



Making light work of your records and archives projects.

## Records Sentencing and Disposal Services for Non-Government Organisations

### Records and Archives Services

- **Project development, implementation, management and feasibility studies**
- **Archives** establishment including development and implementation of **policies, procedures, workflows** and templates
- Review and implementation of **Collection Development Policies** including **deaccessioning**
- **Archives** processing including **appraisal, accessioning, series identification, arrangement and description**
- **Archival collection management** including **preservation** (preventative conservation), **condition reports, significance assessments** and **access** advice for handling, storage and exhibition of collection items
- Development of **Finding Aids, Authority Records, Accession Registers** and related documents
- **Recordkeeping / Archives** management **compliance** and **risk assessments**
- **Records classification** and processing of long term and permanent records/archives
- Development and implementation of customised **Records Retention and Disposal Schedules** including **sentencing** and **disposal** of temporary and expired records
- Digitisation for **preservation** and/or **access** including value adding through **indexing**
- **Remote** support and advice

### Locations

- Broken Hill and Western NSW
- SA metropolitan, regional and rural areas

**Competitive sliding scale rates. All enquiries welcome!**

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Deb Leigo

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August 2019

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### Qualifications & Experience

- Bachelor Information Studies, Records & Archives Management specialisation (CSU)
- Associate Member Records & Information Management Professionals Australasia (RIMPA)
- Associate Member Australian Society of Archivists (ASA)
- Associate Member Australian Library & Information Association (ALIA)
- Working on a wide range of records and archives projects since 2007
- **Collection survey**, including appraisal, series identification and preparation of a staged project plan for future processing of a significant collection held by Moore Theological College Library
- **Arrangement and description** of Australian National University archives (applying NAA AFDA) and Australian business and labour collections held by the Noel Butlin Archives Centre, ANU

### Testimonial

*“Deb has worked with us for 7 months, on specific projects, and in that time has demonstrated a deep understanding and experience in records management and disposal and has been integral in providing these services.*

*She is dedicated, professional, approachable and knowledgeable, with prodigious output and impressive work ethic.*

*At all times she has represented Docs in the Box in an exemplary manner, has fitted in well with client cultures, and adapted quickly to the unique requirements of each project.*

*I have no hesitation in recommending her for the types of services she will be offering.”*

*Shane Wilkinson, Docs in the Box, July 2019*

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