



Making light work of your records and archives projects.

Records Sentencing and Disposal Services for SA Government Agencies

Sentencing and Disposal Services

- Implementation of general and functional **disposal schedules**
- Destruction of facilitative and duplicate records under **NAP**
- Thorough **appraisal** of file contents to determine the most appropriate **classification**
- Comprehensive **description** of file contents for each entry, facilitating **review** and **authorisation** of expired temporary records and **transfer** of permanent records to State Records SA
- Complete documentation for **destruction** and/or **transfer** to State Records SA, as appropriate
- End of project reports with recommendations for recordkeeping and workflow improvements as appropriate
- **Liaison** with State Records SA and follow up support as required

Additional Services

- **Policy, procedure** and **workflow** development and/or revision
- Archival management, including **preservation** (preventative conservation) and **storage** preparation of long term and permanent records retained by the agency
- Digitisation for **preservation** and/or **access** including value adding through **indexing**

Locations

- Available in SA metropolitan, regional and rural areas.

Competitive sliding scale rates. All enquiries welcome!

Deb Leigo

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www.doxlite.com.au

April 2020



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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
- **Retrospective records management** including functional disposal authority development and implementation, organising, listing, sentencing and disposal of fifty years' accumulation of unprocessed records of a statutory authority based in Broken Hill, NSW
- Experience in SA Government agencies with [Docs in the Box](#)
- **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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