

State Records Bus Trip



The second trip to State Records for 2018 will be **Saturday 1 Sept 2018**. Cost for the bus trip is \$25 per head. This trip will be a research only trip this time, given we are going on a Saturday. There will be 3 pickup points, Toukley leaving at 7:10am SHARP, Wyong Leagues Club at approx 7:20 and Tuggerah at approximately 7:45am (members going on the trip will be contacted approximately 1 week prior to the trip to confirm exact pick-up times and places).

For those members wishing to go on the trip you can book online at www.wyongfamilyhistory.com.au or at The Cottage in person or by phone (4351 2211), please arrange to pay prior to the trip.

If time permits, there will be a comfort stop at McDonalds, St Marys.

REMINDER - State Records is out of the way and there are no shop facilities. It will be necessary to bring your lunch. There is a lunchroom available with a microwave oven, refrigerator and tea/coffee making equipment. Lockers are also available for bags etc. using your refundable \$2 coin.

PLEASE NOTE.....IF THIS IS YOUR FIRST VISIT

It is necessary to have a reader's ticket (free). This can be organised online www.records.nsw.gov.au (see below) If you wish to speak to staff at State Records prior to the trip the phone number is 02 9673 1788 .

Bags are not allowed in the reading room, but you can take in a folder with research tasks etc. You are only allowed to use **pencils** in the research room.

If you require paper records such as wills, insolvency records, school records etc. it is a good idea to pre-order these documents so they will be available when you arrive, saving you some waiting time. Up to four (4) items can be pre-ordered. **How to Access the pre-order forms:** Start on State Records Home page; click onto **Research A-Z and select 'P'** ; then on left hand side of screen find **Per-order records** and select **Pre-order forms and/or Probate**. **Please note that on the bottom both forms there is a link to obtaining your free reader's ticket if this is your first trip to State records.** (your ticket will be waiting for you when you arrive)

You will find the reference numbers for the people you are researching on the website using the **A-Z Key Name**. Remember any item that has a REEL NUMBER does not have to be ordered as reels are stored along the wall and are easily accessed.

Once you arrive at State Records there are various ways of obtaining copies of your information:-

- 1) Using the microfilm reader/printers for photocopies - you will need \$1 and \$2 coins to use these machines (\$1 for A4 and \$2 for A3). So bring a supply of coins.
- 2) You can download copies from the digital copiers for microfilm for free, using your own memory stick.
- 3) You are also welcome to bring a digital camera to photograph original records. State records also have a digital camera that you can use for photographing original documents in the reading room, and again images are downloaded to your memory stick.
- 4) The staff will photocopy any paper documents at a cost of 45 cents per A4 page and will endeavour to have them ready for when you leave.
- 5) The bus will leave State Records no later than 4PM on the day.

Last Revision 6 June 2018