

Fact Sheet

2

Maintaining APROSS Certification

This Fact Sheet provides an overview of how a commercial storage facility that has been certified as an APROSS is to maintain the Certification.

As a condition of continued certification, PROV will arrange to have a representative visit each APROSS regularly to ensure that it still complies with the requirements set out in the [APROSS Specification](#).

If facilities are found to be of unsatisfactory condition, PROV will issue a notice to the APROSS detailing what needs to be rectified in order to continue as a certified APROSS. It should be noted that APROSS certification is site-specific and if a company is to change premises, it must reapply to PROV for certification. When there is a change of ownership of an APROSS facility, the new owner should notify PROV who will then determine if a further inspection is necessary in order to transfer the certification.

Reporting to government agencies

Public records stored in an APROSS are considered to be under the custody of the government agency that they belong to. Full and up-to-date lists of agency records held by the APROSS should be maintained to enable records to be identified and located when required.

Approved Public Record Office Storage Suppliers reporting requirements may be built into the contract between the APROSS and the government agency. At a minimum, the APROSS is required to inform the agency when there are any incidents affecting the integrity of their records. This includes:

- Disasters leading to the damage or destruction of public records;
- Inability to locate public records when requested; and
- Any incident affecting security and access to the public records.

Approved Public Record Office Storage Suppliers must also make available to the agency copies of their disaster management plan, emergency response plan, procedures for the retrieval and returning of records, and procedures for reporting missing records.

Reporting to PROV

The head of the APROSS is required to attest that their certified facilities are compliant with the [APROSS Specification](#) on an annual basis. The Keeper of Public Records will write to the head of each APROSS with a request to complete [PRO 44 APROSS Annual Attestation form](#) by the end of the financial year. Failure to complete and return the documentation may result in the APROSS certification being revoked.

PROV must also be informed immediately if there are any incidents, such as a disaster, which may affect the status of the facility as an APROSS. This includes:

- Major structural damage to the facility;
- A major issue with the facility's ability to locate and retrieve records; and
- The ability of the facility to ensure appropriate security and access to public records.

PROV also requires that a report of public records stored in the APROSS be provided if requested by the Keeper of Public Records. This report should provide details of which government agencies store records in the facility, and how many shelf meters of records each government agency has in the APROSS.

A diagram of the APROSS attestation process is located on page 2 of this document.

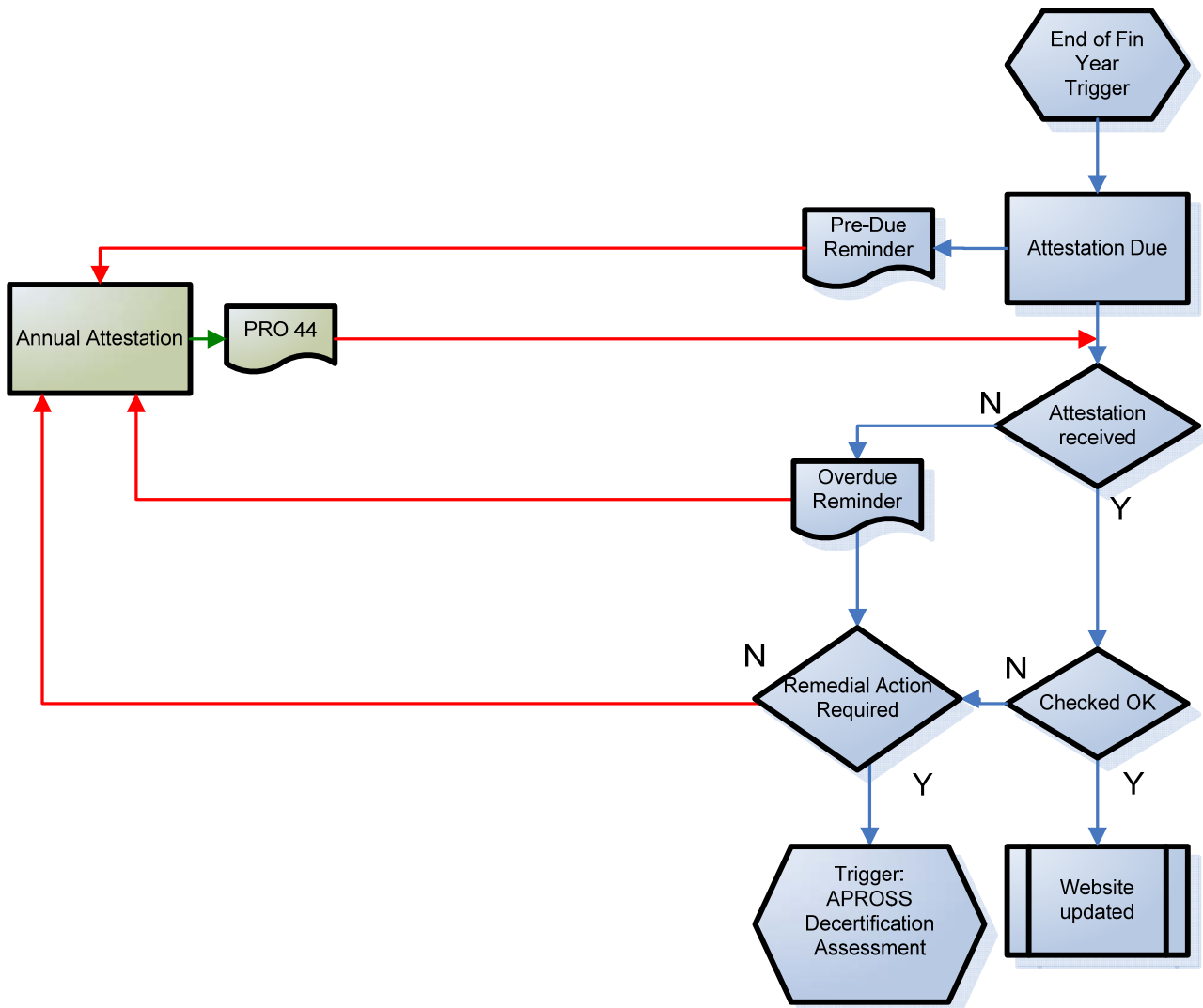
Further Resources

Additional information is located in the following documents, which may be downloaded from the PROV Website: <http://prov.vic.gov.au/government/standards-and-policy/storage>:

- PROS 11/01 S3 APROSS Specification
- PROS 11/01 G1 APROSS Guideline
- PROS 11/01 G6 Records Storage: Authorisation and Inspection Programme Guideline
- PROS 11/01 FS1 Becoming an APROSS Facility Fact Sheet
- PRO 44 APROSS Annual Attestation Form

APROSS

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