Individual Student Files for Archiving

Files with Recall barcode stickers

* 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.

Files without Recall barcode stickers

* Ensure each file has the student’s full name and ID number clearly marked on it.
* If possible, when a student has multiple files then please merge them into one file.
* Place all individual student files into Recall boxes (they do not have to be in any particular order).
* Label one end of the box in pencil - ‘Student Files’.
* 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

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