**About this Form**

This form is used to register an interest in having a facility become an Approved Public Record Office Storage Supplier (APROSS).

See additional Form *PRO 39: APROSS Pre-inspection checklist* which includes the documentation needed to be supplied to Public Record Office Victoria (PROV).

|  |  |
| --- | --- |
| Company Information: | |
| Company name |  |
| Address of proposed APROSS site |  |

|  |  |
| --- | --- |
| Contact Officer: | |
| Name |  |
| Position title |  |
| Phone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| The proposed facility complies with the following: | | |
| The proposed facility complies with the requirements for an APROSS as specified in the APROSS Specification (PROS 20/02 S1) | Yes | No |
| The facility will be used for the storage of physical format records | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| In the event this facility is approved by the Keeper of Public Records for the storage of physical format public records, I agree, as an authorised representative for this facility, to comply with the above conditions | | | |
| Name of Authorised Person |  | |  |
| Title of Authorised Person |  | Date |  |

**Where to send this form**

Upon completion, please submit this form to Manager, Statewide Collections at PROV.

|  |  |
| --- | --- |
| Via email | **agency.queries@prov.vic.gov.au** |

***END OF PRO 37 FORM***