

Memorandum

Subject: Transfer of Records
To: Clare Gervasoni, Curator, Art and Historical Collections
From: Leanne Edwards, Records Management Services
Telephone: 5327 9847
Email: l.edwards@federation.edu.au
Date: 9 November 2016

The following records have been transferred to Art and Historical Collections

Faculty / Business Area	Types of Records
Building and Construction	SMB Attendance Files

Received by: Clare Gervasoni **Position:** Curator

Signature:  **Date:** 10/11/16

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Records Transfer Authorisation

Records Management Services



Description of records: briefly describe each record series identified for disposal, for example, appeals made by students against a final grade; records relating to materials used in course delivery; students' examination scripts / answer booklets; survey questionnaires.

Date range of records: show the month/year of the beginning and ending dates covered by the records.

Format of records: the format of the records, for example, hardcopy documents, electronic records such as Word documents, spreadsheets, and records contained in a database.

Disposal Authority Reference: the disposal authority applied to each record series. Contact Records Management Services for assistance.

Description of records	Date range of records	Format of records	Disposal Authority Reference	Records Management Use Only
BOX 39 – CARPENTRY				
MBA group 2	1981	SMB Attend Records		
Carpentry	1981	SMB Attend Records		
Carpentry	1981	SMB Attend Records		
Carpentry 3 rd Year	1981	SMB Attend Records		
Carpentry MBA 3 rd Group	1981	SMB Attend Records		
Carpentry Grade 1	1981	SMB Attend Records		

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Carpentry – 2 nd years	1982	SMB Attend Records	
Upholstery	1981	SMB Attend Records	
Building & Construction – MBA – 3 rd group	1982	SMB Attend Records	
Building & Construction – MBA - group 4	1982	SMB Attend Records	
3 rd Carpentry	1982	SMB Attend Records	
Upholstery	1982	SMB Attend Records	
Carpentry 2 nd Year	1982	SMB Attend Records	
Carpentry/Joinery	1982	SMB Attend Records	
Woodwork	1983	SMB Attend Records	
Group Leaders	1983	SMB Attend	

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Records Transfer Authorisation

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			Records	
Woodwork – Monday Hobbies	1983		SMB Attend Records	
Woodwork	1983		SMB Attend Records	
Scaffolding	1983		SMB Attend Records	
2 nd Year Carpentry	1983		SMB Attend Records	
Building and Construction	1983		SMB Attend Records	
Building and Construction	1983		SMB Attend Records	
Carpentry and Joinery	1983		SMB Attend Records	
Upholstery	1984		SMB Attend Records	
Joinery	1984		SMB Attend Records	

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Grade 2 App Carpentry	1984	SMB Attend Records	
Carpentry	1984	SMB Attend Records	
Pre- App Carpentry and Joinery	1984	SMB Attend Records	
Woodwork	1984	SMB Attend Records	
Carpentry	1984	SMB Attend Records	
Cert II Building and Construction	1984	SMB Attend Records	
3 rd Year Carpentry	1984	SMB Attend Records	
Building Skills	1985	SMB Attend Records	
Grade 1 Carpentry and Joinery	1985	SMB Attend Records	
Grade 1 Carpentry	1985	SMB Attend	

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		Records	
Carpentry Group 5	1989	SMB Attend Records	
Carpentry Grade 3 Group 6	1989	SMB Attend Records	
Joiners Grade 3	1989	SMB Attend Records	
Carpentry Grade 3 Group 2	1989	SMB Attend Records	
Broad Stream 1.3	1989-1992	SMB Attend Records	
Carpentry Grade 3 Group 1	1988	SMB Attend Records	
Broad Stream 1.3	1988	SMB Attend Records	
Carpentry Grade 2 Group 1	1988	SMB Attend Records	
Carpentry Grade 3 Group 2	1988	SMB Attend Records	

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Carpentry and Joinery 2.2	1988	SMB Attend Records	
Building Construction II	1988	SMB Attend Records	
Carpentry 3.4	1988	SMB Attend Records	
Joiners 3 rd Year	1988	SMB Attend Records	
Pre App 3.6	1988	SMB Attend Records	
Carpentry Grade 3 Group 1	1987	SMB Attend Records	
Carpentry Grade 2 Group 2	1987	SMB Attend Records	
Joiners Grade 3 Year 3	1987	SMB Attend Records	
Sub Block 5 Carpentry	1987	SMB Attend Records	
Carpentry Grade 1 Group 2	1987	SMB Attend	

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		Records	
Carpentry Grade 2 Group 3	1987	SMB Attend Records	
Carpentry Grade 1 Group 1	1987	SMB Attend Records	
Carpentry Grade 1 Group 3	1987	SMB Attend Records	
Joiners Group 2 Grade 3	1987	SMB Attend Records	
Carpentry Grade 1 Group 2	1986	SMB Attend Records	
Carpentry Grade 1 Group 1 and 2	1986	SMB Attend Records	
Carpentry Grade 1 Group 3	1986	SMB Attend Records	
Carpentry Grade 1 Group 1	1986	SMB Attend Records	
Carpentry Grade 3 Group 1	1986	SMB Attend Records	

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Carpentry	1985	SMB Attend Records	
Carpentry	1985	SMB Attend Records	
Results and Attendance Carpentry	1985	SMB Attend Records	

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