



Public Record Office Victoria
PROS 11/01
Version 1.3

PUBLIC RECORD
OFFICE VICTORIA

Recordkeeping Standard

Storage

Version Number: 1.3

Issue Date: 25/01/2011, revised 2014

Expiry Date: 08/07/2019

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard applying to all public records in Victoria. This Standard and its associated Specifications are mandatory for all Victorian government agencies. This Standard, as varied or amended from time to time, shall have effect for a period of five (5) years from the date of issue unless revoked prior to that date.

A handwritten signature in black ink, appearing to read 'Justine Heazlewood', written in a cursive style.

Justine Heazlewood

Keeper of Public Records

Date of Issue: 25 January 2011

Table of Contents

1. Introduction	5
1.1. Public Record Office Victoria Standards	5
1.2. Purpose.....	5
1.3. Scope	6
1.4. Definitions	6
1.5. Related Documents.....	11
2. Detail of Standard.....	12
2.1. Authorisation	12
2.2. Inspection.....	13
2.3. Location & Construction	15
2.4. Preservation & Safety	16
2.5. Identification & Control	17
2.6. Security	17
2.7. Maintenance.....	18
2.8. Business Continuity, Disaster Prevention & Recovery.....	19
3. References	21

Copyright Statement

Copyright State of Victoria through Public Record Office Victoria 2014



Except for any logos, emblems, and trade marks, this work (*Recordkeeping Standard: Storage*) is licensed under a Creative Commons Attribution 3.0 Australia license, to the extent that it is protected by copyright. Authorship of this work must be attributed to the Public Record Office Victoria. To view a copy of this license, visit the [Creative Commons Website](#).¹

Disclaimer

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Standard.

Acknowledgements

The Public Record Office Victoria would like to acknowledge the valuable contribution of members of the [Storage Advisory Group](#)² during the development of this Standard.

Version	Version Date	Details
1.0	25/01/2011	Released
1.1	17/07/2013	Copyright changed to Creative Commons license
1.2	08/07/2014	Revised in line with Continuous Improvement Programme; new Relationship Diagram.
1.3	12/12/2014	Amended Relationship Diagram and related references

¹ <http://creativecommons.org/licenses/by/3.0/au/>

² <http://prov.vic.gov.au/government/standards-and-policy/all-documents/recordkeeping-standards-project-advisory-groups>

1. Introduction

1.1. Public Record Office Victoria Standards

Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records ('the Keeper') is responsible for the establishment of Standards for the efficient management of public records and for assisting Victorian government agencies to apply those Standards to records under their control.

Recordkeeping Standards issued by PROV reflect best practice methodology. This includes international Standards issued by the International Organisation for Standardisation (ISO) and Australian Standards (AS) issued by Standards Australia in addition to PROV research into current and future trends.

Heads of government agencies are responsible under section 13b of the *Public Records Act 1973* for carrying out, with the advice and assistance of the Keeper, a programme of efficient management of public records that is in accordance with all Standards issued by the Keeper.

In Victoria, a programme of records management is identified as consisting of the following components:

- A recordkeeping framework;
- Recordkeeping procedures, processes and practices;
- Records management systems and structures;
- People and organisational structures; and
- Resources, including sufficient budget and facilities.

A programme of records management needs to cover all agency records in all formats, media and systems, including business systems.

1.2. Purpose

This Standard provides a set of mandatory principles for Victorian government agencies regarding the storage of public records. This includes public records stored by agencies, Approved Public Record Office Storage Suppliers (APROSS) and Places of Deposit (PODs).

This Standard applies to the storage of all public records, regardless of format or location. It includes the storage of physical records, electronic records, and physical devices and hardware used to store electronic records.

The implementation of this Standard will provide the following benefits:

- Public records will be stored in consistent and appropriate conditions, regardless of where they are stored;

- Risks to the security and preservation of records and the information they contain are identified and rectified;
- Records are protected from hazards by locating storage areas and facilities away from areas of high risk;
- Costs of conservation and restoration of records is minimised as records are not stored in conditions that would lead to their premature loss or damage;
- Business, freedom of information requests, and other requirements are more effectively addressed as the location of records are known and retrieval processes are efficient;
- The integrity of the record is preserved as unauthorised adjustment, removal or insertion of records held in storage is prevented;
- Reduced likelihood of costly repairs by proactive and regular review and monitoring of storage areas, facilities and conditions; and
- Business operations are able to continue if a disaster occurs.

1.3. Scope

This Standard covers the high level principles relating to the function and activities of storage and its relationship to records management. Each principle consists of a statement of best practice followed by an explanation of what is meant by the principle and why the principle is important.

The principles detailed in this Standard provide the foundation for the measurable compliance requirements described in the associated Specifications. Agencies must meet all the requirements detailed in the Specifications to ensure they comply with the principles articulated in this Standard. Guidelines associated with this Standard will assist agencies to implement these requirements.

1.4. Definitions

The following terms are the major terms of relevance for this Standard. For a full list of records management and PROV terminology, see the **'Master Glossary'**³.

Agency: See *Government Agency*.

Agency Custody: Agency 'responsibility for the physical preservation of documents'⁴. This includes agencies that have outsourced the storage function, such as records stored within an APROSS on behalf of an agency.

Approved Public Record Office Storage Supplier (APROSS): A commercial storage facility which has been appointed by the Keeper of Public Records under s.12 of the *Public Records Act 1973* following an inspection regarding its suitability

³ <http://prov.vic.gov.au/government/standards-and-policy/all-documents/master-glossary>

⁴ Standards Australia, *AS/NZS ISO 5127 Australian / New Zealand standard on information and documentation – Vocabulary*, Standards Australia, Sydney, 2004, ss. 6.1.02, p. 87.

for the storage of public records. Records held in an APROSS are deemed to be under the custody of the controlling agency.

Archival Storage: Storage provided by an organisation whose purpose is to manage and preserve public records for future use by the public. This includes (but is not limited to) the following:

- Public Record Office Victoria;
- Ballarat Archives Centre;
- Bendigo Regional Archives Centre; and
- POD Repositories.

Certification: Formal authorisation from the Keeper of Public Records.

Container: See *Storage Container*.

Controlling Agency: 'Organisation or part of an organisation in which a group of records is created or received and accumulated in the conduct of business'⁵.

Current Records: 'Records regularly used for the conduct of the current business of an agency, institution or organisation'⁶.

Disaster: 'An incident or calamity caused by accident, natural causes, or deliberate intent and resulting in:

- Serious damage or destruction to records and facilities;
- A sudden threat to personal safety; or
- Major disruption of operations.'⁷

Document: See *Public Record*.

Executive / Senior Executive: 'A person [or people] employed under Part 3 [of the *Public Administration Act 2004*] as a public service body Head or other executive;⁸ and Senior Officer as described by the *Local Government Act 1989*.⁹

Government Agency: Any department, agency or office of the Government of Victoria.¹⁰ It includes:

- any department branch or office of the government of Victoria;
- any public statutory body corporate or unincorporate;
- a State owned enterprise within the meaning of the *State Owned Enterprises Act 1992*;

⁵ AS/NZS ISO 5127, ss. 3.3.10, p. 40.

⁶ AS/NZS ISO 5127, ss. 3.3.05, p. 40.

⁷ Libraries and Archives Canada, *Emergency Preparedness: Guide on Emergency and Disaster Control: Definitions*, Libraries and Archives Canada, 2006, viewed on 16 December 2010, <<http://www.collectionscanada.gc.ca/about-us/emergency-preparedness/012015-102-e.html>>.

⁸ *Public Administration Act 2004*, s. 23.

⁹ *Local Government Act 1989*, s. 3.

¹⁰ *Public Records Act 1973*, s. 2.

- any municipal council;
- any other local governing body corporate or unincorporated; and
- any Victorian court or person acting judiciously.

Head of a Government Agency: The head of a department, administrative office, public sector body, public service body, small entity, or standard entity as described by the *Public Administration Act 2004*¹¹ and the Chief Executive Officer as described by the *Local Government Act 1989*.¹²

Information and Documentation Organisation: See *Archival Storage*

Keeper of Public Records: The Keeper is the Director of Public Record Office Victoria. The Keeper of Public Records ('the Keeper') is responsible for the establishment of Standards for the efficient management of public records and for assisting agencies to apply those Standards to records under their control.¹³

Non-current Records: 'Records no longer needed by their office of origin to conduct current business'¹⁴.

Officer in Charge of a Public Office: See *Head of Government Agency*.

Office of Origin: See *Controlling Agency*.

Outsourcing: 'The engagement of external service providers, by regulation of a contract or agreement, to perform government functions and activities.'¹⁵

Permanent Records: A public record which has been appraised by the Keeper of Public Records as required to be kept as part of Victoria's State Archives. Permanent records are specified in *Retention and Disposal Authorities* issued by the Keeper.

Place of Deposit (POD): A facility or area appointed under s.14 of the *Public Records Act 1973*, to store specified classes of records. A POD may be appointed to hold temporary records which would otherwise be destroyed; or certified by the Keeper of Public Records as a *POD Repository* to hold *State Archives* on behalf of PROV. Records held in a POD are deemed to be under the custody and control of the Keeper of Public Records.

POD Repository: A facility or area appointed under s.14 of the *Public Records Act 1973* to store *State Archives* on behalf of PROV. Records held in a POD repository are deemed to be under the custody and control of the Keeper of Public Records.

Public Office: See *Government Agency*.

Public Officer: See *Public Sector Employee*.

Public Record:

¹¹ *Public Administration Act 2004*, s. 4.

¹² *Local Government Act 1989*, s. 3.

¹³ *Public Records Act 1973*, ss. 6-7.

¹⁴ AS/NZS ISO 5127, ss. 3.3.07, p 40.

¹⁵ CAARA 2007, *Recordkeeping issues associated with Outsourcing and Privatisation of Government Functions*, CAARA, Canberra, viewed 12 May 2009, <<http://www.caara.org.au/Policy/policy13.htm>>.

- (a) any record made or received by a *public officer* in the course of his duties; and
- (b) any record made or received by a court or person acting judicially in Victoria: but does not include -
- (c) a record which is beneficially owned by a person or body other than the Crown or a public office or a person or body referred to in s. 2B [of the *Public Records Act 1973*]; or
- (d) a prescribed record held for the purpose of preservation by a public office to which it was transferred before the commencement of the *Arts Institutions (Amendment) Act 1994* by a person or body other than the Crown or a public office; or
- (e) a record, other than a prescribed record, held for the purpose of preservation by a public office to which it was transferred, whether before or after the commencement of the *Arts Institutions (Amendment) Act 1994*, by a person or body other than the Crown or a public office.¹⁶

Public Sector Employee: Any person employed in a *government agency* or who performs work over which an agency has, or should have, direct control and for which an agency has direct liability. It is derived from 'public officer' in s. 2 of the *Public Records Act 1973*.

Records Centre: See *Storage Facility*.

Registry: 'Part of an organisation responsible for the creation and control of current records'¹⁷.

Retention Period: 'Period of time that records should be retained in their offices of origin or in records centres before they are transferred to an information and documentation organisation or otherwise disposed of'¹⁸.

Retrievable: 'Process of recovering specific documents from a store'¹⁹ This requires accurate identification of the record, including its location, access status, and that the information contained on the record is readable.

Semi-current Records: 'Records required infrequently in the conduct of current business'²⁰.

Senior Officer: A person or committee with managerial responsibility.

State Archives: Records identified as being of permanent significance to the government and people of Victoria and maintained and controlled by Public Record Office Victoria.

Storage: The 'process involving placement and retention of data and documents for subsequent use'²¹.

¹⁶ *Public Records Act 1973*, s. 2.

¹⁷ *AS/NZS ISO 5127*, ss. 3.3.13, p. 40.

¹⁸ *AS/NZS ISO 5127*, ss. 4.1.1.23, p. 44.

¹⁹ *AS/NZS ISO 5127*, ss. 1.2.06, p. 11.

²⁰ *AS/NZS ISO 5127*, ss. 3.3.06, p. 40.

Storage Area: A vault, cupboard, room, shelves, or compactus whose primary purpose is to store current and semi-current public records. For electronic records, this may be the room that stores equipment containing electronic records. This may be within an agency or within an APROSS.

Storage Container: An object (physical or virtual) that holds records whilst they are in storage in a manner that assists with their preservation, handling and retrieval. For example a box, case, file or folder.

Storage Facility: A dedicated building 'for the low-cost storage, maintenance and reference use of semi-current [and non-current] records, pending their ultimate disposal'²². This may be owned or operated by an agency or by an APROSS, and may store records in any format (including electronic) if the facility meets relevant requirements.

Storage Service: Actions undertaken by the storage service provider to add value to the provision of storage of public records on behalf of Victorian government agencies. This includes, but is not limited to, the provision of:

- Reading, copying or digitisation services to provide clients with access to records or copies of records they have stored;
- Documentation services to assist with boxing and listing of records to achieve more efficient retrieval;
- Processing areas;
- Retrieval and transport services;
- Destruction services for records that have reached the end of their retention period.

Store: To place a record in a *Storage Area* or *Storage Facility*.

Temporary Records: A public record which has been appraised by the Keeper of Public Records as being required to be kept for a specific period of time for legislative or other requirements, before it can be destroyed. Destruction must be in accordance with standards issued under section 12 of the *Public Records Act*. Temporary records are specified in *Retention and Disposal Authorities*²³ issued by the Keeper.

Vital Records: Records that contain information essential for the continued operations of an agency.

²¹ Standards Australia 2004, *AS/NZS ISO 5127 Australian / New Zealand Standard on Information and Documentation – Vocabulary*, Standards Australia Sydney, 4.3.1.1.01 p.68.

²² Standards Australia 2004, *AS/NZS ISO 5127 Australian / New Zealand Standard on Information and Documentation – Vocabulary*, Standards Australia Sydney, 3.3.12 p.40.

²³ <http://prov.vic.gov.au/government/disposal-and-transfer/retention-and-disposal-authorities>

1.5. Related Documents

The Specifications and Guidelines directly associated with this Standard are detailed below. Other PROV Standards and Specifications, including Retention & Disposal Authorities (RDAs), will also affect how this Standard is implemented in particular agencies.

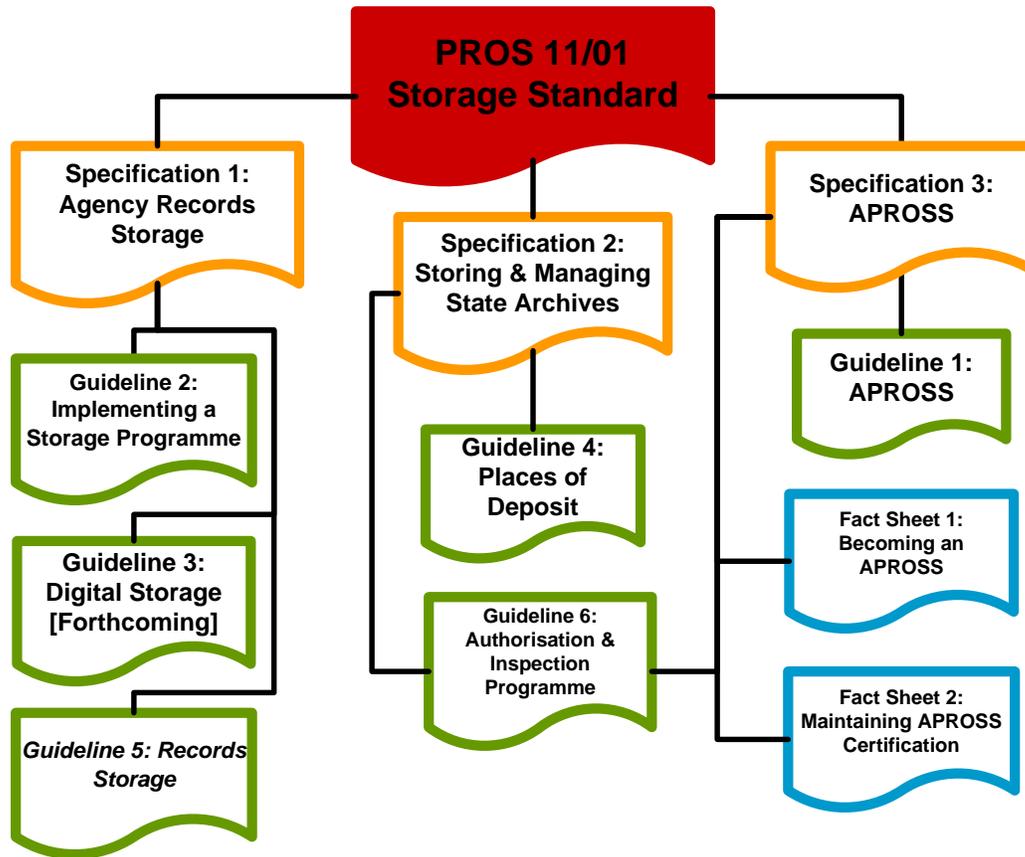


Figure 1: Relationship Diagram

2. Detail of Standard

2.1. Authorisation

Principle: All public records must be stored in conditions that are authorised by the Keeper of Public Records.

The intent of this principle is to ensure that all public records, regardless of format, are stored in areas or facilities which are appropriate for their security, preservation and retrieval. Storage conditions are described in more detail in other principles within this Standard.

The Keeper authorises storage conditions in the following ways:

- Formal issue of the Storage Standard and associated Specifications specifying the storage conditions that all Victorian government agencies must comply with;
- Certification of a Place of Deposit (POD) repository to store public records sentenced as being permanent (such records will be placed under PROV's archival control system);
- Certification of a Place of Deposit (POD) to store time-expired temporary public records; and
- Certification of an Approved Public Records Office Storage Supplier (APROSS) to store public records.

Public records stored by an APROSS are deemed to still be under the custody and control of the agency responsible for their management.

The benefits of storing records in conditions that are authorised by the Keeper of Public Records are as follows:

- Records are stored in compliant and consistent conditions across the Victorian Public Sector;
- Records are preserved by storing them in conditions which are appropriate to their retention period; and
- Records are stored in conditions which are appropriate for the media on which they are stored.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard.

2.2. Inspection

Principle: Areas and facilities used for the storage of public records must be regularly inspected for compliance with the Storage Standard.

The intent of this principle is to ensure that facilities used to store public records remain compliant with this Standard by regular inspection to detect and rectify any areas of non-compliance.

The Keeper of Public Records has the authority to inspect any facility used for the storage of public records. Any certification issued by the Keeper of Public Records to authorise a POD, POD Repository, or an APROSS may be revoked if inspection reveals that the facility no longer meets the requirements of certification.

The types of inspection include:

- Inspection by PROV for the purpose of certification;
- Self-inspection by agencies, APROSS or PODs to ensure that the storage areas and facilities used to store public records sufficiently comply with the requirements of the Standard, and to plan remedial action for areas of non-compliance;
- Maintenance inspections undertaken by relevant professionals of fire safety equipment, security systems, and pest prevention methods; and
- Audits by a third party, such as a consultant, or a regulatory authority (such as the Auditor-General).

Examples may include (but are not limited to) the following:

- An agency may inspect their own storage areas and storage facilities to identify areas of non-compliance with this Standard so that a plan to address the areas identified can be developed;
- An agency may conduct spot checks of records in storage to ensure that the integrity and readability of the records is maintained;
- An agency may inspect a service provider's or shared services storage facility and storage services (including server rooms) to determine how well they meet the agency's needs and terms of the contract;
- An agency may inspect their server room to identify areas of non-compliance with this Standard regarding the storage of digital records;
- PROV may inspect the facilities used by a storage provider to determine whether they meet the requirements for certification as an APROSS;
- PROV may inspect an agency's storage area or storage facility if non-compliance with this Standard is suspected and discuss possible remedies;
- An APROSS may inspect their own storage areas or facilities to ensure that requirements for certification are maintained; or

- A regulatory authority may inspect an agency's storage areas and any storage facilities used by the agency when examining how well the agency is fulfilling its designated function.

The benefits of regularly inspecting record storage areas and facilities are as follows:

- Risks to the safety of people who work store and retrieve record are identified and rectified;
- Risks to the security or preservation of records and the information they contain are identified and rectified; and
- Risks to the integrity of the facility are identified and rectified.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard.

2.3. Location & Construction

Principle: Public records must be stored in areas which are located away from known and unacceptable risk.

The intent of this principle is to ensure that storage areas and facilities are built or situated away from risks to the preservation of the records being stored in them. This requires an assessment to determine what the risks are, and whether or not they may be mitigated. A risk is determined to be unacceptable when the risk identified in the risk assessment is unable to be mitigated.

Examples of locations that may pose a risk include (but are not limited to) the following:

- Outside of the Australian legal jurisdiction;
- Tin sheds or shipping containers;
- Close to mobile phone towers;
- Basements known to flood;
- Near an electromagnetic field;
- On a floodplain;
- Near a chemical waste dump;
- In a high risk bushfire zone;
- In an earthquake zone;
- Next to a gas or electricity plant; and
- Next to a rubbish dump.

The benefits of locating storage areas and facilities away from known and unacceptable risk are as follows:

- Ability to limit or prevent damage to records from location-based risks, such as dust, water damage, and pest infestation;
- Costs relating to the recovery of records as a result of location-based risks are reduced; and
- Ability to prevent and proactively manage disasters is improved as mitigation strategies are identified and implemented.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard.

2.4. Preservation & Safety

Principle: Public records must be stored in conditions that ensure their preservation for as long as the records are required, and the safety of the people handling the records.

The intent of this principle is for public records to be stored in conditions that will ensure their continued preservation for as long as they are required. This includes (but is not limited to) the following:

- Environmental conditions, such as temperature and humidity;
- Housings, such as boxes, folders and other storage containers;
- Shelving positions, such as being stored vertically or horizontally;
- Strategies for the conversion, migration, digitisation, or other conservation-based transference of information from one media or format to another; and
- Building construction.

The intent of this principle is also to ensure that the requirements of the *Occupational Health and Safety Act 2004* are taken into account when storing records. This will minimise negative effects to the health and safety of people working with records in the storage areas or facilities. Examples of possible dangers may include (but are not limited to) the following:

- Mould;
- Poisonous snakes and spiders;
- Lack of oxygen;
- Heavy boxes; and
- Unsafe work practices.

The benefits of storing records in conditions that ensure the preservation of the records and the health and safety of people working with records are as follows:

- Agencies comply with regulatory and business requirements by ensuring that records are preserved for the duration of their retention periods;
- The cost of conservation and restoration of records is minimised as records are not stored in conditions that would lead to their premature loss or damage; and
- Worker morale and safety is improved as they are not required to work in an unsafe environment.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard.

2.5. Identification & Control

Principle: Public records must be stored using systems that enable the records to be retrievable.

The intent of this principle is to ensure that the exact location of records being stored is known so that the records may be easily retrieved and accessed when required. This applies to all record formats (including digital records). Examples may include (but are not limited to) the following:

- Labelling of containers that store records;
- Documenting the location of servers holding agency information;
- Creating and maintaining lists or databases of what records are being stored in which container and location;
- Provisions for authorised access to records stored;
- Clauses in contracts or agreements with shared services or service providers for records of agency business held within their systems to be retrievable;
- Procedures for the intellectual and physical control of records; and
- Procedures for the identification and tracking of record locations.

The benefits of storing records in systems which enable them to be retrievable are as follows:

- Agencies know at all times what records are stored where so they can more effectively address business, legal, freedom of information, and other requirements;
- In disaster management and recovery situations, agencies are able to determine what has been lost by checking the remaining records against existing lists; and
- The cost of re-examining boxes and other containers to identify what has been stored is minimised as the content of the containers is documented.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard. See the *Capture, Control and Access Standards* for further information.

2.6. Security

Principle: Public records must be protected from theft, loss, misuse and inappropriate or unauthorised access or modification, whilst they are being stored, or in transit to and from a storage facility or area.

The intent of this principle is to ensure that public records are kept secure. This is regardless of where they are stored, or whether they are in transit to or from a storage facility. Examples of securing records may include (but are not limited to) the following:

- Ensuring records are not left unattended or unsecured when in transit;
- Encrypting electronic records if they are to be transported using portable storage devices;
- Ensuring that contracts with outsourced parties, such as APROSS, include specific security and confidentiality clauses with penalties attached;
- Following the provisions of the Victorian Security Classified Information Framework (if applicable);
- Controlling and monitoring access to storage areas and facilities; and
- Including provisions for appropriate and authorised access of records in records management policies and contractual agreements with outsourced providers.

The benefits of ensuring that records are protected whilst they are being stored or in transit are as follows:

- Major agency or ministerial embarrassment relating to the accidental or deliberate leak of records to the media is avoided;
- The integrity of the record is preserved as unauthorised modification, removal, or insertion of documents in non-current files is prevented;
- Compliance with the *Information Privacy Act 2000* and information security requirements as breaches of confidentiality and privacy are minimised; and
- Cost of replacing information lost as a result of theft is minimised.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard. See the *Access Standard* for further information.

2.7. Maintenance

Principle: A maintenance programme, including regular inspection, review and monitoring, must be in place for all areas and facilities that store public records.

The intent of this principle is to ensure that storage areas and facilities used to store records are maintained so that they continue to comply with the requirements of this Standard. The preservation of public records depends on the maintenance of the areas, facilities and conditions that they are stored within. Implementing a programme of maintenance identifies potential issues and enables their efficient remedy.

Examples may include (but are not limited to) the following:

- Integrated pest management strategies;
- Strategies for the mitigation of risks related to the storage of public records;
- Directives within the Records Management Policy regarding the appropriate storage of public records;
- Maintenance plans;
- Procedures governing the appropriate storage of records;

- Provisions in contractual agreements with service providers regarding specific storage conditions and services required;
- Regular inspection, assessment and monitoring of storage areas and facilities to identify what maintenance is required; and
- Regular review of the maintenance undertaken to ensure that it addresses the issues noted.

The benefits of a maintenance programme are as follows:

- Reduced likelihood of costly repairs by proactive and regular review and monitoring of storage areas, facilities and conditions;
- Preservation of records is assisted so that the records are available for the duration of their retention periods should the agency require them; and
- More efficient decisions regarding appropriate use of the area or facility as the current state of repair is known and maintenance can be strategically planned.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard. See the *Capture Standard* and associated Specifications and Guidelines for further information on preservation.

2.8. Business Continuity, Disaster Prevention & Recovery

Principle: An up-to-date disaster preparedness, management and recovery programme must be in place for all areas and facilities that store public records.

The intent of this principle is to proactively plan for the possibility of a disaster. Having appropriate strategies, procedures and tools in place will minimise the effect the disaster may have on business operations. Examples may include (but not be limited to) the following:

- Disaster management strategy or plan outlining key responsibilities, tasks and priorities linked to the records management strategy, and covering the four stages of disaster management (prevention, preparedness, response and recovery);
- Business continuity plan, including identification and prioritisation of vital records, responsibilities and tasks linked to the records management strategy;
- Vital records register identifying and prioritising records required for ongoing business operations to ensure that they are dealt with first when managing a disaster;
- Disaster bins or disaster recovery rooms containing equipment to assist with managing anticipated possible disasters;
- Contact details of disaster recovery specialists and service providers;
- Back-up servers in alternate locations;
- Proactive digitisation programmes; and
- Procedures supporting the disaster management and business continuity plans.

The benefits of having in place a programme of disaster preparedness, management and recovery are as follows:

- Business operations are able to continue if a disaster occurs;
- Loss of vital records as a result of disaster is minimised; and
- Costs of recovery are minimised as the agency is able to involve the right people at the right time to undertake the required recovery tasks.

The minimum requirements to comply with this storage principle are detailed in the Specifications issued under this Standard.

3. References

Archives New Zealand (ANZ) 2014, *Records Management Standard for the New Zealand Public Sector*, ANZ, Wellington, New Zealand, viewed 8 July 2014, <http://archives.govt.nz/sites/default/files/records_management_standard_for_the_new_zealand_public_sector_-_may_2014.pdf>.

CAARA 2007, *Recordkeeping issues associated with Outsourcing and Privatisation of Government Functions*, CAARA, Canberra, viewed 8 July 2014, <<http://www.caara.org.au/index.php/policy-statements/recordkeeping-issues-associated-with-outsourcing-and-privatisation-of-government-functions/>>.

Libraries and Archives Canada 2006, *Emergency Preparedness: Guide on Emergency and Disaster Control: Definitions*, Libraries and Archives Canada, 2006, viewed on 16 December 2010, <<http://www.collectionscanada.gc.ca/about-us/emergency-preparedness/012015-102-e.html>>.

Ling, Ted 1998, *Solid, safe, secure: Building archives repositories in Australia*, National Archives of Australia, Canberra.

National Archives of Australia (NAA) 2002, *Standard for the Physical Storage of Commonwealth Records*, NAA, Canberra, viewed 8 July 2014, <http://www.naa.gov.au/Images/Storage-Standard_tcm16-47305.pdf>.

State Records Authority New South Wales (SRNSW) 2000, *Standard on the Physical Storage of State Records*, SRNSW, Sydney, viewed 8 July 2014, <<http://www.records.nsw.gov.au/recordkeeping/rules/standards/physical-storage>>.

State Records Commission of Western Australia (SRCWA) 2008, *SRC Standard 7: Storage of State Archives Retained by State Organisations through an approved Recordkeeping Plan*, SRCWA, Perth, viewed 8 July 2014, <http://www.sro.wa.gov.au/sites/default/files/src_standard_7.pdf>.

State Records of South Australia (SRSA) 2010, *Onsite Storage of Temporary Value Records*, SRSA, Adelaide, viewed 8 July 2014, <http://www.archives.sa.gov.au/files/management_temporaryrecords_onsite.pdf>.

Tasmanian Archives and Heritage Office (TAHO) 2005, *State Records Guideline No. 11: Physical Storage of State Records*, AOT, Hobart, viewed 8 July 2014, <http://www.linc.tas.gov.au/__data/assets/pdf_file/0003/334974/State_Records_Guideline_No_11.pdf>.

Tasmanian Archives and Heritage Office (TAHO) 2005, *State Records Guideline No. 13: Storage of State Records in Non-Agency Facilities*, AOT, Hobart, viewed 8 July 2014, <http://www.linc.tas.gov.au/__data/assets/pdf_file/0010/393535/CENTRAL-1702573-v3-State_Records_Guideline_No_13_-_Certification_for_secondary_storage_providers.pdf>.

Territory Records Office Australian Capital Territory (TROACT) 2008, *Territory Records Standard for Records Management Number 7: Physical Storage of Records*,

TROACT, Canberra, viewed 8 July 2014, <<http://www.legislation.act.gov.au/ni/2008-436/current/pdf/2008-436.pdf>>.

Legislation

Information Privacy Act 2000 (Vic)

Local Government Act 1989 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Public Administration Act 2004 (Vic)

Public Records Act 1973 (Vic)

All current Victorian legislation is available at <http://www.legislation.vic.gov.au>

Standards

International Organization for Standardization (ISO) 2003, *ISO 11799 Information and Documentation – Document Storage Requirements for Archive and Library Materials*, ISO, Geneva, Switzerland.

Standards Australia 2010, *DR AS/NZS 1015 CP Records management – Physical storage (Draft for public comment)*, Standards Australia, Sydney.

Standards Australia 2004, *AS/NZS ISO 5127 Australian / New Zealand standard on information and documentation – Vocabulary*, Standards Australia, Sydney.

Standards Australia 2002, *AS ISO 15489 Australian standard on records management*, Standards Australia, Sydney.

Standards Australia 1996, *AS 4390-6 Australian Standard on Records Management: pt 6, Storage [Withdrawn]*, Standards Australia, Homebush.

Other Resources

For more information about the storage of public records, please contact:

Government Services
Public Record Office Victoria
Ph: (03) 9348 5600
Fax: (03) 9348 5656
Email: agency.queries@prov.vic.gov.au
Web: www.prov.vic.gov.au