



Transferring Temporary Records to an Approved Service Provider (ASP)

	PROCESS	DESCRIPTION
1	Are the records sentenced ¹ using an approved schedule?	<ul style="list-style-type: none"> Records need to be sentenced using an approved schedule, either a General Disposal Schedule² (GDS) or an agency Records Disposal Schedule³ (RDS). If your agency is unaware of disposal schedules contact State Records (Records management Services) srsaRecordsManagement@sa.gov.au
2	NO	<ul style="list-style-type: none"> Agencies cannot transfer unsentenced records to secondary storage without first seeking a formal exemption from State Records. Such exemptions will only be granted on a case-by-case basis <p>Contact State Records (Records Management Services) srsaRecordsManagement@sa.gov.au</p>
3	YES	<ul style="list-style-type: none"> Are the records permanent or temporary⁴? If the records are permanent, go to Step 4. If the agency has identified, through sentencing, that the records are temporary, go to step 5.

¹ 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.

² A General Disposal Schedule is used to sentence records, which are common to most government agencies.

³ A Records Disposal Schedule is used to sentence records created in the performance of the core functions of an agency.

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

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