Good information management practice is to sentence information assets at the time of creation as this enables them to be managed effectively and ensures temporary information assets are destroyed in a timely manner reducing storage costs. Sentencing can be done at the series level if the information assets are all the same or may need to be done at item level. Sentencing information assets at the time of creation is more cost effective when they are in active systems and there are staff available who are familiar with them.

Where an agency has not been able to resource item level sentencing the information assets may be stored at an Approved Service Provider (ASP) with State Records’ approval. (ASP).

## Agency information

|  |  |
| --- | --- |
| Agency name |  |
| Address |  |
| Contact name |  |
| Phone |  | Email |  |

## Details of information assets (attach a separate list if necessary)

|  |  |
| --- | --- |
| Series and Consignment details (where known) |  |
| Brief description of the information assets |  |
| Date range |  |
| Quantity (linear metres or boxes) |  |
| Name of Approved Service Provider |  |
| Reason for requesting approval |  |
| Length of approval |  |

## Conditions of postponement

I agree to the following conditions:

[ ]  The information assets will be adequately controlled, housed, listed and stored to meet any access requests, business needs and to ensure they are maintained in good order and condition.

[ ]  If an extension of the approval is required, State Records will be notified in writing one month prior to the approval expiring.

[ ]  State Records will be notified in writing once the approval is no longer required.

[ ]  State Records will be provided with access to audit the information assets to confirm that the conditions are being met.

[ ]  The information assets will be sentenced in accordance with a current disposal schedule by appropriately trained staff or consultants.

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position\* |  |
| Date |  |

\*The signatory should hold a senior position in the agency.

Please email the completed form to staterecords@sa.gov.au.

## State Records use only

[ ]  Approved

[ ]  Not approved. Comments:

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position\* |  |
| Date |  |