

Transferring Temporary Information assets to an Approved Storage Provider (ASP)

Procedure

1. Are the information assets¹ sentenced² using an approved schedule?

Information assets need to be sentenced using an approved schedule, either a General Disposal Schedule³ (GDS) or an agency Records Disposal Schedule⁴ (RDS). If your agency is unaware of disposal schedules, contact State Records (staterecords@sa.gov.au).

If NO...

- » Agencies cannot transfer unsentenced information assets to secondary storage without first seeking a formal exemption from State Records
- » Such exemptions will only be granted on a case-by-case basis
- » Contact State Records (staterecord@sa.gov.au)

If YES...

- » Are the information assets **permanent** or **temporary**⁵?
- » If the information assets are permanent, **go to Step 2**.
- » If your agency has identified, through sentencing, that the information assets are **temporary**, **go to step 3**.

2. Permanent information assets – transfer to State Records

If your agency has identified that the information assets are **permanent**, they are required to be transferred to State Records. Your agency needs to **contact State Records** (srsaArchivalServices@sa.gov.au) to obtain the procedure for transferring

¹ Information asset incorporates the definition of official record as defined by section 3(1) of the State Records Act. Official Record is the term defined in the Deed of agreement for State Records storage Approved Services Providers List.

² Sentencing is the process of identifying and classifying information assets 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 information assets to individual information assets. Together appraisal and sentencing help agencies to identify how long information assets should be retained.

³ A General Disposal Schedule is used to sentence information assets, which are common to most government agencies.

⁴ A Records Disposal Schedule is used to sentence information assets created in the performance of the core functions of an agency.

⁵ A temporary information asset is an information asset that has limited or no archival value and may be destroyed when a prescribed retention period (as defined in a disposal authority) has elapsed.

permanent information assets into its custody, this will also include the requirements for series identification, boxing and listing.

3. Temporary information assets – transfer to an ASP

Prior to transfer contact your agency's Records Management Unit to obtain agency procedure for transferring to an ASP.

3.1 Boxing information assets	<ul style="list-style-type: none">» Storage boxes can be obtained from ASPs. Contact ASP who can advise of appropriate boxes to be used / purchased.» Place information assets in the box in a logical, numerical, alphabetical, file number or chronological order.
3.2 Prepare lists	<ul style="list-style-type: none">» Prepare a detailed list of the information assets 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 information assets to be retrieved efficiently.» Do not send copies of temporary listings to State Records. Lists are to be maintained by the responsible agency.
3.3 Label or barcode boxes	<ul style="list-style-type: none">» Boxes are to be labelled to assist with the retrieval process.» ASPs will have specific standards for labelling and barcoding.
3.4 Arrange delivery of the information assets to an ASP	<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 information assets.» When transferring to off-site Agency facilities ensure all transfer details are documented.
3.5 Agency to maintain transfer documentation	<ul style="list-style-type: none">» Maintain all documentation for future reference. This includes:<ul style="list-style-type: none">○ Lists of information assets that have been sent to an ASP.○ Receipt of transfer from ASP.○ Approved Intention to Destroy Temporary Information Assets Reports.○ Destruction certificates.○ Annual summaries.» This information will assist your agency in completing annual summaries required by State Records.
3.6 Submit to State Records	<ul style="list-style-type: none">» Annual Summaries of Temporary Information Asset Storage up to June 30th of a financial year will need to be submitted to State Records by 31 July of that year.

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