



USE OF APPROVED PLACES OF DEPOSIT

8

This records management guide provides advice to Victorian government records officers about the transfer of public records to locations other than Public Record Office Victoria (PROV) or Approved Public Record Office Storage Suppliers (APROSS).

Public Record Office Standard 97/004 *Transfer and Storage of Public Records* states that the disposal status of a record establishes whether or not it is eligible to be transferred to PROV. The Standard establishes that records identified as permanent by PROV must be transferred to Public Record Office Victoria. Unsented or temporary records can be sent to an Approved Public Record Office Storage Supplier pending their eventual destruction or finalisation of disposal status.

Sometimes, however, public offices form a view that temporary records may be of such considerable local interest that it may be appropriate for historical societies and similar organisations to provide storage for and access to the records.

Section 14(1) of the *Public Records Act 1973* gives the Minister the power to appoint facilities outside Public Record Office Victoria for the storage of public records. These facilities are known as Places of Deposit (POD).

In order to have a facility appointed as a POD for temporary records, the organisation concerned must ensure that the storage facility meets conditions determined by the Keeper of Public Records. The organisation cannot impose a charge on persons wishing to inspect the records, and the Keeper retains the right to inspect the facility at any time in accordance with section 13A of the Act.

Task 1 – Establish that the records have been identified by PROV for temporary retention.

This should be established at the outset because the only records that can be transferred to a POD are those that are not considered by the Keeper of Public Records to be part of the permanent archives of the state. These are known as 'temporary records'.

Temporary records are those that:

- are eligible for destruction under the principle of normal administrative practice. (For further information, please refer to Records Management Guide No. 3.)
- have been identified as temporary in a valid disposal schedule issued by the Keeper as a records management standard under section 12 of the *Public Records Act 1973*. (For further information, please refer to Records Management Guides Nos 4 and 5.)
- have been appraised as temporary following issue by the Keeper of an 'ad hoc' authority, known as a Request for Appraisal. These generally apply only to records, identified by the office making the request, that are not covered by a valid disposal schedule. (For further information, please refer to Records Management Guides Nos 6 and 7.)

Task 2 – Establish that the facility has been appointed as an approved Place of Deposit.

A listing of current PODs can be obtained from Public Record Office Victoria's website: www.prov.vic.gov.au

If an organisation has not been appointed as a POD but is willing to accept the transfer of temporary records, that organisation will first need to have its storage facility appointed as a POD. The organisation (and not the public office wishing to transfer the records) should approach PROV to receive advice about appointment of the facility as a POD.

Task 3 – Obtain approval for the transfer from the Keeper of Public Records.

The public office should submit a listing of the records it intends to transfer for approval by the Keeper of Public Records, provided the intended storage facility has been appointed as a POD and the organisation that operates it is willing to accept the records.

The Keeper's approval must be obtained before the records are transferred.

Task 4 – Transfer the records.

The records can be transferred to the POD once the Keeper's approval has been obtained. The transfer is to be organised between the transferring public office and the organisation that operates the POD.