# Approval to postpone the transfer of physical permanent records to State Records' custody

Agencies are required to transfer permanent value records to State Records’ custody when they are no longer required for current administrative purposes.

The transfer of permanent information assets to State Records custody may be postponed, with State Records’ approval. Section 19(3)(c) allows for postponement if the records are still required for current administrative purposes or for another special reason.

Approved postponements are valid for 5 years.

## Agency information

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

## Details of permanent official records

Add extra rows if needed and attach separate lists if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Series and Consignment details  (if known) | Brief description of the permanent records (include format/s and system of arrangement) | Disposal Schedule reference | Date range | Quantity (linear metres) | Name of agency that created the records | ASP/agency and site location where stored |
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| --- | --- |
| Reason for postponing transfer |  |
| Postponement timeframe |  |
| Additional information |  |

## 

## Conditions of postponement

I agree to the following conditions:

The records will be adequately controlled, housed, listed and stored to meet any access requests, business needs and to ensure the records are maintained in good order and condition.

If an extension of the postponement is required, the agency will notify State Records in writing one month prior to the approval expiring.

State Records will be notified in writing once the postponement is no longer required.

State Records will be provided with access to audit the records to confirm that the conditions are being met.

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

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

Please email the completed form to [staterecords@sa.gov.au](mailto:staterecords@sa.gov.au).

## State Records use only

Postponement approved.

Postponement not approved.

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

\* The signatory will be the Director, State Records or delegate.