



Request to Transfer Documented Public Records

PRO 21C

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

Use this form to register a proposal for the transfer of documented 'permanent' public records to Public Record Office Victoria (PROV).

Proposals for the transfer of records which are not documented (VPRS number/consignment number allocated) will **not** be accepted.

1. Name of Public Office: _____

2. Address: _____

3. Contact Officer: _____ Phone: _____

4. Email address: _____

5. Description of records:				
VPRS	Consignment	Series Title and Range of Control Symbols	Number of Shelf Metres	Number of Megabytes
Sub Total:				
TOTAL for TRANSFER: [including attachment/s]				

6. Completed form must be mailed by the transferring agency to PROV. Please **DO NOT** send this form by fax. (Original signature required to proceed)

Documentation & Disposal Team
Public Record Office Victoria
PO Box 2100
NORTH MELBOURNE VIC 3051
DX 210727

7. I request that Public Record Office Victoria include this application in its 20 records transfer program.

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

Name: _____

