

Preparation of Permanent Digital Cabinet-in-Confidence Departmental Records for Transfer to PROV

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This fact sheet provides instructions on the compulsory preparation of permanent DIGITAL departmental CiC records during the Caretaker period 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 portfolio agencies.

Before you start

Please 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 digital 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 digital CiC records for transfer

Departments are responsible for delivering a copy of their digital CiC records in a Victorian Electronic Records Strategy (VERS) compliant format to Cabinet Office during Caretaker. Digital records remaining in the department must be locked down to 'view only' during Caretaker.

To be VERS compliant, digital CiC records must:

- be in an approved long-term preservation format
- have appropriate metadata
- be converted into VERS Encapsulated Objects (VEOs).

VEOs are objects containing records and contextual information which are signed using digital certificate technology to ensure integrity.

VEOs can be created using the technical requirements of either:

- [PROS 99/007 Management of Electronic Records Standard](#) (VERS Version 2), or
- [PROS 15/03 Standard for the encapsulation of digital information](#) (VERS Version 3).

The digital CiC records must be arranged by ministerial portfolio in preparation for transfer to PROV. Unlike hardcopy, the digital records do not need to be arranged by year within each portfolio.

Once the department has identified their digital CiC records for transfer, they 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.

In May 2018 PROV will contact each department to seek details of portfolio records held.

VERS long-term preservation formats

All digital records transferred to PROV must be represented in an approved long term preservation format.

See [PROS 15/03 S3 Long Term Preservation Formats Specification](#) for a list of approved formats applicable to both VERS Version 2 and VERS Version 3 VEOs.

Note: CiC records should be created and managed in an approved long-term preservation format. Otherwise, records will need to be converted prior to VEO creation.

Metadata requirements for digital CiC records

When preparing records for conversion to VEOs, departments will need to ensure they have appropriate metadata about the records. Departments should refer to the metadata requirements of either:

- [PROS 99/007 S2 VERS Metadata Scheme](#) (VERS Version 2)
- [PROS 15/03 S2 Adding metadata to VEOs](#) (VERS Version 3)

PROV can provide advice to department Records Management staff about which technical approach and metadata should be used to create VEOs.

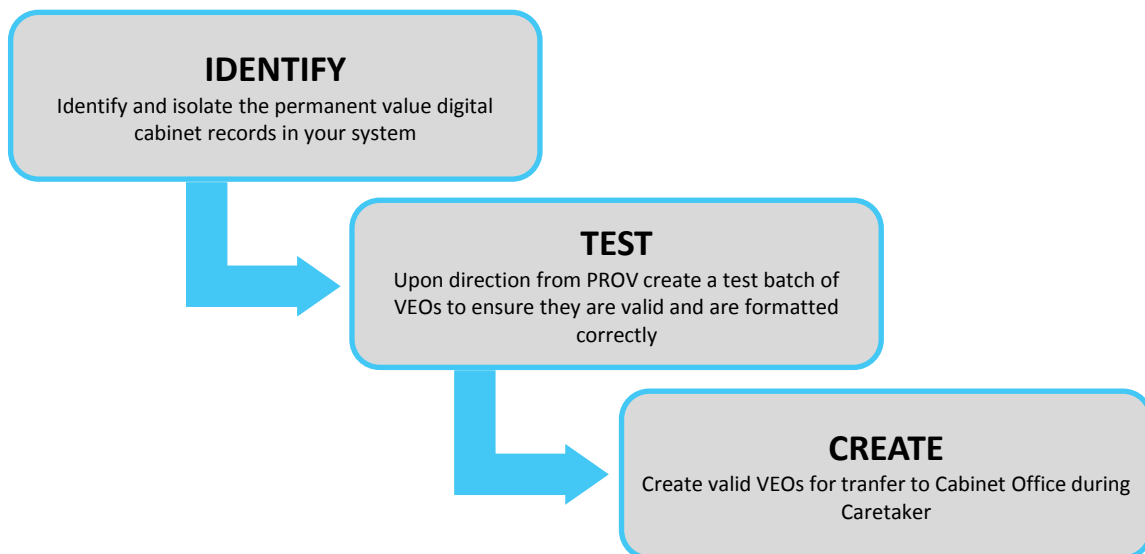
PROV will also provide departments with a Victorian Agency (VA) number which will need to be included in the VEO metadata.

Note: CiC records should be created and managed in systems that capture the required metadata. Otherwise metadata may need to be manually generated in preparation for VEO creation.

Converting CiC records into VEOs

Departments are responsible for converting their records into VEOs. To create VEOs, department Records Management staff need to work with PROV and technical specialists to be able to identify, test and create VEOs from their records.

Overview of process to create VEOs



Identify

Records Managers should identify the CiC records in their recordkeeping system (e.g. TRIM), and isolate the permanent records to be transferred to PROV.

See fact sheet [PROS 10/13 FSb Identifying Permanent and Temporary Cabinet-in-Confidence records Fact Sheet](#) for further information.

You may need to consult with the administrator of your recordkeeping system to complete this step.

Test

A selection of the identified permanent CiC records should be converted into VEOs for testing.

Note: PROV will provide the required digital certificate needed for VEO creation.

Any error VEOs identified will need to be corrected by the department and resubmitted to PROV.

Records Managers will need to consult with PROV to determine the appropriate approach:

- **If using an EDRMS with VERS compliant VEO creation module**

If your EDRMS has a fully implemented VERS 2 VEO creation capability, you can extract the records as VEOs directly from the EDRMS.

Note: Make sure the records are in their native long-term preservation file format as well as converted format in cases where migration has occurred (e.g. if a spreadsheet file was later converted to a PDF, the VEO should contain both the MS Excel file and the PDF version).

See our [VERS compliant products](#) page for a list of available VEO creation modules for various EDRMS products.

- **If using a system without VERS compliant VEO creation module**

You will need to consult with PROV to determine the appropriate manual VEO creation approach.

Contact us via our [online enquiry form](#).

You may need to consult with the administrator of your recordkeeping system or a general system administrator to complete this step.

Create

All of the identified permanent CiC records should be converted into VEOs using the appropriate approach developed during the testing phase with guidance from PROV.

Note: PROV will provide the required digital certificate needed for VEO creation.

Validation

Once the VEOs are created, departments will need to conduct validation checks on the VEOs.

PROV will also conduct validation checks when the VEOs are delivered to PROV. Any error VEOs identified will need to be corrected by the department and resubmitted to PROV.

Delivery of digital CiC records

Departments are required to deliver their digital CiC records on two separate branded portable hard drives to the Cabinet Office.

PROV will advise if any further preparations are required for the records such as manifests or breaking up the records into sets.

Security

Security arrangements covering those digital records retained within the Departmental recordkeeping system during the caretaker period and the delivery of records to Cabinet Office will be advised by Cabinet Office.

Timeframes

Timeframes for completion of tasks outlined in this Fact Sheet will be advised by Cabinet Office.

PROV will be working with Records Management staff in agencies to determine the best approach for each agency to undertake the transfer of digital cabinet records.

It is anticipated that to effectively complete this work, Records Managers will need to work with technical specialists in their agency and explore long-term technical solutions for VEO creation.

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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