Place of Deposit (POD) repositories for State Archives (proposing to hold records of temporary value) must comply with the [*PROS 20/02 S3 Class B Place of Deposit Requirements Specification*](PROS%2020/02%20S3%20Class%20B%20Place%20of%20Deposit%20Requirements%20Specification)available at <https://prov.vic.gov.au/recordkeeping-government/standards-policies-rdas>.

Conditions for appointment under the *Public Records Act 1973* as a Place of Deposit (POD) for public records of a local community:

* Public records transferred to the facility are not considered by the Keeper of Public Records to be part of the permanent archives of the State.
* Public records transferred to the facility are transferred only with the agreement of the Keeper of Public   
  Records and remain under the Keeper’s custody and control.
* Descriptions of public records to be transferred to the facility are to be submitted for approval to the Keeper   
  of Public Records by the relevant government agency before any transfer.
* There is to be no charge for inspection of any public records stored at the facility.
* Access to public records made available within a reasonable time frame.
* The proposed facility is and must remain secure, weather tight and clean.
* The Keeper of Public Records has the right to inspect the facility at any time of accordance with section 13(a)   
  of the *Public Records Act 1973* (Vic).

|  |  |  |
| --- | --- | --- |
|  | | |
| 1. Name of organisation: |  | |
| 2. Address of proposed facility: |  | |
| 3. Contact person: |  | |
| 4. Position: |  | |
| 5. Postal address: |  | |
| 6. Phone number/mobile: |  | |
| 8. Email address: |  | |
| Signed: | | Date: |

For further information about Places of Deposit, please contact:  
Coordinator, Statewide Collections   
Public Record Office Victoria  
99 Shiel Street, North Melbourne Victoria 3051  
Ph: (03) 9348 5600  
[www.prov.vic.gov.au](http://www.prov.vic.gov.au) (use the ‘contact us’ online enquiry form)