



Transferring Temporary Records to an Approved Service Provider (ASP)

	PROCESS	DESCRIPTION
1	Are the records sentenced ¹ using an approved schedule?	Records need to be sentenced using an approved schedule, either a General Disposal Schedule ² (GDS) or an agency Records Disposal Schedule ³ (RDS). If your agency is unaware of disposal schedules contact State Records.
1a	NO - Records will not be accepted by the ASP	The ASP will not accept unsentenced records, go to Step 1b.
1b	Contact State Records	State Records will only approve the transfer of unsentenced records to an ASP under exceptional circumstances. Each case will be assessed individually. Contact the State Records Duty Archivist. (Finish)
2	YES - Are the records temporary ⁴ or permanent?	If the agency has identified, through sentencing, that the records are temporary, go to step 4. If the records are permanent go to Step 3.
3	Transfer to State Records	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 to obtain procedure for transferring permanent records into its custody. (Finish)

¹ Sentencing can be defined as the process of examining records to determine how long they should be kept and where they should be kept according to the appropriate disposal schedule or authority.

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	Divide record series ⁵ into consignments	Prior to transfer, group records into series. Once the records have been grouped, divide into consignments according to disposal action. e.g. destroy in 2 years, 5 years or 7 years. A GRS number ⁶ or consignment number is not required when transferring records to an ASP. GRS numbers and consignment numbers are only associated with transferring permanent records to State Records custody.
5	Obtain storage boxes	Obtain appropriate storage boxes. Contact ASP who can advise of appropriate boxes to be used/purchased.
6	Box records	Place records in the box in a logical, numerical, alphabetical, file number or chronological order.
7	Prepare lists	Prepare a detailed list of the records to be transferred to the ASP. The list should enable records to be retrieved efficiently. Lists should detail file numbers, file names, dates, disposal authority used and box number. Do not send copies of temporary listings to State Records. Lists are to be maintained at an agency level.
8	Label or barcode boxes	Label boxes according to ASP standards. This will further assist in the retrieval process.
9	Arrange delivery of the records to the ASP	Make arrangements with the ASP regarding the transfer and delivery of the records.
10	Receipt of transfer issued by ASP	ASP will issue a receipt of transfer. This is to be retained in your agency with other transfer documentation for future reference.

⁵ State Records defines a record series as records or archives having the same origin and which belong together. eg. same system of filing, same format, same type etc.

⁶ State Records allocate this number after receiving a series registration from an agency. This only applies to permanent records.

	PROCESS	DESCRIPTION
11	Agency to maintain transfer documentation	<p>Maintain all documentation for future reference. This includes</p> <ul style="list-style-type: none"> • Lists of records that have been sent to 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>
12	Submit to State Records <i>Annual Summaries of Temporary Records Storage Report</i>	<p>Within 14 days of 30th April submit <i>Annual Summary of Temporary Records Storage Report</i> to State Records. Report template available from the State Records website (http://www.archives.sa.gov.au). (Finish)</p>