been submitted, a Senior Records Officer will record the GRR batch number on the boxes in RMS.

For details on this stage, refer to CRL-016 'Adding a Government Records Repository (GRR) Batch Number to Boxes in RMS' (RMS reference D/2017/695094)

5.   Update the GRR Batch Number in the 'Transfer Master List' (Excel spreadsheet)

5.1   Open the relevant transfer 'Transfer Master List' on the shared drive: P:/ Shared Services / Records_Information Management / Corporate Records / CR&L Transfers / Consignments Waiting for Transfer / T[XXXX] – [Command Name] – Master List.xlsx

5.2   Enter the GRR batch number in the 'GRR Batch Number' column.

Series Number	Transfer Number	RMS Number	GRR Batch Number	GRR Reference Number	Command Box Number	Title (Free Text Part)	Notes	Date Action Completed	Retention Schedule	Proposed Disposal Date	Retain as State Archive	DLM	Security	Record Type
1	T4795	D/2020/10167	267202	R0806124	28	Comsin RAC – Case Files – 2008 – 2016	Case File	24/05/2013	DA221.016	22/05/2023	No	Sensitive:	Protected	Records Sta

5.3   Save and close the spreadsheet.

6.   Update the Record Number status in RMS

The status of the Record Number is updated at each step of the transfer process to identify the progress at any point in time.   A Senior Records Officer will update the status in RMS.

6.1   Open RMS.

6.2   Search by 'Record Number' entering the relevant transfer number in 'Matching criteria'.

6.3   <Double click> on the record.

6.4   Check and update the following fields:
- 'General' tab:
    - *Transfer Status*: select '13 – GRR pickup booked (includes schedule & emailing list)'
    - *Delivery Date*: enter the date the boxes were received at PHQ
    - *Pick up Location*: enter 'G17 Loading Dock'
    - *GRR Batch Number*: enter the GRR batch order number

6.5   <Click> OK

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7. Notify GRR of the Batch Order

A Senior Records Officer will send a Batch Order to GRR to notify the new records to be stored in the GRR.

7.1 Locate the following folder on the shared drive: P:/ Shared Services / Records_Information Management / Corporate Records / CR&L Transfers / Batch Order to send to GRR / [relevant year]

7.2 Open the most recent spreadsheet and 'Save As' titling as follows: NSWPF [Batch Order number] – [Transfer Number] – [Transfer Number] – [Command name] – [number of boxes] eg NSWPF Batch Order 261406 – T1690 St George PAC – 49 boxes

7.3 Update the following fields:
- *Contact name*: name of Senior Records Officer who booked the GRR pick up
- *Transaction number*: GRR work order number
- *Series number*: Transfer number – Command name – number of boxes
- *Date of collection*: date the pick up request was submitted to GRR

Client Details (mandatory)		GRR Details	
DEPARTMENT/AGENCY:	NSW Police Force	Transaction number	35174
Branch:	Corporate Records & Logistics	Series number	T3152 Auburn
Street Address:	███, 1 Charles St, Parramatta NSW 2150	Date of collection call:	20/04/2023
Contact name:	Lisa Massey	Date of collection of records:	
Telephone number:	███	Date lists returned:	
Fax number:	███	GRR BOX CODES:	
E-mail address:	███	GRR Account Code	GR0078

7.4 Delete any details in the 'GRR Box Code', 'Box Number' and 'File Code' columns.

7.5 Save the excel spreadsheet but leave open.

7.6 Open RMS.

7.7 Search by 'Transfer Number' entering the relevant transfer number in 'Matching criteria'.

7.8 Once the records are in the main screen, check the number of records to ensure the correct number records have been located

7.9 <Right click> on a record then click 'Tag All'.

7.10 <Right click> then <click> copy

7.11 Ensure 'All Tagged Rows' is checked, <click> OK

7.12 Click 'Yes to All'

7.13 Return to the Excel spreadsheet.

7.14 Click in the first cell under 'GRR Box Code' and paste the details copied from RMS.

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th	15	15	15
	GRR Box Code	Box Number	File Code

7.15 In the Excel spreadsheet, only the details in the following columns are required:
- 'GRR Box Code'
- 'Box Number'
- 'File Code'

Delete any other details copied from RMS

7.16 Save and close the spreadsheet

7.17 Open Outlook and write a new email from #RECORDS to GRR as follows:

7.18 Attach the relevant Batch Order Excel spreadsheet to the email

7.19 Send the email

7.20 Open Outlook Sent box.

8. Update the Master Transfer Schedule

8.1 Open the 'Master Transfer Schedule' on the shared drive: P:/ Shared Services / Records_Information Management / Corporate Records / CR&L Transfers / Master Transfer Schedule.xlsx

8.2 <Click> on the 'Approved awaiting transfer' tab and locate the transfer number required.

8.3 Update the following details:
- *Status:* amend to 'GRR pick up booked [date]'
- *GRR batch number:* note the GRR batch number

8.4 Save and close the Master Transfer Schedule.

9. Update the Blue Portal service request

9.1 Open the relevant Blue Portal 'Transfer of hard copy records to Corporate Records'

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9.2　Update the work notes as follows: Boxes received at PHQ. GRR pick up booked [date] – batch number [XXXXXX] – location G17

9.3　<Click> 'Save'

9.4　Close Blue Portal.

10. Documentation

Securely destroy the Transfer Master List. Place any blank labels in the general waste bin.

For details on the next stage refer to CRL-028 Completing the Transfer of Hardcopy Records to Storage