



Government of South Australia

State Records
of South Australia

Management and Care of Records on Loan to Agencies

Standard

May 2014

Version 1.0

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Introduction

The *State Records Act 1997* (the Act) outlines a number of objectives focussed on the appropriate care and management of agencies' official records, and establishes State Records as the principal repository for agencies' official records that are no longer required for administrative purposes.

Under the Act agencies are required to ensure that the official records for which they have responsibility are maintained in good order and condition prior to transfer to State Records. Agencies may also determine whether the records they transfer to State Records are subject to any public access restrictions. State Records is responsible for receiving official records into its custody, and for ensuring that the records are appropriately organised, retained, conserved and repaired. State Records is also responsible for the administering public and agency access to the records.

One of the objects of the Act is the preservation of '*official records of continuing evidential or informational value for future reference*'. State Records is authorised to impose conditions on agency access to official records, to ensure this objective is met. The application of conditions to loans of official records to agencies helps to ensure that valuable historical records of the State remain accessible in to the future.

Purpose

The primary purpose of this Standard is to establish the conditions applicable to loans of official records by agencies.

The broader purpose of this Standard is to ensure the continuing preservation of official records in State Records' custody, thereby enabling ongoing access to those records by agencies and the public.

Scope

This Standard prescribes the conditions that apply to loans of official records in State Records' custody to South Australian Government agencies, in accordance with s25 of the Act. It does not apply to loans of official records to other institutions, which are covered under other State Records policies.

This Standard is issued under the *State Records Act 1997* and is binding for administrative units of the public service and agencies and instrumentalities of the Crown.

Exceptions

The Director of State Records may impose conditions on agency access to official records, in order to ensure the preservation of the records. Where the loan of an official record to an agency is likely to endanger the preservation of the record, an agency may be asked to attend a State Records research centre to view the record, or copies may be provided at the agency's expense.

Responsibilities

Only Authorised Agency Users (AAUs) may request official records for loan from State Records. This reduces the risk of the release of official records to unauthorised personnel. Agencies must nominate at least two AAUs, who are authorised to request the official records for which their agency has administrative responsibility, from State Records. The

appointment of an AAU must be authorised by a senior manager within the agency. This senior manager is responsible for:

- ensuring that a system is in place and is used to track the location of the official records on loan from State Records
- informing State Records when an AAU ceases to be employed by the agency, or otherwise ceases to act as the agency's AAU. Failure to notify State Records may lead to refusals to further lend official records, or unauthorised/illegal access to the agency's official records.

AAUs are responsible for ensuring that official records received on loan are:

- returned to State Records within the time period specified in this Standard, or as negotiated with State Records
- returned to State Records in the same condition they were in, when they left State Records' custody.

Conditions of loans

Official records in the custody of State Records will only be loaned to agencies in accordance with the following conditions:

- Agencies may only recall for loan those official records for which they have administrative responsibility.
- Agencies must not further lend official records they receive on loan from State Records to other agencies or third parties, without written prior authorisation from State Records.
- Agencies must not alter the official records they receive on loan in any way, without prior written authorisation by State Records:
 - pages must not be added or removed
 - file numbers and titles must not be changed
 - files must not be taken apart
 - records must be kept in their original order/arrangement
 - file covers must not be removed or replaced
 - records must not be marked in any way
 - self-stick notes such as post-it notes must not be affixed to files/records
 - records must be retained and returned in the container/package in which they were received
 - barcode labels must not be removed from boxes and bags containing records.
- Agencies must not attempt to perform any repairs or physical treatments to the official records they have received on loan. Agencies are to advise State Records if they have any concerns about the condition of an official record when it is returned.
- Loans of official records to agencies are made for a period of 90 days. Return dates are printed on the labels on the containers/packages in which official records are issued. If agencies need to retain an official record for longer than 90 days, they must contact State Records ahead of the expiry of the loan period, to negotiate an extension. Failure to do so will lead to the issuing of a Request to Return Official Records Notice and attract the administration fee prescribed in the *State Records Regulations 2013*.

Related documents

Authorised Agency User Nomination Form - available on the State Records website.

Acknowledgements

State Records acknowledges the use of *Loans of State Archives to Government Agencies Policy* issued by State Records Office of Western Australia www.sro.wa.gov.au in the development of this Standard.

Variation to this Standard

State Records may update or alter this Standard from time to time as authorised by the Director of State Records, in consultation with the State Records Council and with approval by the responsible Minister. All agencies subject to the *State Records Act 1997* will be informed of any such alterations or updates.