

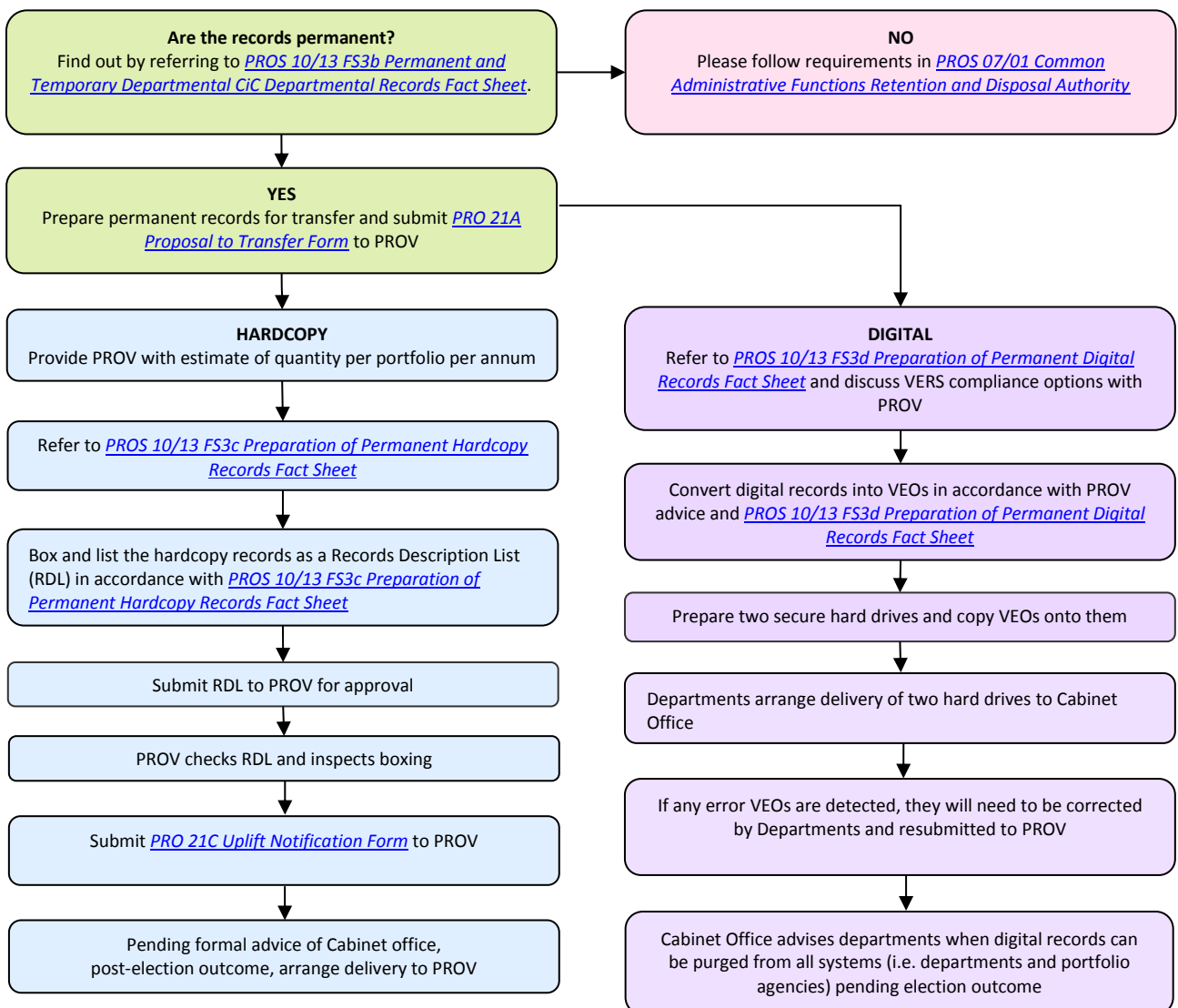
Departmental Cabinet Records Transfer Process During Caretaker

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This fact sheet provides a brief overview of the process of preparing records for the pre-election Caretaker period and subsequent transfer to Public Record Office Victoria (PROV), and the resources available to support these processes.

It should be used by departmental staff who have responsibility for the management of Cabinet-in-Confidence (CiC) records in their department and the CiC records of portfolio agencies.

Overview of transfer process



PROV resources

Please refer to our [Cabinet records](#) topic page on the PROV website and other applicable Cabinet record fact sheets:

- [PROS 10/13 FS3b Identifying Permanent and Temporary Departmental Cabinet in Confidence Records Fact Sheet](#) which will help you to identify records that must be transferred to PROV and those records that may be destroyed.
- [PROS 10/13 FS3c Preparation of Permanent Hardcopy Departmental Cabinet Records Fact Sheet](#) for information on how to box and list the hardcopy records for transfer to PROV
- [PROS 10/13 FS3d Preparation of Permanent Digital Departmental Cabinet Records Fact Sheet](#) for information on the preparation and transfer of VERS compliant digital records to PROV via Cabinet Office
- [PROS 10/13 FS3e Retrieval Arrangements for Departmental Cabinet Records in PROV Custody Fact Sheet](#) which outlines the rules for retrieving CiC records.

Additional information

Please refer to Department of Premier and Cabinet's *Advice to Cabinet, Liaison and Legislation Officers— Management of Cabinet in Confidence material during Caretaker 2018*.

If you have a question on PROV specific matters, please contact us via our [online enquiry form](#).

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