# Physical Information Assets: End to End Processing and Project Management

# Services for Non-Government Organisations

## Records and Archives Services

- **Project development, implementation, management** and **feasibility studies**

- establishment, development and implementation of **policies** and **procedures,** management **compliance** and **risk assessments**

- Review and implementation of **Collection Development Policies** including **deaccessioning**

- **collection management** and processing including **appraisal, accessioning, series identification**, **arrangement** and **description,** and **preservation** (preventative conservation), **condition reports, significance assessments** and **access** determinations

- Development of **Finding Aids**, **Authority Records**, **Accession Registers** and related documents

- **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


## Qualifications & Experience

- Bachelor of Information Studies, Records & Archives Management specialisation (CSU)

- Master of Information Studies, Data 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, 2011-2020

- **Processing** and **Management** of SA State and Local Government information assets including authorised destruction, transfer to State Records SA and Information Management maturity assessments since 2019

## Locations

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

## Testimonials

*"One of the best decisions we have invested in has been engaging Deb from Doxlite to manage our school records. The task was overwhelming and we did not have the knowledge or expertise necessary, or the time to dedicate to ensuring that our records had integrity and that we met compliance.*

*With quiet efficiency Deb completely organised our records room. Her excellent communication with us ensured that we knew exactly what to keep on site, send offsite for storage and dispose of unnecessary documentation. Deb's depth of knowledge combined with her vast experience means we now have complete confidence that our records hold useful data and that we have met all criteria in accordance with the Departments legislation and compliance expectations."*

*Susan Lane, Paringa Park Primary School, May 2023*

*"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*

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

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| **ABN: 27 783 485 202** | www.doxlite.com.au | **August 2023** |