



Government of South Australia

GPO Box 2343  
ADELAIDE SA 5001  
Tel (08) 8204 8791  
Fax (08) 8204 8777 DX:467  
srsaRecordsManagement@sa.gov.au  
www.archives.sa.gov.au

State Records  
of South Australia



# Management and Storage of Temporary Value Records

With an Approved Service Provider (ASP)

Guideline

October 2011

Version 5

## Table of Contents

<b>Introduction</b> .....	<b>4</b>
Scope of the guideline .....	4
Related documents .....	5
Structure of this Guideline.....	5
Acknowledgments.....	5
Variation to this Guideline .....	5
Further contact.....	5
<b>Responsibilities</b> .....	<b>6</b>
<b>The 4 Principles</b> .....	<b>6</b>
Principle 1: Records are sentenced prior to transfer .....	6
Benchmarks .....	6
Guidelines .....	7
Disposal.....	7
Sentencing .....	8
Notification of Intention to Destroy Records Reports and Annual Summaries .....	10
Requirements to be met for transferring unsentenced records .....	10
Further references.....	11
Training available .....	11
Principle 2: Records need to be sufficiently identified and described	12
Benchmarks .....	12
Guidelines .....	12
Access to records.....	12
Identification and description.....	13
Steps for actual transfer.....	13
Further references.....	13
Training available .....	13
Principle 3: Controlled environmental conditions are sufficient for the storage of records .....	14
Benchmarks .....	14
Guidelines .....	14
Storage Requirements .....	14
Further references.....	15
Principle 4: Physical security of the records is sufficiently protected	15
Benchmarks .....	15
Guidelines .....	15
Disaster management.....	15
Storage and handling .....	16
Security and confidentiality .....	16
Further references.....	17

**Glossary ..... 17**  
**Attachment 1 ..... 18**

© 2011 Government of South Australia

This Guideline may be copied for use by South Australian Government Agencies and Local Government Authorities and for reasonable study or research purposes. No part of this Guideline may be reproduced or distributed for profit or gain or for any other purpose without the written permission of the Manager [Director] of State Records of South Australia.



## Introduction

State and Local Government agencies are responsible for managing temporary official records within the Adequate Records Management Framework (the Framework). The Framework, established by State Records in collaboration with agencies, is part of an overall system for the custody and management of official records of government.

This Guideline aims to ensure that official records of temporary value held with an Approved Service Provider (ASP) are:

- stored in a cost-effective and efficient manner
- secure and accessible for as long as they are required to meet business and accountability needs and community expectations
- stored in a manner that is considered adequate in accordance with section 13 of the *State Records Act 1997*.

## Scope of the guideline

This Guideline can be applied by all agencies as defined in section 3 of the *State Records Act 1997*, including:

- state government departments and administrative units, including the police force;
- local government authorities;
- courts and tribunals;
- incorporated or unincorporated bodies;
- the Governor and Ministers of the Crown
- former agencies that ceased to exist before the commencement of the State Records Act (see also the Glossary for further definition).

This Guideline provides practical guidance for agencies to meet the principles and standards for temporary value official records that have been set by State Records and outlined in the *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Standard*.

Temporary value official records do not have enduring (or archival) value and may be destroyed at the end of a retention period, as defined in a records disposal schedule, approved by the State Records Council.

This Guideline applies to temporary value official records stored with an ASP.

This Guideline covers all types of record formats (eg paper, tapes, disks) but excludes the storage of electronic records on networks or on hard drives.



## Related documents

This Guideline supports the *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Standard* and is supported by the *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) - Approved Service Providers List (ASPL) User Guide*. The User Guide provides agencies with information about accessing the services of companies on the ASPL.

Both are available from the State Records website – <http://www.archives.sa.gov.au>.

## Structure of this Guideline

This Guideline is set out in accordance with the principles and associated benchmarks established in *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Standard*.

## Acknowledgments

This Guideline has been developed with reference to *Standard for the Physical Storage of Commonwealth Records* (National Archives of Australia, September 2001).

## Variation to this Guideline

State Records may update or alter this Guideline from time to time as authorised by the Director of State Records, in consultation with the State Records Council. All South Australian agencies will be informed of any such alterations or updates.

## Further contact

Agencies which require further information relating to this guideline should contact the Manager, Records Management Services at:

State Records of South Australia  
GPO Box 2343  
ADELAIDE SA 5001  
Phone (08) 8204 8791  
Fax: (08) 8204 8777  
E-mail: [srsarecordsmanagement@sa.gov.au](mailto:srsarecordsmanagement@sa.gov.au)



## Responsibilities

Please refer to the *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Standard* for the responsibilities for agencies, State Records, and ASP's.

## The 4 Principles

The effective management of temporary value official records requires a focus on four principles:

- records are sentenced prior to secondary storage transfer
- records need to be sufficiently identified and described
- controlled environmental conditions are sufficient for the storage of the records
- physical security of the records is sufficiently protected.

### Principle 1: Records are sentenced prior to transfer

*Official records are deemed as temporary through the process of sentencing prior to any transfer to an ASP.*

#### Benchmarks

- The agency needs to sentence in accordance with a current records disposal schedule(s) (general and/or operational) that has been approved by the State Records Council.
- The agency is required to have an appropriate understanding of disposal and sentencing.
- The agency, or an ASP on its behalf, cannot destroy records until written approval from State Records has been received.
- For sentenced official records:
  - the agency is required to retain lists of the records sentenced and disposal schedules that have been applied.
- For unsentenced official records:
  - where the agency wishes to transfer unsentenced records to secondary storage, it is required to seek written approval from State Records, agree to sentence the records within a defined timeframe negotiated with State Records and comply with any other conditions required by State Records.
  - the agency is required to notify State Records, within the agreed timeframe, of the records being sentenced.



## Guidelines

### Disposal

The State Records Act defines the disposal of official records as including the destruction or abandonment of a record, rendering information within a record no longer accessible/readable, transferring or delivering ownership of a record or selling a record. Beyond the definition of the State Records Act, disposal can also include the permanent retention of a record. A program of disposal facilitates the orderly transfer of semi-active or inactive records from an agency into ASP or archival storage.

Official records may be disposed of without breaching the *State Records Act*:

- by normal administrative practice (NAP)
- where disposal is required by legislation (other than the *State Records Act*)
- by using general disposal schedules (GDS) or operational records disposal schedules (RDS).

Normal administrative practice (NAP) allows for routine destruction of drafts, duplicates and publications, with the test that it is obvious that no information of continuing value to the organisation will be destroyed. (For further information on normal administrative practice please refer to the Introduction of the GDS 15.)

Disposal requirements are often set out in legislation, for example a five-year disposal period applies to many classes of financial records. Acts that may have implications for the disposal of records include the *Births, Deaths and Marriages Registration Act 1996*.

Disposal of official records is also authorised by approved disposal schedules. Under section 23 of the *State Records Act* an agency cannot dispose of official records except in accordance with a determination made by the Director of State Records with the approval of the State Records Council. A determination is made through the submission and approval of a disposal schedule.

Once the State Records Council has approved a disposal schedule it provides a standing authority to agencies to dispose of records identified in the schedule on an ongoing basis until it expires or is revoked.

Disposal schedules may be revoked by an updated schedule approved by the State Records Council. Disposal schedules are normally valid for 10 years but may be reviewed earlier if, for example:

- the functions of the agency change or are transferred to another agency (RDS)
- the value of information being recorded (permanent to temporary or vice versa) changes (RDS or GDS)
- administrative, legal or audit requirements are amended (RDS or GDS)
- agency structure and functions change (RDS)
- new records management technology is implemented (RDS).



A disposal schedule defines functions and activities, the related records, allocates a minimum retention period, and determines whether the records are of a temporary or permanent nature.

The flowchart in Figure 1 will help you to decide whether to use an RDS or GDS. Please contact your agency Records Management Unit in the first instance if you have any queries or contact State Records, Records Management Services at [rsrecordsmanagement@sa.gov.au](mailto:rsrecordsmanagement@sa.gov.au).

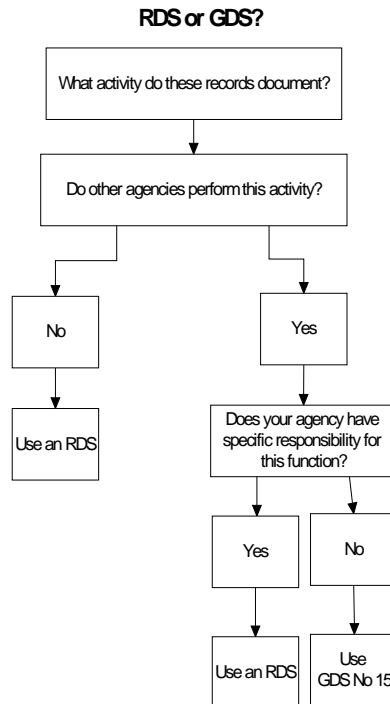


Figure 1

State Government agencies can either purchase a hard copy of *General Disposal Schedule 15*, directly from State Records via the Publications Page on its website (<http://www.archives.sa.gov.au>), or can download a free copy which is also located on the website via the Disposal Schedules Page.

Local Government authorities can either purchase a hard copy of *General Disposal Schedule 20* directly from State Records via its website (<http://www.archives.sa.gov.au>) or can download a free copy which is also located on the website via the Disposal Schedules Page.

### Sentencing

Official records can only be transferred to an ASP once sentenced in accordance with an appropriate approved disposal schedule. Sentencing can be defined as the process of examining records, in accordance with an appropriate approved disposal schedule (GDS or RDS), to determine:

- how long they should be kept (permanent/temporary)



- where they should be kept (on-site/ secondary storage/State Records).

When sentencing does not routinely take place within an agency there is a risk that:

- storage space becomes overcrowded
- records begin to be stored in unsuitable places
- OHSW issues may arise
- it is harder to locate important records because they become lost among so many unimportant ones
- resources that could be better used in other ways are expended in storing unnecessary records.

By sentencing regularly an agency:

- knows how long different types of records need to be kept
- frees up storage space
- determines where semi-active or non-active records should be stored
- reduces and controls costs of records management
- eases retrieval of remaining records
- improves the ability to be accountable
- identifies and consequently safeguards records of importance and long-term value.

It is recommended that agencies ensure that all staff, both contract and permanent, undertaking sentencing, boxing and listing services, have completed State Records training and passes the assessment in:

- Using Keyword AAA, Thesaurus to Create and Classify Records or
- Using the Local Government Thesaurus and
- Records Series Identification and Transfer and
- General Disposal Schedule 15 and
- General Disposal Schedule 18 or
- General Disposal Schedule 20.

For further details about training refer to the State Records Training Co-ordinator at [rsraTrainingEnquiries@sa.gov.au](mailto:rsraTrainingEnquiries@sa.gov.au).

An agency is required to have an understanding of which disposal schedules apply to its official records.

It is recommended that an agency maintain a register of current and approved disposal schedules applicable to its official records. This will also ensure that the agency complies with Outcome 3<sup>1</sup> of *Adequate Records Management*.

Any costs for sentencing the records are borne by the agency.

---

<sup>1</sup> Refer to either *Adequate Records Management: Executive Statement* or *Adequate Records Management* (State Records, 2001) for all eleven Adequate Records Management Outcomes.



An agency may choose to sentence records in one of the following ways:

- use its owned suitably qualified staff
- contract out the sentencing to a suitable private consultant
- contract out the sentencing to the agency's ASP.

### **Intention to Destroy Records Reports and Annual Summaries**

Agencies must complete the *Intention to Destroy Records Report* and forward to State Records to ensure that appropriate sentencing has taken place.

The *Intention to Destroy Records Report* form is available from the State Records' website

[http://www.archives.sa.gov.au/management/temporary.html#Destruction\\_Process\\_for\\_Temporary\\_Records](http://www.archives.sa.gov.au/management/temporary.html#Destruction_Process_for_Temporary_Records).

Destruction of records cannot occur until written approval from State Records has been received.

So that State Records can monitor the quantity and variety of records transferred to secondary storage, agencies must submit *Annual Summaries of Temporary Records Storage*, which include the following information:

- agency name and contact officer
- number of transfers for the year
- number of record series transferred for the year
- number of consignments transferred for the year
- physical quantity (in metres) of records transferred for the year
- physical quantity (in metres) of records destroyed for the year
- storage facility used (i.e. name of ASP)

Annual Summaries of Temporary Records Storage as at 30 June of each financial year will be required to be submitted to State Records by 31 July of that year. For example, a report for 2008/09 will be undertaken by the agency on 30 June 2009 and submitted to State Records by 31 July 2009.

### **Requirements to be met for transferring unsentenced records**

If an agency wishes to transfer unsentenced records to an ASP the agency is required to seek approval in writing from State Records. Due to the risk, approval in the form of an exemption will only be given on a case-by-case basis.

In approving the transfer of unsentenced records, State Records must be assured that such records will be stored appropriately and processed in a timely manner. Therefore, an agency is required to:

- provide State Records with sufficient details about the type and quantity of unsentenced records to be sent to an ASP
- provide State Records with the name and location of the ASP



- adequately control, box and list the unsentenced records to meet any FOI or other access requests on an as-needs basis
- commit sufficient and appropriately skilled resources to sentence the records
- sentence, depending on the volume and complexity of the records, within a timeframe negotiated with State Records
- transfer, on completion of sentencing, any inactive records deemed to be of permanent value to State Records custody in accordance with State Records transfer requirements
- notify State Records in writing once sentencing has been completed
- advise State Records in writing, prior to an agreed timeframe expiring, if an extension is required and the reason for such an extension
- allow State Records to audit the unsentenced records during the life of the exemption to confirm conditions are being met, if requested.

If unsentenced records are not sentenced within agreed time frames and no extension has been sought, State Records will meet with the agency to discuss the matter. If this does not resolve the situation a report will be forwarded to the agency's Chief Executive. Further delays will see the matter reported to the Minister in accordance with section 16 of the State Records Act.

### Further references

- *Adequate Records Management Framework* [document suite].
- *State Records Act 1997*.
- *Australian Standard Records Management AS ISO 15489.1-2002, subclauses 8.3.7, 9.2 and 9.9*. Standards Australia. 2002.
- *Australian Standard Records Management AS ISO 15489.2-2002, subclauses 4.2.4.1, 4.2.4.3, 4.3.6, and 4.3.9*. Standards Australia. 2002.
- *General Disposal Schedule 15*. State Records.
- *General Disposal Schedule 20*. State Records.

### Training available

- *General Disposal Schedules for State Government Agencies*. State Records (1 day)
- *General Disposal Schedule for Local Government Agencies*. State Records (1 day)
- *Record Series Identification and Transfer (RSIT)*. State Records (1 day)
- *Keyword AAA, Thesaurus to Create and Classify Records*. State Records (1 day)
- *Local Government Thesaurus*. State Records (1 day)



## Principle 2: Records need to be sufficiently identified and described

*Official records of temporary value need to be sufficiently identified and described to enable easy accessibility, retrievability, and disposal.*

### Benchmarks

- The agency needs to ensure that access to temporary records is appropriately managed.
- The agency needs to maintain a copy of all transfer documentation to ensure that records can be easily located, retrieved and disposed of.

### Guidelines

#### Access to records

The official records of an agency contain information that may be accessed a number of times during their existence – for the current operational needs of the agency, for research by the agency into the background of previous decisions, by members of the South Australian public exercising their rights to access official records under the *Freedom of Information Act 1991*, and by historical and other researchers.

Access to records has to be balanced by other considerations including:

- security
- personal privacy
- access under various legislation
- intergovernmental relations and agreements
- commercial confidentiality
- legal liability.

Access also needs to be managed in accordance with Outcome 4 of the *Adequate Records Management*. Benchmarks for Outcome 4 include:

- responsibility has been assigned for providing access to official records and disclosing the information they contain
- the agency has developed criteria by which to assess requests for access to, and disclosure of information within, official records
- the agency has identified and documented any security issues which govern the release of information within its records
- the agency has identified and documented any commercial confidentiality agreements to which it is a party governing the release of information within its records
- the agency has processes in place to seek legal advice where the provision of access to, and the release of information from, its records is likely to expose the agency to legal liabilities.

In considering public access to temporary official records, agencies need to be aware of their legal obligations as stipulated in the *Freedom of Information Act*, the *State Records Act*, the *Evidence Act 1929*, and (for State Government Agencies only) in accordance



with the *Information Privacy Principles* (as included in Cabinet Administrative Instruction 1/89).

Agencies need to ensure that arrangements are in place for members of the public to access temporary official records on-site in agency premises. Supervision of and assistance to members of the public and the provision of copies of records should also be taken into consideration.

### Identification and description

Agencies need to ensure that official records are appropriately described and listed before they are transferred to an ASP. The documentation should enable records to be located, retrieved promptly, and appropriately disposed of.

Control systems, such as document or records management software, also needs to be in place to ensure that official records can be easily identified, located, retrieved and disposed of.

Agencies are required to maintain a copy of all transfer documentation that includes consignment lists, receipt of transfer details, documentation from approved service providers, and copies of *Intention to Destroy Records Reports* and *Annual Summaries of Temporary Records Storage*.

### Steps for actual transfer

Prior to transferring records to an ASP it is recommended that agencies use the State Records Transferring Temporary Records to Secondary Storage Processes (Attachment 1).

### Further references

- *Public Access Determinations Guideline*. State Records. 2007.
- *Legal Bulletin No. 21*. Crown Solicitors Office. 1998.
- *State Records Act 1997*.
- *Adequate Records Management Framework* [document suite]. State Records.
- *Australian Standard AS ISO 15489.1-2002, subclauses 8.3.6, 9.3, 9.4, 9.5, 9.7, and 9.8*. Standards Australia. 2002.
- *Australian Standard AS ISO 15489.2-2002, subclauses 4.2.2, 4.2.3, 4.2.5, 4.3.2, 4.3.3, 4.3.4, 4.3.5, and 4.3.8*. Standards Australia. 2002.

### Training available

- *Freedom of Information*. State Records. (various FOI courses).
- *Record Series Identification and Transfer (RSIT)* (1 day).



### **Principle 3: Controlled environmental conditions are sufficient for the storage of records**

*Controlled environmental conditions, such as temperature, relative humidity, air quality and lighting need to be sufficient for the storage of temporary value official records.*

#### **Benchmarks**

- For the storage of temporary value official records, storage requirements defined by State Records need to be adhered to by agencies and ASP's.

#### **Guidelines**

##### **Storage Requirements**

The quality of storage facilities needed for official records of state and local government agencies depends on the records format and physical and chemical properties, their value and their accessibility needs.

The storage facilities that belong to ASP's meet State Records' requirements.

These requirements deal with the storage of the generality of temporary value paper records that have a limited administrative use. Therefore they do not require the high quality facilities and environmental conditions essential to the preservation of permanent records. However, they do require "sufficient and adequate facilities for the proper storage and care of the records"<sup>2</sup> for as long as they are required.

In general, paper records of temporary value should be stored in a facility of sturdy and intruder-resistant construction. The storage area, which may be either off-site or on-site, should be well ventilated with a minimum or preferably no source of natural light (no sky lights or external windows), and ideally should maintain a stable temperature.

Records are required to be stored in conditions that are clean and secure, with low risk of damage from fire, water, dampness, insects and rodents.

Ideally, regular monitoring should be carried out in the ASP's storage facility to measure environmental conditions such as temperature, relative humidity and air quality.

Temperature and humidity are two of the most critical components in a storage program.

Ensure the storage area maintains over time a stable temperature (preferably 15°C–27°C) and relative humidity (30%–60%).

---

<sup>2</sup> s19(5)(b) *State Records Act 1997*.



### Further references

- *Standard for the Physical Storage of Commonwealth Records*. National Archives of Australia. December 2002. (Table B – Guidelines for storage of records up to 30 years in non-tropical environments.)
- *Solid, Safe, Secure: Building Archives Repositories in Australia*. Ted Ling. National Archives of Australia. 1998.
- *Australian Standard AS ISO 15489.1-2002, subclauses 8.3.3 and 9.6*. Standards Australia. 2002.
- *Australian Standard AS ISO 15489.2-2002, subclause 4.3.7*. Standards Australia. 2002.

## Principle 4: Physical security of the records is sufficiently protected

*The physical security of official records of temporary value needs to be sufficiently protected by storage methods, equipment and handling procedures, disaster response plans, and security measures.*

### Benchmarks

- The ASP needs to have in place a disaster response plan that is reviewed annually. State Records has developed a toolkit and guideline to assist in this process.
- The ASP needs to meet storage, handling, security and confidentiality requirements set by State Records.

### Guidelines

#### Disaster management

A disaster recovery plan provides a detailed set of procedures to follow in the event of an accident, emergency or disaster. It aims to minimise the need for difficult decision making in high-pressure situations, prevent or minimise the loss of important records, facilitate the recovery of important records and ensure minimal disruption to business operations and services.

Disasters affecting storage facilities and records may include:

- natural events such as earthquakes, cyclones, bushfires, floods, vermin plagues
- structural or building failure such as building collapse, malfunctioning sprinklers, heating or air conditioning systems, roof leaks
- industrial accidents such as nuclear or chemical spills
- technological disasters such as viruses and computer equipment failures
- criminal behaviour such as theft, arson, espionage, vandalism, riots, and terrorism
- war.



Disasters may also be caused by storage conditions that are unsuitable for the media stored and by the natural decay of materials.”<sup>3</sup>

Disaster management programs should cover four phases – prevention, preparedness, reaction/response and recovery.

In ensuring that an ASP has a current disaster management plan in place an agency will be complying with Outcome 7 of the *Adequate Records Management Standard*. Disaster management is part of the wider risk management and mitigation process that agencies should pursue.

### **Storage and handling**

Records in all formats are likely to deteriorate if they are not handled appropriately. Personnel may be injured if appropriate occupational health and safety considerations are not taken when handling records. Steps must be taken to promote the correct handling, use and transport of records to minimise the risk of personal injury and to ensure the preservation of records for as long as they are required.

Develop handling procedures for the general use of records as well as for records in transit. Do not permit smoking, eating or drinking in or near records and records storage areas.

Ensure containers are clean and in good condition, designed to fit the records, strong enough to withstand handling, pressure and the weight of the records, and of a quality and composition commensurate with the records format, media and use.

### **Security and confidentiality**

The security and confidentiality of temporary official records held within an ASP needs to be protected by ensuring that:

- fire alarms are installed and linked to a readily available emergency service
- fire extinguishing equipment is installed and tested on an annual basis
- there is protection against unauthorised access to both the physical and information systems environment
- there is controlled access to storage areas
- there are measures for protection of confidentiality of personal information contained in ‘sensitive’ files.

---

<sup>3</sup> *Standard for the Physical Storage of Commonwealth Records* (National Archives of Australia) Principle 5.



### Further references

- *Adequate Records Management Framework* [document suite].
- *Solid, Safe, Secure: Building Archives Repositories in Australia*. Ted Ling. National Archives of Australia. 1998.
- *Australian Standard AS ISO 15489.1-2002, subclauses 8.3.3 and 9.6*. Standards Australia. 2002.
- *Australian Standard AS ISO 15489.2-2002, subclause 4.3.7*. Standards Australia. 2002.

### Glossary

State Records has produced an extensive Glossary of Records Management Terms. This can be accessed from the State Records website, <http://www.archives.sa.gov.au>.



# Attachment 1

## Transferring Temporary Records to an ASP

	PROCESS	DESCRIPTION
1	Are the records sentenced <sup>4</sup> using an approved disposal schedule?	<ul style="list-style-type: none"> <li>Records need to be sentenced using an approved schedule, either a General Disposal Schedule<sup>5</sup> (GDS) or an operational Records Disposal Schedule<sup>6</sup> (RDS).</li> <li>If your agency is unaware of disposal schedules contact State Records (Records Management Services) <a href="mailto:srsarecordsmanagement@sa.gov.au">srsarecordsmanagement@sa.gov.au</a></li> </ul>
2	<b>NO</b>	<ul style="list-style-type: none"> <li>Agencies cannot transfer unsentenced records to an ASP without first seeking a formal written exemption from State Records.</li> <li>Such exemptions will only be granted on a case-by-case basis Contact State Records (Records Management Services) <a href="mailto:srsarecordsmanagement@sa.gov.au">srsarecordsmanagement@sa.gov.au</a></li> </ul>
3	<b>YES</b>	<ul style="list-style-type: none"> <li>Are the records <b>permanent</b> or <b>temporary</b><sup>7</sup>?</li> <li>If the records are <b>permanent</b>, go to <b>Step 4</b>.</li> <li>If the agency has identified, through sentencing, that the records are <b>temporary</b>, go to <b>step 5</b>.</li> </ul>

<sup>4</sup> Sentencing is the process of identifying and classifying records according to a disposal schedule and applying the disposal action specified in it. Sentencing is the implementation of decisions made during appraisal. It allows agencies to apply the decisions made about classes of records to individual records. Together appraisal and sentencing help agencies to identify how long records should be retained.

<sup>5</sup> A General Disposal Schedule is used to sentence records, which are common to most government agencies.

<sup>6</sup> An operational Records Disposal Schedule is used to sentence records created in the performance of the core functions of an agency.

<sup>7</sup> A temporary record is a record that has limited or no archival value and may be destroyed when a prescribed retention period (as defined in a disposal authority) has elapsed.



	PROCESS	DESCRIPTION
4	<b>Permanent</b> - Transfer to State Records	<ul style="list-style-type: none"><li>• If the agency has identified that the records are <b>permanent</b>, they are required to be transferred to State Records. <b>Contact State Records</b> (Collection Management Services) to obtain the procedure for transferring permanent records into its custody. This will also include the requirements for series identification, boxing and listing.</li></ul> <p><a href="mailto:srsaCollectionManagement@sa.gov.au">srsaCollectionManagement@sa.gov.au</a></p>
5	<b>Temporary</b> – Transfer to an ASP  <b>Boxing Records</b>  <b>Prepare lists</b>  <b>Label or barcode boxes</b>	<ul style="list-style-type: none"><li>• Prior to transfer contact the <b>agency Records Management Unit</b> to obtain agency procedure for transferring to an ASP.</li><li>• <b>Storage boxes</b> can be obtained from ASPs. Contact ASP who can advise of appropriate boxes to be used/purchased.</li><li>• Place records in the box in a logical numerical, alphabetical, file number or chronological order.</li><li>• <b>Prepare a detailed list</b> of the records to be transferred to an ASP.</li><li>• Lists should detail file numbers, file names, dates, disposal authority used and box number.</li><li>• Lists are to be maintained at an agency level and should enable records to be retrieved efficiently.</li><li>• Do not send copies of temporary listings to State Records. Lists are to be maintained by the responsible agency.</li><li>• <b>Boxes are to be labelled</b> to assist with the retrieval process.</li><li>• <b>ASPs</b> will have specific standards for labelling and barcoding.</li></ul>



	<b>PROCESS</b>	<b>DESCRIPTION</b>
6	Arrange delivery of the records to an ASP  Receipt of transfer issued by ASP	<ul style="list-style-type: none"><li>• When transferring to an ASP, make arrangements with the provider regarding the transfer and delivery of the records.</li><li>• <b>When transferring to an ASP</b> the ASP will issue a receipt of transfer. This is to be retained in your agency with other transfer documentation for future reference.</li></ul>
7	Agency to maintain transfer documentation	<ul style="list-style-type: none"><li>• Maintain all documentation for future reference. This includes:<ul style="list-style-type: none"><li>• lists of records that have been sent to secondary storage</li><li>• receipt of transfer from ASP</li><li>• approved Intention to Destroy Temporary Records Reports</li><li>• destruction certificates</li><li>• annual summaries.</li></ul></li></ul> <p>This information will assist your agency in completing annual summaries required by State Records.</p>
8	Submit to State Records <i>Annual Summaries of Temporary Records Storage Report</i>	<ul style="list-style-type: none"><li>• Annual Summaries of Temporary Records Storage up to <b>June 30th</b> of a financial year will need to be submitted to State Records by <b>31 July</b> of that year.</li></ul>