

# Management and Storage of Temporary Value Information Assets Standard

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**STATE RECORDS**  
of South Australia



**Government of South Australia**  
State Records

# Management and Storage of Temporary Value Information Assets Standard

## Authority

This Management and Storage of Temporary Value Information Assets Standard (Standard) is issued under section 14(1) of the *State Records Act 1997* (SR Act).

Section 13 of the SR Act states that every agency must ensure that information assets in its custody are maintained in good order and condition.

Agencies wishing to store their temporary value information assets with Approved Service Providers (ASPs) must comply with this Standard and the *Deed of Agreement for State Records Storage Approved Service Providers List* (the Deed).

The Deed establishes a list of ASPs which agencies can engage with for storage, retrieval and destruction services for temporary value records.

## Scope

This Standard applies to all government agencies and the information assets of those agencies, as defined in section 3(1) of the SR Act.

In this Standard, the following terms are defined accordingly:

- » 'information asset' should be taken to incorporate the definition of official record as defined by section 3(1) of the SR Act. The term 'information asset' refers to information, data and records, in any format (whether digital or hardcopy), where it is created or received through the conduct of government business
- » 'temporary value information asset' refers to a temporary information asset that does not have archival value and may be physically destroyed when a prescribed retention period has passed
- » 'approved service provider' refers to service providers who have entered into the Deed with State Records to provide storage, retrieval and destruction services.

## Executive summary

This Standard sets out State Records' principles and standards governing the management and storage of information assets of temporary value with an ASP.

It aims to ensure that information assets of temporary value held with an ASP are:

- » stored in a cost-effective and efficient manner
- » secure and accessible for as long as they are required to meet business and accountability needs and community expectations
- » stored in a manner that is in accordance with section 13 of the SR Act.

This Standard covers all information asset types (such as paper, tapes, disks) but excludes the storage of digital information assets on networks or on hard drives.

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Storage of digital information assets must be in compliance with the Managing Digital Records in Systems Standard.

## Storage with an ASP

Agencies are responsible for the overall management and storage of temporary value information assets.

These information assets do not have enduring (or archival) value and may be destroyed at the end of a retention period, as defined in a disposal schedule approved by the State Records Council.

Agencies can store their information assets with an ASP once the assets are no longer required for current administrative purposes and have been sentenced according to a disposal schedule determined by the Manager (Director of State Records) and approved by the State Records Council.

When storing information assets with an ASP, an agency must:

- » ensure temporary information assets are sufficiently identified and described
- » ensure contractors are aware of their responsibilities when sentencing information assets if contracted to provide this service
- » provide access to such information assets as required by legislation
- » ensure that procurement processes comply with government and agency purchasing policies
- » ensure that contractual arrangements with an ASP are consistent with the Deed between the Minister and the ASP
- » ensure that service contracts with an ASP define agency-specific service levels, roles and expectations and do not conflict with the terms and conditions of the Deed
- » assist State Records to monitor the performance of ASPs.

## Approved Service Providers

State Records publishes a list of ASPs (ASPL). The organisations on the ASPL have demonstrated the capability to provide storage, retrieval and destruction services for temporary value information assets to the standards specified by State Records.

They have entered into a Deed that sets out the terms and conditions under which they will provide these services. Some may also have been approved to provide additional services such as boxing and listing, and sentencing of information assets.

An ASP is required to provide services on the terms and conditions contained in the Deed and in accordance with the provisions of the SR Act.

An ASP is also required to provide services or meet agency-specific requirements in accordance with the terms and conditions of any contractual arrangements made with an agency within the framework of the Deed.

Prior to engaging an ASP for storage of temporary value information assets, you will need a copy of the Deed. The Deed will be made available (only) to agencies upon request. Please contact State Records.

## Exemptions

Should agencies wish to store temporary value information assets that are yet to be sentenced in accordance with a disposal schedule with an ASP, the agency must first seek written approval from State Records.

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Agencies who wish to store information assets at a location other than with an ASP must first contact State Records, as an exemption from State Records is required. Such exemptions will only be granted on a case-by-case basis.

## Storage Principles

Four principles guide the effective management of temporary value information assets in storage:

1. Information assets are sentenced prior to storage transfer
2. Information assets need to be sufficiently identified and described
3. Controlled environmental conditions are sufficient for the storage of the Information assets
4. Information assets are protected.

## Storage Requirements

### Principle 1: Information assets are sentenced prior to transfer

Information assets are sentenced prior to transfer to an ASP. Unsented information assets should be retained in agency custody until they are appraised and sentenced unless written approval from State Records is obtained.

#### Behaviours

Agencies must:

- » have an appropriate understanding of disposal and sentencing
- » sentence in accordance with a current records disposal schedule(s) (general and/or operational) that has been approved by the State Records Council
- » retain lists of the information assets sentenced to ASPs and the disposal schedules that have been applied to them
- » seek written approval from State Records prior to transferring unsentenced information assets to an ASP and comply with any conditions imposed by State Records.

### Principle 2: Information assets are to be sufficiently identified and described

Sufficiently identifying and describing information assets stored with ASPs will enable accessibility and easy retrieval as required to meet agencies business and legislative obligations.

#### Behaviours

Agencies must:

- » ensure that access to temporary information assets is appropriately managed
- » maintain a copy of all transfer documentation to ensure that information assets can be easily located, retrieved and disposed of.

### Principle 3: Controlled environmental conditions are sufficient for the storage of information assets

Controlled environmental conditions, such as temperature, relative humidity, air quality and lighting need to be sufficient within an ASP for the storage of temporary value information assets.

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## Behaviours

Agencies must:

- » ensure the ASP adheres to storage requirements as defined by State Records for ASP's.

## Principle 4: Information assets are protected

To sufficiently protect temporary value information assets, the physical security controls need to include secure storage methods, equipment and handling procedures, incident response plans and security measures.

## Behaviours

Agencies must:

- » ensure the ASP has in place an incident response plan that is reviewed annually
- » make sure the ASP meets the storage, handling, security and confidentiality requirements defined by State Records under Schedule 2 of the Deed.

**Note:** Contact State Records for a copy of the *Deed*.

Need further assistance?

**Contact**

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