



Proposal to Document Sentenced Permanent Public Records

PRO 21A

Job No.: TR 20 / [PROV Use Only]

Use this form to register a proposal to document public records appraised as 'Permanent' by Public Record Office Victoria (PROV).

Proposals to document and transfer records not appraised as 'permanent' by PROV will not be accepted.

Use the form **PRO 20A Request for Appraisal of Public Records in Public Offices** if appraisal of public records is required.

1. Name of Public Office: _____

2. Address: _____

3. Contact Officer: _____ **Phone:** _____

4. Email address: _____

5. Permanent appraisal by means of:

Public Record Office Standard
 PROS No. _____ TITLE: _____
 For example, PROS 07/01 : *General Retention and Disposal Authority for Records of Common Administrative Functions*

Approved Disposal Authority signed by the Keeper of Public Records dated: _____
 (PRO 20A Request for Appraisal of Public Records in Public Offices)

6. Description of records (also refer attachment if applicable):

Entry no. (1,2,3, etc.)	Class	VPRS number (if known), Series title and range of control symbols	Number of Shelf Metres	Number of Megabytes
Sub Total:				
TOTAL for TRANSFER: [including attachment/s]				

7. Usage Certification:

I certify that:

- the public records listed above and attachment/s [if applicable] are no longer required for current administrative purposes, and
- this proposal adheres to PROV's transfer guidelines.

8. I request that Public Record Office Victoria (PROV) consider this proposal for its 20 _____ documentation and transfer program.

Endorsed:
 General Manager of Public Office: _____ Date: _____
 Name: _____

