



Department for Culture and the Arts State Records Office of Western Australia

REQUESTING ARCHIVES

The following guidelines have been prepared to assist researchers with obtaining the exact records they require, as quickly as possible. Some material is available on microfilm and can be accessed at any time during our opening hours. To identify records on microfilm, use the register online at <http://www.sro.wa.gov.au/pdfs/SRO-Microforms-Register.pdf>. All other records must be retrieved from storage. To view original records researchers need to register, providing some form of identification showing their current name and address. More information on registering as a researcher is available online at <http://www.sro.wa.gov.au/community/tickets.html>.

Retrieval times

Researchers may request up to five items at any one retrieval time. **Items located within the Alexander Library Building** (generally records at Cons 5237 or less) **are retrieved three times a day, and are available at 9.30, 12.00 and 2.00**. Requests should be received at the State Records Office Enquiry Desk at least one hour prior to the retrieval time. Requests for the 9.30 retrieval must be received the day before. **Records located in offsite storage** (Cons 5238 or higher, as well as some maps and plans) **are retrieved on Monday, Wednesday and Friday mornings only**.

If using AEON to identify an item, please make sure that you have clicked on the Item Detail to find the Consignment number. (As per the diagram shown).

Requests for records must include your name, researcher number, consignment and item number (including date range).

The screenshot shows a web browser window displaying the 'Record Item Detail' page for item 1975/053. The page includes the following information:

- Item No.:** 1975/053
- Item Title:** Historical - Preservation of Govt Documents (State Archives)
- Start Date:** -
- End Date:** -
- Consignment No.:** 3621
- Images:** Sorry no image is available for this record item
- Record series containing this item:** 36 ADMINISTRATIVE AND FUNCTIONAL FILES 1 Jan 1898 ~ Detail
- Item Access Status:** -
- Home Location:**
 - Repository:** State Records Office of Western Australia; Search Room open 9.30am - 4.30pm, Monday-Friday.
 - City/Town:** Perth
 - Directions:** TO ORDER RECORDS: Please telephone our Search Room on ph. 9427 3360 and quote the consignment number and item number for the records required.
 - Contact details:** <http://www.sro.wa.gov.au/about/contact.html>

At the bottom of the page, there is a link: [Back to Search Results Page](#).

Call slips are located on the Enquiry Desk and at points around the Search Room and should be submitted to Enquiry Desk staff for checking. A box for call slips completed after 4.30 is located in the Microfilm area. Researchers can phone Enquiry Desk staff on 08 9427 3360 and dictate their requests over the phone. When the phone is busy or unattended a voice mail service is available, which is checked throughout the day. Faxed requests are processed at 9.30 each day, allowing material to be retrieved by 12.00 and 2.00 of that day, or 9.30 the following day.

Use of items after hours

Arrangements are in place to make original material available in the JS Battye Library, on the 4th floor of the Alexander Library Building, when the State Records Office is closed. Microfilms may also be requested for use in the Battye microforms area on the 3rd floor. Please circle the "Battye" in the lower left hand corner of the call slip, near the date requested box. Again, one call slip per item is required.

Restricted Access materials

Some records within the State Records Office collection have restricted access periods imposed on them. Restricted access conditions are shown in the Series information on AEON, and some items may also be marked individually as restricted. These restrictions protect privacy, security or commercial interests, or may relate to the physical integrity of the item. Where access restrictions have been applied, State Records Office staff will assist in identifying and completing the necessary access application forms. Once access has been granted, clients must complete a call slip per item requested and provide proof of permission to access the items. Restricted access materials can only be seen in the State Records Office Search Room.