

## Copying and Publishing Public Records – Copying Services – Government Access

Public Record Office Victoria (PROV) can provide photocopies of public records, and printouts of microfilm and microfiche. PROV reserves the right to select the most appropriate copy process, and reading room staff can advise the most suitable copying method on a case by case basis. The condition and size of the record, and the purpose for which the copy is required determine the way in which copies are made. For example, where alternatives to the original records exist, such as microform or digitised copies, copies can be made from these.

Visitors to PROV's Reading Rooms are encouraged to use digital cameras to make digital copies of records. Refer to [PROVguide 24 Use of Digital Cameras in PROV Reading Rooms](#).

### How to Order Copies of Public Records

#### In Person in a Reading Room

If you are viewing records in a PROV Reading Room, and wish to arrange for copies to be made of a record refer to [PROVguide 2 Copying Services](#) for the process to follow and for prices.

#### External Ordering

Government agencies can order copies of records they have ordered, if they are not able to visit a Reading Room, by following these steps:

- Download the [Government Agency Application for Photocopies](#) form on the PROV website.
- Complete the form electronically and email to [ask.prov@dvc.vic.gov.au](mailto:ask.prov@dvc.vic.gov.au) with the words COPYING REQUEST in the subject header.
- The records will be assessed for the appropriate copying process, and a copying quotation will be emailed back with your COPYING REQUEST email.
- Sign the form and fax it back to PROV as acceptance of the quotation:  
VAC Fax: (03) 9348 5656  
BAC Fax: (03) 5333 6609

### How to Pay For Copies

This payment process applies for photocopying orders placed at both the VAC and BAC. For external orders, Government agencies can either pay by corporate/credit card, or by quoting a purchase order number or, requesting an invoice.

#### Corporate / Credit Card

When completing the credit card details on the copying application form, if the requesting officer is not the signatory on the credit card, a letter of delegated authority to use the credit card from the signatory needs to accompany the copying application form and endorsed quotation.

#### Invoicing

If invoicing is selected on the faxed copying application form, please provide contact details of your office's Accounts Payable section.

#### Purchase Order

A signed copy of the purchase order needs to be faxed back with the endorsed copying quotation.

Once the payment option chosen has been verified, the copying request is processed and placed in the queue for copying. Once the copying is completed, the copies can be posted to you or held for pickup. For more information see [PROVguide 2 Copying Services](#).