

Retrieval Arrangements for Cabinet-in-Confidence Departmental Records in PROV Custody

Version number: 1.0
Issue Date: 16 May 2018

This fact sheet provides information about how to retrieve Cabinet-in-Confidence (CiC) records which have been transferred to Public Record Office Victoria (PROV).

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

Closure of CiC records

CiC records in PROV custody are closed to the public for a period of 30 years under section 10(1) of the *Public Records Act 1973*.

Retrieving CiC records created by the current government

CiC records transferred to PROV which were created by the current government can be retrieved directly from PROV.

For further information on the retrieval process, see [Ordering and collecting for government users](#) page on our website.

Retrieving CiC records created by previous governments

CiC records transferred to PROV which were created by a previous government are Closed under S10 of the *Public Records Act 1973*. **Departments must make a formal application to the Cabinet Office to access the records.**

Please refer to advice from the Cabinet Office to gain access to these 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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