



Case Study:

TOWN OF EAST
FREMANTLE

grace:

The Project

The Town of East Fremantle (Council) underwent an office refurbishment which resulted in records being relocated to the basement of the office building. The rehoused cartons containing physical documents needed to be picked, packed and sentenced for long-term retention and future access.

Overview

The building where the cartons were held was degraded and the environmental conditions were inappropriate for the long-term storage and retention of the Council's physical records. The storage conditions were inadequate as they did not comply with the State Records Principles and Standards 2002 nor did they meet the State Records Office requirements for storing the Council's civic and community's memories or the State Archives under its care.

The building also presented health and safety hazards for personnel accessing the records. Personnel would be exposed to safety risks that included low ceilings, overhead pipes, mould, dust, damp conditions with poor ventilation and inadequate egress options. Besides, no fire prevention systems were evident.

Goals

Identify the best course of action for:

- ✓ Identifying the best method for retrieval
- ✓ Nominating appropriate staff
- ✓ Retrieval and relocation of cartons
- ✓ Cleaning and re-boxing the cartons
- ✓ Sentencing the records in accordance with the Council's Disposal Schedule



Outcome

The efficiency of the Grace team enabled a secure and safe process where:

- 300 tubs / 690 standard archive boxes were safely retrieved;
- 51 cartons were destroyed securely
- The records were then relocated into Grace's Forrestfield warehouse, cleaned and re-boxed into appropriate industry standard Grace's archive cartons;
- Sentenced in accordance with the General Disposal Authority; and
- Stored properly for posterity

Repeat Business

As a consequence of having delivered an excellent service, after completion of these works, the Council asked the Grace team to assist with the retrieval and storage of the Planning Department's plans. Grace accessed the heritage listed building where these records were housed under non-compliant standards, packed up the Council's plans into Grace's plan archive cartons, catalogued and stored them at Grace's secure document warehouse for long-term preservation.

The Council's Planning Department also houses several delicate paper-based plans. As these plans needed to be accessed and worked on frequently, they were subjected to deterioration. It was important that the Council could access the plans regularly without compromising their integrity. The team demonstrated Grace's Scan on Demand (SOD) service which would enable the Council to access the plans yet retain their quality. By employing the Scan on Demand option via Grace's Digital Office (GDO) it allowed the Council to access the plans and work on them without compromising the quality. Grace has implemented the Digital Office for the Council and has continued to work with them to maximise GDO's capabilities and to help them develop their digital library.

grace:
Always more.

