



Expression of Interest: Free Archiving Service

Deadline: Friday, 24 May 2024 at 4pm

Attention All Community and Sporting Groups in the Shire of Three Springs!

About Our Proposed Service:

The Shire of Three Springs is exploring the introduction of a Free Archiving Service tailored specifically for local community and sporting groups. We are in the exploratory phase and need your input to gauge demand and ensure the service meets your needs. Help us shape this service by expressing your interest!

Service Highlights:

- **Secure Storage:** Documents are securely stored in the historic Old Nurses Quarters.
- **No Cost:** Completely free for all eligible groups.
- **Easy Access:** Convenient document retrieval by appointment.

Why Your Feedback Matters:

Your feedback is crucial to tailoring this service effectively. Please let us know:

- Are you interested in this free service?
- What types of documents would you consider archiving?
- How often would you need access to your stored documents?

Benefits of Participating:

- **Preserve Your History:** Safeguard your documents in a secure environment.
- **Stay Organised:** Keep your documents clearly labelled and organised.
- **Peace of Mind:** We strive to maintain the highest levels of security and confidentiality.

Complete the “Free Archiving Service Expression of Interest Form” and email it to general@threesprings.wa.gov.au

Visit our website or contact the Shire of Three Springs office for details.



Free Archiving Service

Expression of Interest Form

Complete this form and submit it by Friday, 24 May 2024 at 4pm at the Shire office or via email at general@threesprings.wa.gov.au

Group Information:

- Name of Group: _____
- Contact Person: _____
- Contact Details: _____

Document Storage Needs:

- Types of Documents to Archive: (Please select all that apply)
 - Financial Records ☐
 - Meeting Minutes ☐
 - Membership Records ☐
 - Event Records ☐
 - Other (Specify): _____
- Estimated Number of Boxes: _____
- Frequency of Access Needed: (Please select one)
 - Weekly ☐
 - Monthly ☐
 - Quarterly ☐
 - Annually ☐
 - Other (Specify): _____

Additional Requirements:

- Special Storage Requirements (if any): _____
- Comments or Concerns: _____

Declaration:

Agreement: By submitting this form, we express our interest in the Free Archiving Service and consent to be contacted for further engagement.

Need Assistance?

For any questions or additional information, please contact us via email or phone 08 9954 1001