

# Victorian Government Agency

## Collection Agency Authority

Date

Victorian Government Agency

Authorised Government User  
Delivery Address (1)

Authorised Government User  
Delivery Address (2)

Authorising Contact Officer

Position

Signature

Email

Phone

Facsimile

Authorised Collection Agent

Contact

Address

Email

Phone

Facsimile

Please complete this form and return to the Record Retrievals Office via email at [recordsissuesoffice@prov.vic.gov.au](mailto:recordsissuesoffice@prov.vic.gov.au) or via facsimile on 03 9348 5684

The security and safety of the State's Archival records is paramount. Public Record Office Victoria (PROV) recommends that the following handling conditions are observed:

1. Archival records must be maintained in their original physical condition and packaging.
2. The transport vehicle type must be enclosed and lockable. Utilities, motorbikes and pushbikes are not acceptable methods of transport.
3. The transport of archival records must take place as a door to door delivery service, without delay, to ensure optimum security of the records at all times.
4. Transport vehicles must be clean and free of food and liquid spillages.
5. Archival records must be protected from environmentally harmful conditions.
6. The authorised collection agent must ensure that safe handling techniques are applied at all times during transit.
7. The authorised collection agent may be penalised for improper or unauthorised handling of archival records, including loss or damage.