

Retention and Disposal Authority for Records of Public Record Office Victoria

Authority number: PROS 10/12 VAR 2



PROS 10/12 VAR 2

**Retention and Disposal Authority for Records of
Public Record Office Victoria**

Status Date: 02/09/2019

Retention and Disposal Authority for Records of Public Record Office Victoria

Authority number: PROS 10/12 VAR 2

Variation 1

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of Public Record Office Victoria

Public Record Office Standard (PROS) 10/12

Variation 1:

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of Public Record Office Victoria, issued as Public Record Office Standard (PROS) 10/12 on 26 July 2010, as follows:

- Amendment to class 4.3.1 from one class to two - a class for the registration records of government users and another class for public users.
- Amendment of disposal action for class 4.3.1 from "Permanent, Retain as State Archives" to Temporary for 15 years after account is deemed inactive for government users and seven years for public users.
- Class 4.3.2 and 4.3.3 renumbered as 4.3.3 and 4.3.4

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 03/03/2017

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Variation 2

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of Public Record Office Victoria

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of Public Record Office Victoria, issued as Public Record Office Standard (PROS) 10/12 on 26/07/2010, as follows:

Extension of the application of this Standard until varied or revoked

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood Director and Keeper of Public Records

Date: 02/09/2019

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Retention and Disposal Authority for Records of Public Record Office Victoria

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Retention and Disposal Authority for Records of Public Record Office Victoria

| | |
|--|---|
| Retention and Disposal Authority No | PROS 10/12 VAR 2 |
| Scope | This RDA authorises the disposal of records created by Public Record Office Victoria. |
| Status | Issued by Keeper |
| Issue Date | 02/09/19 |

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

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Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Public Record Office Victoria. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

Justine Heazlewood, Keeper of Public Records
Date of Issue: 26/07/2010

Retention and Disposal Authority for Records of Public Record Office Victoria

Authority number: PROS 10/12 VAR 2

| No | Function/Activity | Description | Status | Disposal Action |
|-------|---------------------------------|--|-----------|--|
| 1 | ACCESS MANAGEMENT | <p>The function of managing public access to the records within the scope of the <i>Public Records Act 1973</i>.</p> <p>[For records relating to the operation of the Reading Room see the <i>General Disposal Authority for Common Administrative Functions - COMMUNITY RELATIONS</i>.]</p> <p>[For records relating to PROV Research Guides see the <i>General Disposal Authority for Common Administrative Functions - PUBLICATIONS</i>.]</p> | | |
| 1.1 | Regulation | The activity of regulating access to public records in accordance with the provisions of the <i>Public Records Act 1973</i> . | | |
| 1.1.1 | | Records establishing the public access arrangements for records transferred into the custody of the Public Record Office Victoria (PROV). Includes records documenting the grounds for any access closures and the formal instruments establishing access arrangements, i.e. Access Authorities and Gazettals. Also includes records documenting reviews of public access arrangements for records in PROV custody. | Permanent | Retain as State archives |
| 1.1.2 | | Records documenting the provision of Special Access to records closed under the <i>Public Records Act 1973</i> . Includes the assessment of applications, access decision and arrangements to view the records. | Temporary | Destroy 15 years after access decision made. |
| 2 | APPRAISAL & DISPOSAL | The authorisation and regulation of the disposal of public records across the Victorian public sector | | |

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| No | Function/Activity | Description | Status | Disposal Action |
|---|-------------------|---|-----------|-------------------------------------|
| <i>APPRAISAL & DISPOSAL REGULATION - Advice</i> | | | | |
| | REGULATION | <p>(including Local Government) and the monitoring of agencies within the jurisdiction of the PROV with regard to compliance in accordance with the <i>Public Records Act, 1973</i>.</p> <p>Includes the appraisal and evaluation of public records, making recommendations for their disposal by destruction, retention as State archives or transfer of ownership, and authorising disposal.</p> <p>Also includes advising agencies on the development of disposal authorities and appraisal reports, provision of appraisal and disposal advice, inspection of records, and investigating and researching disposal issues.</p> | | |
| 2.1 | Advice | The provision of formal opinions by PROV regarding the appraisal and disposal of public records | | |
| 2.1.1 | | Records documenting formal detailed advice to Victorian Government agencies relating to appraisal and disposal of records. Includes records survey and / or tailored advice for a specific agency or functionally similar agencies (e.g. schools) documenting PROV's opinion of the archival status of the records and advice relating to complex transfer projects. | Temporary | Destroy 25 years after last action. |
| 2.1.2 | | Records documenting routine advice received provided to Victorian Government agencies regarding the implementation of PROV disposal authorities. | Temporary | Destroy 2 years after last action. |

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| No | Function/Activity | Description | Status | Disposal Action |
|---|----------------------|---|-----------|--|
| <i>APPRAISAL & DISPOSAL REGULATION - Appointments</i> | | | | |
| 2.2 | Appointments | The appointment of Places of Deposit under section 14 (1) of the <i>Public Records Act 1973</i> . | | |
| 2.2.1 | | Records documenting the approval of Places of Deposit by the Minister responsible for the Public Record Office Victoria. Includes briefing notes and gazettals | Permanent | Retain as State Archives |
| 2.2.2 | | Records documenting the assessment of successful applications for appointment of a Place of Deposit. | Temporary | Destroy 7 years after approval expires. |
| 2.2.3 | | Records documenting the assessment of unsuccessful applications for appointment of a Place of Deposit. | Temporary | Destroy 2 years after last action. |
| 2.3 | Authorisation | Authorising the disposal of public records. | | |
| 2.3.1 | | Records documenting the management of a retention and disposal authority (RDA) development project to support the completion of a project within agreed time frames and to meet project objectives. Includes project agreements and project plans. | Temporary | Destroy 5 years after project finalised. |
| 2.3.2 | | Records documenting the development of a continuing disposal authority. Includes records documenting appraisal considerations and decisions (appraisal reports), stakeholder opinion and the final issued version of a disposal authority including issued variations. [For draft versions of the RDA, see class 2.3.3.] | Permanent | Retain as State Archives |

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|--|-------------------|---|-----------|--|
| <i>APPRAISAL & DISPOSAL REGULATION - Authorisation</i> | | | | |
| 2.3.3 | | Records documenting draft versions of an RDA. | Temporary | Destroy 5 years after RDA has expired. |
| 2.3.4 | | Records documenting the development of a one-off or single instance disposal authority. Includes the original application, appraisal notes and recommendations, disposal decision and final approved disposal authority. | Permanent | Retain as State Archives |
| 2.4 | Transfer | <p>The transfer of records to the custody of PROV.</p> <p>Includes the transfer of permanent records into PROV and Places of Deposit.</p> <p>[For records relating to the arrangement and description of records, see INTELLECTUAL CONTROL Description.]</p> <p>[For records relating to Accession of records, see PHYSICAL CONTROL - Accessioning.]</p> <p>[For records relating to the establishment of access arrangements see ACCESS MANAGEMENT.]</p> | | |
| 2.4.1 | | Records relating to the summary management of transfer projects documenting the transferring agency and brief description of records included in transfer project. Includes transfer job register. | Permanent | Retain as State Archives |
| 2.4.2 | | Records related to organising the transfer of permanent records. Includes records of planning potential transfers, establishment of transfer scope, negotiation of transfer terms and conditions and | Temporary | Destroy 7 years after last action. |

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| No | Function/Activity | Description | Status | Disposal Action |
|---|-------------------|---|-----------|---|
| <i>APPRAISAL & DISPOSAL REGULATION - Transfer</i> | | | | |
| | | provision of instructions and direction to the agency. | | |
| 2.4.3 | | Records relating to the transfer of temporary records into Places of Deposit. Includes records authorising an agency to transfer records to a Place of Deposit. | Temporary | Destroy after record disposed of from Place of Deposit. |
| 2.4.4 | | Records relating to the identification, appraisal and acquisition management of estrays (including compulsory acquisition of estrays). Includes Estray Register. This class includes permanent value estrays transferred into the custody of PROV and Places of Deposit. [For Series and Records Description relating to Estrays see INTELLECTUAL CONTROL - Description.] | Permanent | Retain as State Archives |
| 2.4.5 | | Records relating to the identification and appraisal of potential estrays that are not proceeded with. | Temporary | Destroy 7 years after last action. |
| 2.4.6 | | Records relating to the identification, appraisal and management of prescribed records (including declarations). | Permanent | Retain as State Archives |
| 2.5 | Monitoring | The monitoring of records disposal activities by public offices including the destruction of records under an approved disposal authority, transfer of records into Approved Public Record Office Storage Supplier (APROSS) and the transfer of temporary records into a Place of Deposit. | | |

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| No | Function/Activity | Description | Status | Disposal Action |
|---|-----------------------------|---|-----------|------------------------------------|
| <i>APPRAISAL & DISPOSAL REGULATION - Monitoring</i> | | | | |
| 2.5.1 | | The receipt and assessment of reports relating to the disposal of records under an approved Retention and Disposal Authority. | Temporary | Destroy 7 years after last action. |
| 2.5.2 | | The receipt and assessment of reports relating to the transfer of sentenced temporary or unsentenced records into an APROSS. | Temporary | Destroy 7 years after last action. |
| 3 | INTELLECTUAL CONTROL | <p>The controlling of records and documenting their provenance through registration, and arrangement and description. Includes monitoring administrative change to maintain the administrative context in which the records were created, maintained and used.</p> <p>Includes documentation of the PROV Archival Control Model entities and the relationships between them. Includes maintenance and development of the conceptual basis of the PROV Archival Control Model.</p> | | |
| 3.1 | Description | The describing of records and their context in a standardised form to facilitate control and access. | | |
| 3.1.1 | | Records that document the archival control model and all metadata elements. Includes records documenting the research, analysis and logic behind the elements of PROV's archival control model. | Permanent | Retain as State archives |
| 3.1.2 | | Records that uniquely identify, register, describe and control public records and their context in the PROV archival control model. Includes all function, group, agency, series and consignment registrations, item | Permanent | Retain as State archives |

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| No | Function/Activity | Description | Status | Disposal Action |
|---|-------------------------|--|-----------|---|
| <i>INTELLECTUAL CONTROL - Description</i> | | | | |
| | | and sub-item descriptions and/or metadata and archival entity relationship data. This class does not include item descriptions for Temporary value records see class 3.1.4. | | |
| 3.1.3 | | Background records related to researching and documenting an archival entity which are captured and summarised in the archival entity registration. | Temporary | Destroy after administrative use has concluded. |
| 3.1.4 | | Records that uniquely identify and register Temporary value records series. This class does not include individual record item descriptions, see class 3.1.5. | Permanent | Retain as State archives |
| 3.1.5 | | Records that identify and describe individual record items for Temporary value records held in PROV custody. | Temporary | Destroy after record is deaccessioned. |
| 3.1.6 | | Records that identify and describe individual record items for Temporary value records held in the custody of a Place of Deposit. | Temporary | Destroy after records are removed from POD. |
| 4 | PHYSICAL CONTROL | The function of managing the physical control of material in the custody of PROV. This includes accessioning [physical uplift and receipt], location, storage, lending and withdrawal of records. [For the development of Policy and Procedures see the <i>General Disposal Authority for Records of Common Administrative Functions - POLICY.</i>] [For the development of Standards see 7.0.0 | | |

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| No | Function/Activity | Description | Status | Disposal Action |
|--|---------------------|---|-----------|--|
| <i>PHYSICAL CONTROL - Accessioning</i> | | | | |
| | | RECORDKEEPING REGULATION.] [For the appointment of Places of Deposit see 2.0.0 APPRAISAL AND DISPOSAL] [For APROSS appointments see 7.0.0 RECORDKEEPING REGULATION.] | | |
| 4.1 | Accessioning | Accepting records into archival custody. | | |
| 4.1.1 | | Records documenting the receipt of records into archival custody. Includes the Accession Register which uniquely identifies each accession received and provides a summary description of records accessioned, identifying transferring agency, format, quantity, records title and date received. | Permanent | Retain as State archives |
| 4.1.2 | | Records documenting the deaccessioning of records from archival custody | Permanent | Retain as State archives |
| 4.1.3 | | Records documenting the physical shelf location of permanent and temporary records in the custody of PROV and Places of Deposit. This class includes the database that records the location of records on loan and records stored within PROV facilities. | Temporary | Destroy after superseded or records deaccessioned. |
| 4.2 | Agreements | The establishment of agreements that affect the physical control of records within PROV custody such as loan of archival material for exhibitions | | |

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| No | Function/Activity | Description | Status | Disposal Action |
|--------------------------------------|----------------------|--|-----------|--|
| <i>PHYSICAL CONTROL - Agreements</i> | | | | |
| 4.2.1 | | Records related to agreements for archival records loaned to agencies for the purposes of exhibitions. | Temporary | Destroy 7 years after agreement expires. |
| 4.3 | Records Issue | The temporary physical removal of records from storage for issue to PROV Reading Rooms or agencies responsible for the records. | | |
| 4.3.1 | | Records relating to the registration and approval of government users. | Temporary | Destroy. 15 years after registration expires. |
| 4.3.2 | | Records relating to the registration and approval of public users. | Temporary | Destroy. 7 years after registration expires. |
| 4.3.3 | | Records documenting the issue of records to authorised users. | Temporary | Destroy 7 years after return of record to storage. |
| 4.3.4 | | Records related to the monitoring and survey of agency records issues not returned to PROV custody within agreed timeframe. [For records relating to records issued and not returned see 4.3.3.] | Temporary | Destroy 7 years after last action. |
| 5 | PRESERVATION | The devising and implementation of preventative strategies for the preservation of records. This involves managing and maintaining the physical integrity and usability of the records and providing advice on preservation matters. | | |
| 5.1 | Conservation | The preservation, protection, maintenance, restoration and enhancement of information | | |

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| No | Function/Activity | Description | Status | Disposal Action |
|------------------------------------|--------------------------------------|---|-----------|---|
| <i>PRESERVATION - Conservation</i> | | | | |
| | | resources and artefacts. | | |
| 5.1.1 | | <p>Records associated with the treatment of archival items in custody for conservation purposes, in particular records that are loaned to other organisations for exhibition purposes. Includes:</p> <ul style="list-style-type: none"> • Condition Reports. • Conservation Worksheet which outlines conservation treatment required for records being loaned out for exhibitions. | Permanent | Retain as State archives |
| 5.2 | Duplication of Public Records | <p>The management of projects to preserve records in original form either through microform or digitisation.</p> <p>[For records relating to Duplication policy see <i>General Retention and Disposal Authority for Common Administrative Functions - POLICY - Agency-wide Policy.</i>]</p> <p>[For records relating to individual Duplication projects see <i>General Retention and Disposal Authority for Common Administrative Functions - STRATEGIC MANAGEMENT - Project Management.</i>]</p> | | |
| 5.2.1 | | Summary record of digitisation projects identifying the records series of which digital copies have been created. | Permanent | Retain as State archives |
| 5.2.2 | | Records created to support the process of digitising records (e.g. by linking the digitised image with PROV's archival control symbols prior to formal | Temporary | Destroy after administrative use has concluded. |

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| No | Function/Activity | Description | Status | Disposal Action |
|---------------------------------|---------------------------------|---|-----------|---|
| <i>PROMOTION & OUTREACH</i> | | | | |
| | | ingest into the Digital Archive). [For Accession records see 4.1.0.] | | |
| 6 | PROMOTION & OUTREACH | The promotion of PROV and its collection through exhibitions, publications, educational programs and presentations. | | |
| 6.1 | Exhibitions | The activities associated with using material in mounted displays for the purpose of information or educating the viewer, or promoting the collection, activities, services, projects, or programs of PROV. | | |
| 6.1.1 | | Records relating to the research involved in developing an exhibition and promotional material such as catalogues, promotional fliers and invitations. | Permanent | Retain as State archives |
| 6.1.2 | | Records relating to the planning of exhibitions and displays, including the preparation of designs, construction, and installations. It also includes arrangements for the opening of the exhibition. This class does not include display panels, see 6.1.4. | Temporary | Destroy 5 years after last action. |
| 6.1.3 | | Records relating to the final design and layout of exhibitions produced by PROV. | Temporary | Destroy after administrative use has concluded. |
| 6.1.4 | | Display panels including final design and duplicate copies. | Temporary | Destroy after superseded or no longer required. |

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| No | Function/Activity | Description | Status | Disposal Action |
|---|---------------------------------|---|-----------|---|
| <i>PROMOTION & OUTREACH - Education and Awareness</i> | | | | |
| 6.2 | Education and Awareness | The development and provision of educational resources and programmes to raise awareness about the State archives and their accessibility and purpose. Includes the arrangement of visits by other organisations, the public and students to the PROV, with a view to inform, educate or promote the services, operation and role of the organisation. | | |
| 6.2.1 | | Final versions of school program materials and major public education programs. | Permanent | Retain as State archives |
| 6.2.2 | | Records documenting the planning and development of educational resources and programs. | Temporary | Destroy 5 years after action completed. |
| 7 | RECORDKEEPING REGULATION | The developing, promoting and disseminating recordkeeping standards in Victorian Government agencies. This includes establishing and endorsing policies, procedure, codes of best practice and guidelines covering the creation, capture and management of records regardless of format. Includes assessment of agency programs for compliance against standards. | | |
| 7.1 | Advice | The activity of providing formal opinions by PROV regarding agency compliance with PROV Standards. | | |
| 7.1.1 | | Records documenting detailed written advice provided to Victorian Government agencies in relation to recordkeeping regulation such as non compliance issues or complex queries regarding | Temporary | Destroy 25 years after advice tendered. |

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| No | Function/Activity | Description | Status | Disposal Action |
|--|--|--|-----------|---|
| <i>RECORDKEEPING REGULATION - Advice</i> | | | | |
| | | compliance. | | |
| 7.1.2 | | Records documenting routine advice to Victorian government agencies regarding compliance with PROV Standards. Includes the management of enquiries from records management service providers or vendors regarding Victorian Electronic Records Strategy (VERS) compliance. | Temporary | Destroy 5 years after last action. |
| 7.2 | APROSS Appointment | The activity of appointing facilities under the Approved Public Record Office Storage Scheme (APROSS) for the storage of unsentenced and sentenced temporary records. | | |
| 7.2.1 | | Records documenting the approval of facilities under the provision of APROSS such as the Instrument of Appointment and Briefing Notes. | Permanent | Retain as State Archives |
| 7.2.2 | | Records documenting the assessment of successful applications for a storage facility to be approved as an APROSS facility. | Temporary | Destroy 7 years after approval expires. |
| 7.2.3 | | Records documenting the assessment of unsuccessful applications for a storage facility to be approved as an APROSS facility. | Temporary | Destroy 2 years after last action. |
| 7.3 | Standards Development and Issue | The drafting, preparing and issuing of Standards under the <i>Public Records Act 1973</i> . | | |
| 7.3.1 | | Records relating to the research, drafting and consultation process during the development of | Temporary | Destroy 5 years after |

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| No | Function/Activity | Description | Status | Disposal Action |
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| <i>RECORDKEEPING REGULATION - Standards Development and Issue</i> | | | | |
| | | Public Record Office Victoria Recordkeeping Standards and associated documentation including Specifications, Guidelines and Fact Sheets as well as any reviews of the standard that may take place. | | expiry of standard. |
| 7.3.2 | | Final versions of Public Record Office Victoria Recordkeeping Standards and associated documentation including Specifications, Guidelines and Fact Sheets. | Permanent | Retain as State archives |
| 7.4 | Assessment Against PROV Standards | Examining programs or products to ensure they have been established and maintained in accordance with standards and regulations. Includes assessments conducted by PROV. | | |
| 7.4.1 | | Records used to communicate requirements agencies must meet to comply with PROV Standards. Includes: <ul style="list-style-type: none"> • Information for Vendors regarding the VERS Compliance Program • Information regarding the APROSS Scheme • Information regarding Places of Deposit. | Temporary | Destroy 7 years after last action. |
| 7.4.2 | | Records related to the assessment and testing of commercially available records management software products and agency built systems for compliance with the VERS Standard. Includes test scripts, Statements of Compliance submitted by vendors and correspondence relating to VERS Certification. | Temporary | Destroy after product is no longer commercially supported. |

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| No | Function/Activity | Description | Status | Disposal Action |
|---|-----------------------------|---|-----------|--|
| <i>RECORDKEEPING REGULATION - Assessment Against PROV Standards</i> | | | | |
| 7.4.3 | | Records of the investigation of Victorian Government agencies as to their compliance with PROV issued standards, specifications and guidelines that lead to a change in policy. | Permanent | Retain as State archives |
| 7.4.4 | | Records documenting the assessment of Victorian Government agencies as to their compliance with PROV issued standards, specifications and guidelines that do not lead to further investigations or a change in policy. | Temporary | Destroy 15 years after completion of assessment. |
| 7.5 | Consultancy Projects | The provision of consultancy services by PROV to support improved recordkeeping in Victorian Government Agencies. | | |
| 7.5.1 | | Records associated with the initiation of the consultancy project such as the project agreement and the letter of engagement. | Temporary | Destroy 7 years after project completed. |
| 7.5.2 | | Records documenting the ongoing monitoring of a consultancy project. | Temporary | Destroy 2 years after project completed. |
| 7.5.3 | | Records documenting the products produced as part of a consultancy project and the final project report. | Temporary | Destroy 25 years after project completed. |
| 8 | TRAINING SERVICES | Managing, developing and providing training courses and programs in records and archives management best practice. Includes the development, revision and delivery of courses and programs for agency staff and community groups. | | |

Retention and Disposal Authority for Records of Public Record Office Victoria

Authority number: PROS 10/12 VAR 2

| No | Function/Activity | Description | Status | Disposal Action |
|---|---------------------------|--|-----------|---|
| <i>TRAINING SERVICES - Course Development</i> | | | | |
| 8.1 | Course Development | The activity of developing and delivering courses and programs by PROV staff to students or participants using face to face, text based or online delivery models, either for one-off or repeatable sessions. | | |
| 8.1.1 | | Records documenting the development and review of curriculum and training resources such as lecture notes and handouts for non-accredited training courses. | Temporary | Destroy 5 years after course replaced. |
| 8.1.2 | | Records documenting the development, accreditation and review of curriculum for accredited training courses that meet Australian Qualifications Framework (AQF) requirements. | Temporary | Destroy 30 years after course superseded. |
| 8.2 | Training Delivery | The delivery of training courses. Includes records of attendance, course evaluation, and administrative arrangements for delivery. | | |
| 8.2.1 | | Registration of attendees for courses and programs and course attendance records. [For financial records see <i>General Retention and Disposal Authority for Common Administrative Functions - FINANCIAL MANAGEMENT - Accounting.</i>] | Temporary | Destroy 7 years after training complete. |
| 8.2.2 | | Records documenting evaluations of training courses. Includes course evaluations made by participants after attending courses. | Temporary | Destroy after reference ceases. |
| 8.3 | Learner Assessment | The development of assessment methods and | | |

Retention and Disposal Authority for Records of Public Record Office Victoria

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| No | Function/Activity | Description | Status | Disposal Action |
|----|-------------------|-------------|--------|-----------------|
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TRAINING SERVICES - Learner Assessment

| | | | | |
|-------|--|---|-----------|---|
| | | recording student results for training courses. | | |
| 8.3.1 | | Master records of student results for accredited courses. | Temporary | Destroy 30 years after assessment completed. |
| 8.3.2 | | Master records of student results for non-accredited courses. | Temporary | Destroy 2 years after results have been released. |