Individual Staff Files for Archiving

* If a file has a Recall barcode sticker, the file can be sent direct to the Records Management Office via internal mail using Internal Post Code IPC CWE-18-1.
* If not, place all individual staff files into Recall boxes in alphabetical order.
* It will not matter if the staff files have a Staff barcode sticker or not, or whether they are permanent or casual. These will be sorted at the Records Management Office.
* If a file does not have a Staff barcode sticker, it must be identified with the surname, followed by given names (with preferred name in brackets).

eg SMITHERS, Jacqueline May (Jackie)

* Files of continuing staff should not be archived.
* Label one end of the box in pencil - ‘Staff Files’ and the alpha range eg ‘A-C’.
* When the boxes are ready, email the Records Management Office at [recordsmgt@unisa.edu.au](mailto:recordsmgt@unisa.edu.au) to confirm that a delivery is convenient.
* Arrange delivery by ‘[Porter Services Request’](http://w3.unisa.edu.au/facilities/webforms/porterservices.asp) to:

Records Management Office

Room RR4-16

City West Campus

NB Where possible all casual contracts should be placed into existing individual staff files.

For any queries please email the Records Management Office at [recordsmgt@unisa.edu.au](mailto:recordsmgt@unisa.edu.au)