

Preparation of Permanent Hardcopy Cabinet-in-Confidence Departmental Records for transfer to PROV

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*This fact sheet provides instructions on the compulsory preparation of permanent **HARDCOPY** departmental CiC records for transfer to Public Record Office Victoria (PROV).*

It should be used by departmental staff who have responsibility for the management of Cabinet-in-Confidence (CiC) records in their department and CiC records of statutory authorities from within their ministerial portfolio(s).

Before you start

Refer to our [Cabinet records](#) topic page on the PROV website and other applicable CiC transfer fact sheets:

- [PROS 10/13 FS3a Departmental Cabinet Records Transfer Process During Caretaker Fact Sheet](#)
- [PROS 10/13 FS3b Identifying Permanent and Temporary Departmental Cabinet in Confidence Records Fact Sheet](#).

Note: CiC records transferred to PROV must be of permanent value. PROV will not accept temporary CiC records. See Fact Sheet 10/13 FS3b for further information.

Preparing hardcopy CiC records for transfer

In preparation for Caretaker period, departments are required to identify, arrange, list and label their hardcopy CiC records according to PROV transfer requirements.

Once permanent hardcopy CiC records are identified, the department should submit a [PRO 21A Proposal to Transfer Form](#) to PROV and upon request, advise PROV of the ministerial portfolios for which they have records and an *estimate* of the number of boxes required for each year of each portfolio.

In May 2018 PROV will contact each department to seek details of portfolio records held and any applicable Machinery of Government changes.

During Caretaker, the physical hardcopy records will be placed in secure storage in the department under the control and custody of the Cabinet Office. No post-election action is to be taken until written formal advice is received from the Cabinet Office.

If a new Government is elected, all permanent CiC hardcopy records will be physically transferred by the departments to PROV.

If the incumbent Government is returned to office, most permanent hardcopy will be retained in the department until the next election. However, departments can transfer physical records to PROV on a case-by-case basis if no they are no longer required by the department.

Physical arrangement of hardcopy CiC records

Records must be arranged by portfolio and then in separate box sequences by year of creation to support annual release of records in the future.

Each sequence forms a separate PROV consignment. For example, if a Department administers six portfolios and it has been 4 years since a change of Government, there will be $6 \times 4 = 24$ box sequences (consignments).

PROV will provide portfolio barcode labels for the agency to place on boxes as records are packed. Prior to receiving the labels, mark the boxes by portfolio, year and box number in pencil only.

Arrangement requirements for Machinery of Government Changes / Change of Premier

Except in cases where a portfolio function changes, there is no need to commence a new consignment when a Ministerial Portfolio is transferred to a new Department. PROV can provide tailored advice on this.

Likewise there is no need to commence a new consignment should a change of Premier occur mid-term.

Listing hardcopy CiC records

Departments must prepare lists of their hardcopy CiC records using PROV Records Description List (RDL) template.

Separate RDLs must be created for each year of each portfolio (ie each consignment).

PROV will provide the RDL templates in May prior to a November election. PROV will issue Victorian Public Records Series (VPRS) numbers for each consignment/portfolio on receipt of the RDLs.

Departments must provide PROV and the Cabinet Office the final version of each RDL **prior to the election date**.

About the Records Description List (RDL)

Before you complete the entire listing, departments must provide PROV with a sample RDL with approximately five to ten records listed to ensure the RDL is being completed correctly.

- Each row in the template is equal to one record item (i.e. file).
- Each item must be described so that it is meaningful for purposes of retrieval.
- If a record has been physically divided into a number of parts then each part must be listed as a separate row in the template.
- The box/unit number must be recorded against each item.
- If file relates to more than one Portfolio, box and list by the lead Portfolio
- Name the electronic RDL by Portfolio and date (year) of records, e.g. RDL Portfolio Name 2011.xls

How to complete the RDL

Enter item data in the columns as follows (see Figure 1, example RDL below):

- Box number: Unit Number (Column A)
- File Number: Item Details 1 (Column Q)
- File Title (in full): Item Details 2 (Column R)
- Portfolio Title: Item Details 3 (Column S)
- File Start Date: Item Date Range Start (Column W)
- File End Date: Item Date Range End (Column Y)

	A	Q	R	S	W	Y
1	Unit:	Item:				
2	Unit Number	Item Details 1	Item Details 2	Item Details 3	Item Date Range Start	Item Date Range End
3	1	2011#001	Planning - Project X - Feasibility Plan	Planning	5/2/2011	31/12/2011
4	1	2011#002	Planning - Project X - Submission Inputs	Planning	3/3/2011	20/11/2011
5	1	2011#003	Planning - A new project called Project Y - Initial stages	Planning	20/4/2011	1/12/2011
6	2	2011#004	Planning - Working drafts - Submission xyz	Planning	10/5/2011	31/12/2011
7	2	2011#005	Planning - Final Submission - New planning Act	Planning	12/5/2011	20/10/2011

Figure 1 Example CiC Records RDL

Packing and labelling

Refer to [PROS 10/13 FS2c Packing and Labelling Physical Records Fact Sheet](#) for instructions on packing and labelling.

PROV will check the physical processing of the records once the listing and labelling is complete.

Uplift of records

From 2018, departments will be responsible for the physical delivery of hardcopy CiC records to PROV if a new government is elected. Cabinet Office will advise departments when the delivery may take place.

Prior to the election departments must contact the PROV Collection Management team to tentatively book a delivery date pending the election outcome.

Once departments are ready to deliver the records, they should submit a [PRO 21C Uplift Notification Form](#) to PROV.

Departments must meet advice from Cabinet Office and ensure the security of their CiC records whilst they are being stored or in transit.

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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