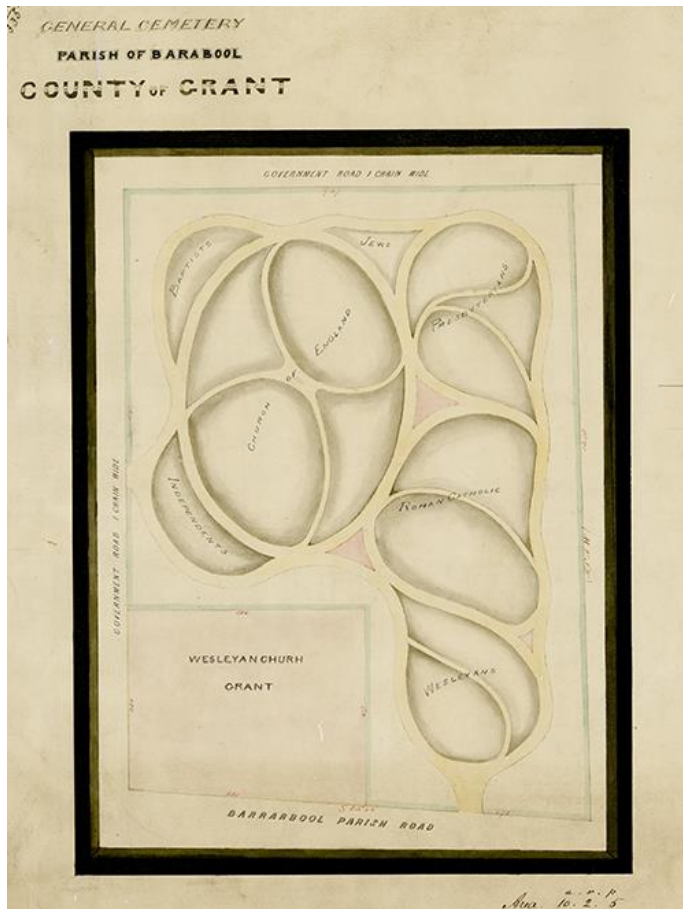


How Records become Archives

Julie McCormack, Manager Appraisal and Documentation
Cabinet Office Staff Seminar | 20 July 2017



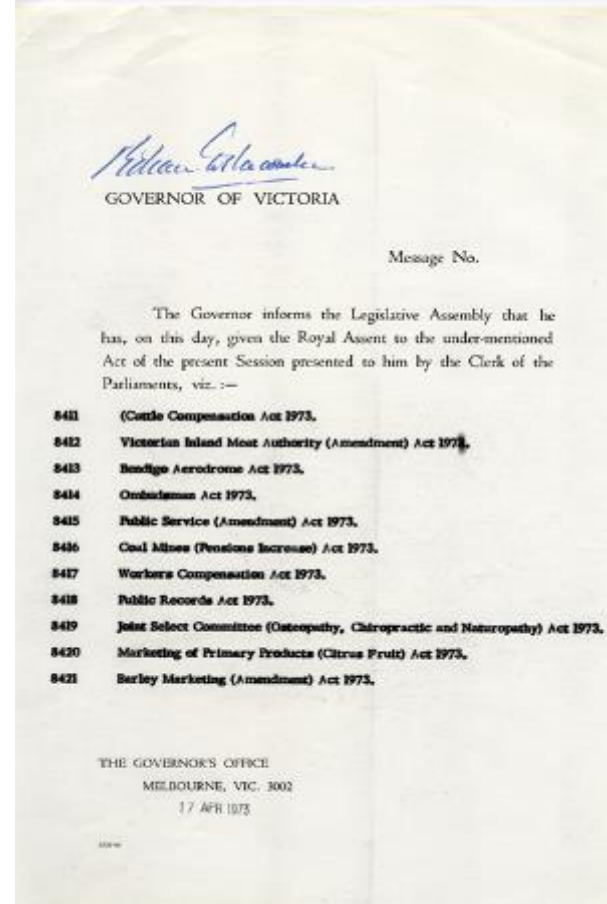
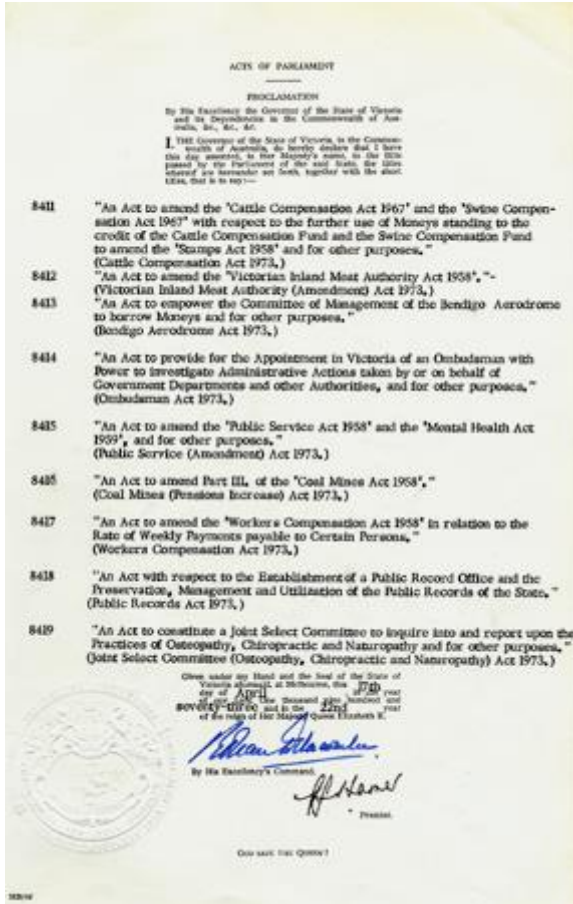
Records are our business...



VPRS 8168 Cemetery Plan in the Parish of Barrabool

- State's archival authority
- Set recordkeeping standards for government
- Determine which records must be kept and which can be destroyed
- Preserve and store permanent public records
- Make records accessible to government and the people of Victoria

Public Records Act 1973



VPRS 7585 Acts of Parliament Proclamation 17 April 1973

Covered by the Act

Government Departments

Statutory Authorities

Schools/Universities

Hospitals

Courts

Local councils

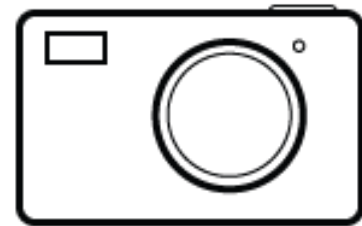
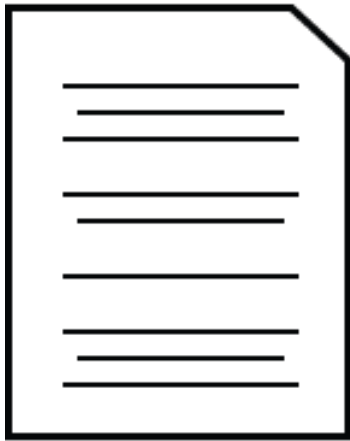
Cemetery Trusts

Boards and other agencies

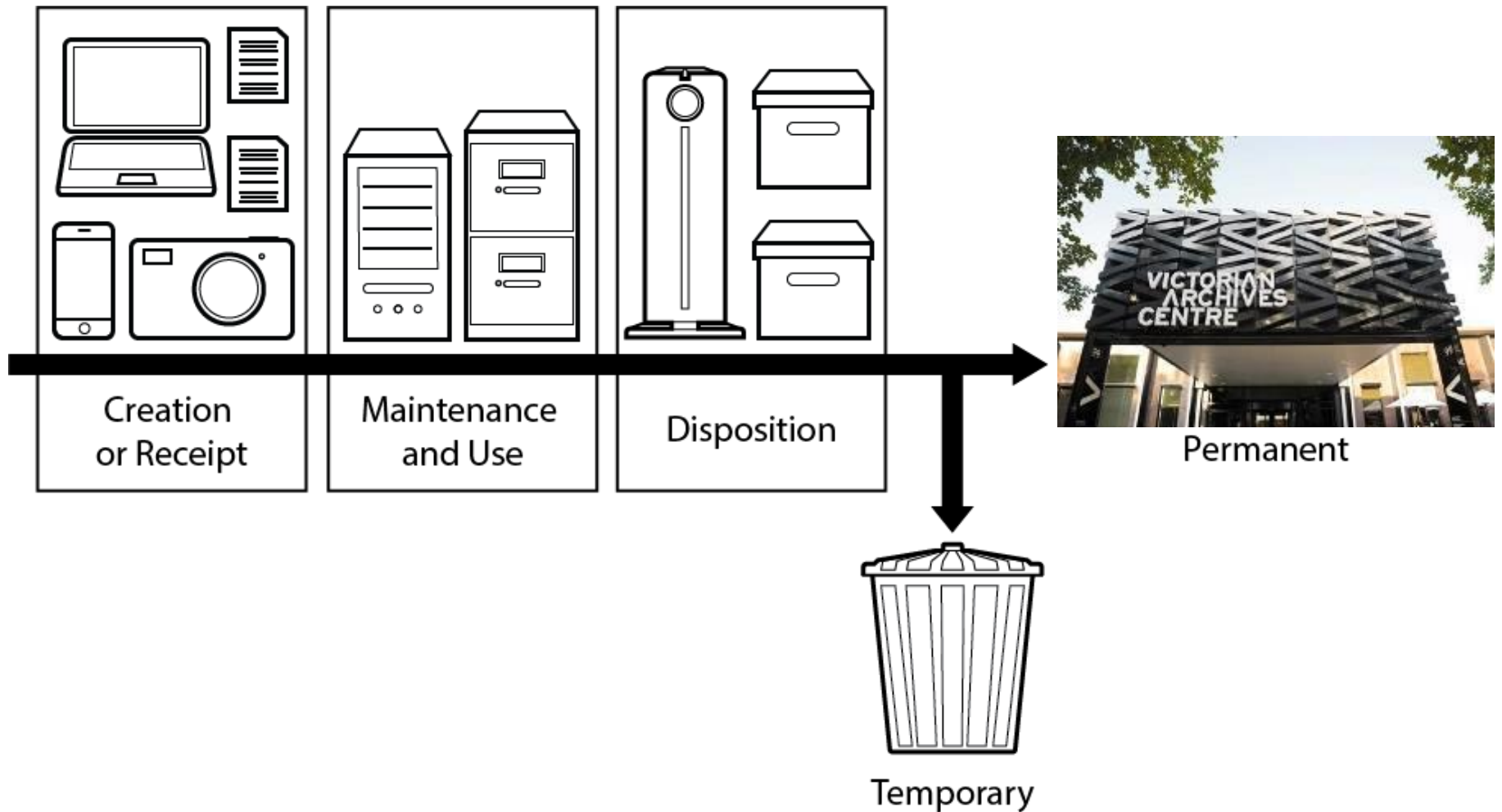


VPRS 14520 Villers-Bretonneux School Photograph Collection

What is a record?

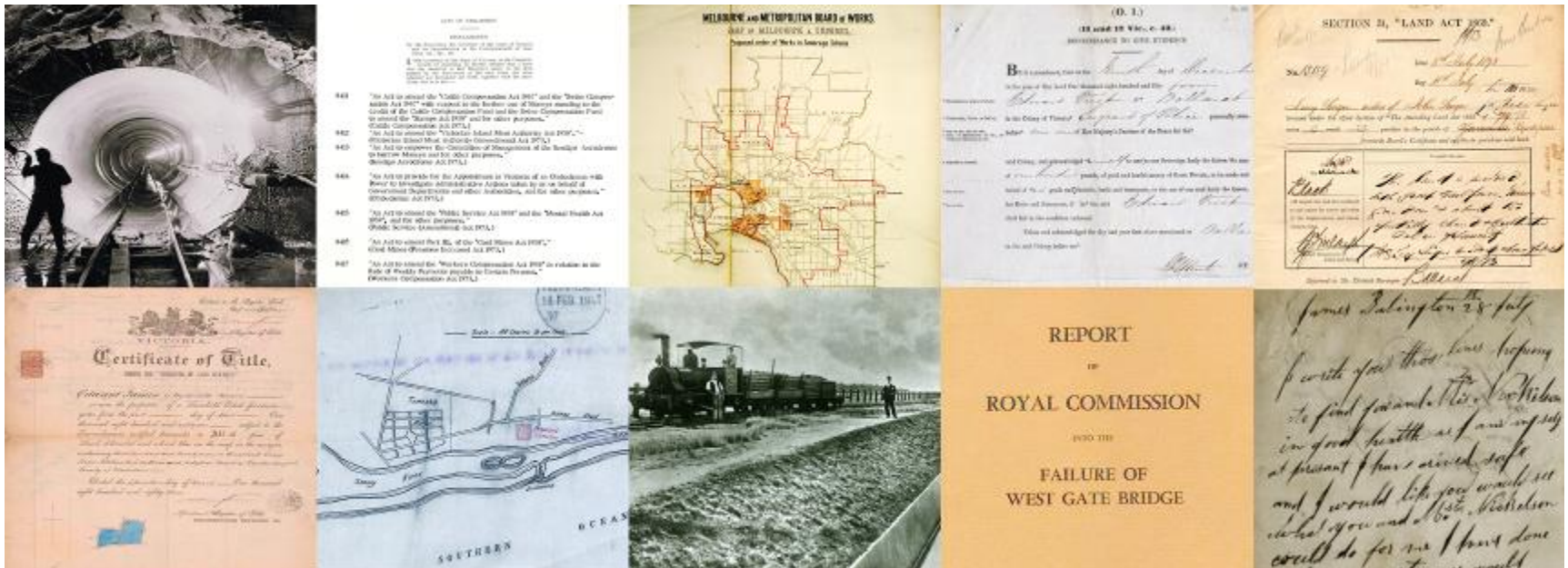


The journey of a record...



Which records are “worth keeping”

- PROV preserves those records of continuing value to government and people of Victoria
- Aim is to identify and preserve a concise public record of the State and its interaction with its citizens



Clockwise from Left VPRS 14515, 7585, 8609, 5527, 625, 626, 14836, 8662, 2591 and 937

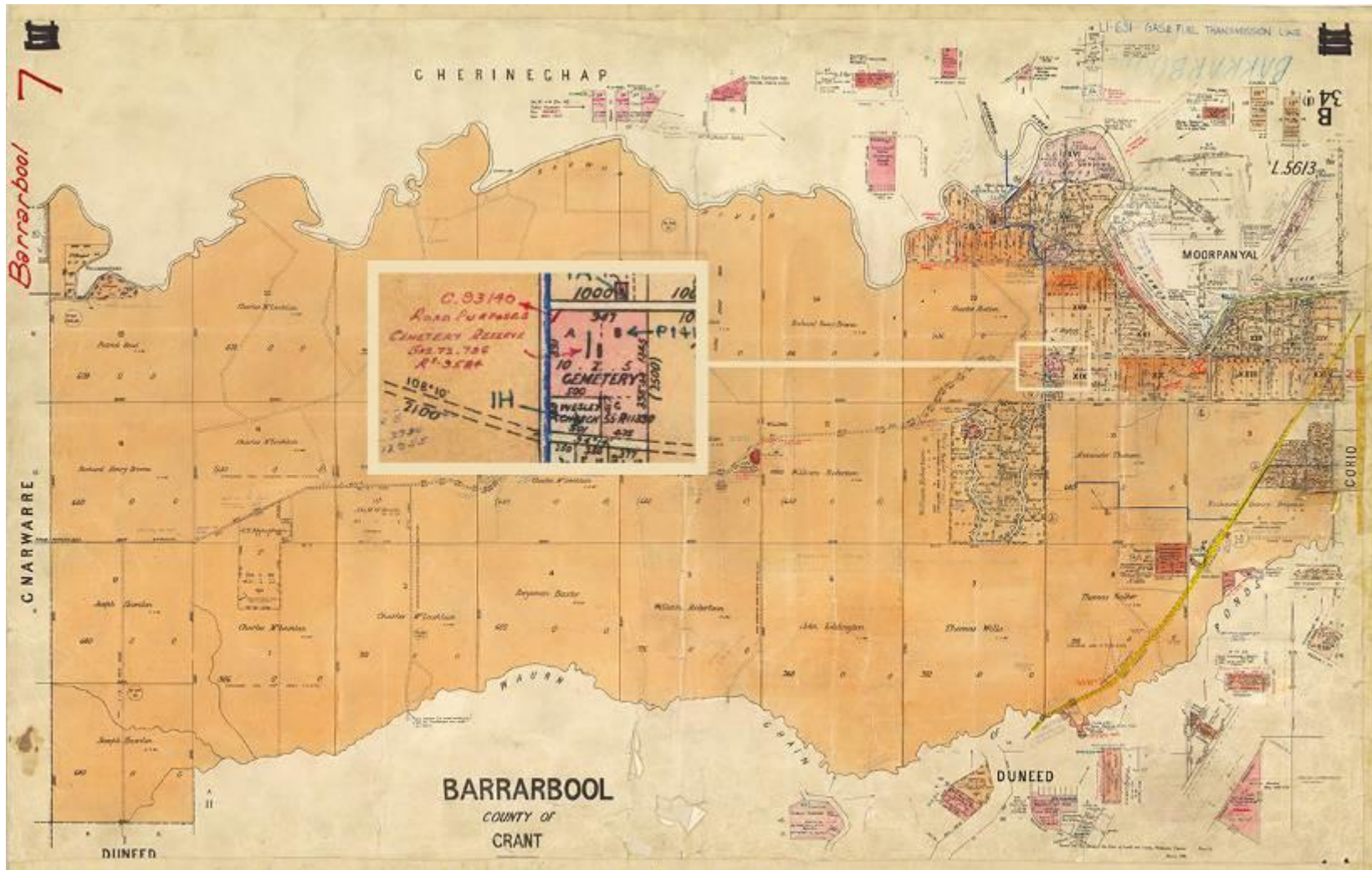
Cabinet Records held at PROV

- Cabinet Office records - PROS 13/06 RDA for the Department of Premier and Cabinet
- Departmental records - PROS 07/01 RDA for Records of Common Administrative Functions
- Mainly post 1982
- Over 100 records series from Cabinet Office and the Departments
- Include submissions, minutes, cabinet committee records, cabinet handbook, premier's briefing papers

Why Transfer to PROV?

- Reduce storage costs
- Transfer the risk of caring for and maintaining State Archives
- Transfer responsibility for providing public access to PROV
- Avoid unnecessary data migration / guard against technological obsolescence
- Comply with the *Public Records Act 1973*
- Do something good for our shared cultural heritage

Lands Records at PROV



VPRS 8168 Barrarbool Parish Plan

19th century correspondence records

CC
8/1096
Parish of Farranginnie
boundary - lito

Recommended that Five acres woods woods parches
parches of land (5)
 in the position defined by technical description hereunto blat blat blat
reserved in the Parish of Farranginnie, as a site for a blat blat blat
and excepted from occupation for mining purposes or for
residence or business under any blat blat blat blat
licence and with blat blat blat blat blat blat
purview of the 6th and 10th sections respectively of the said
 "Act 1869"

Secretary
 20. 10. 79

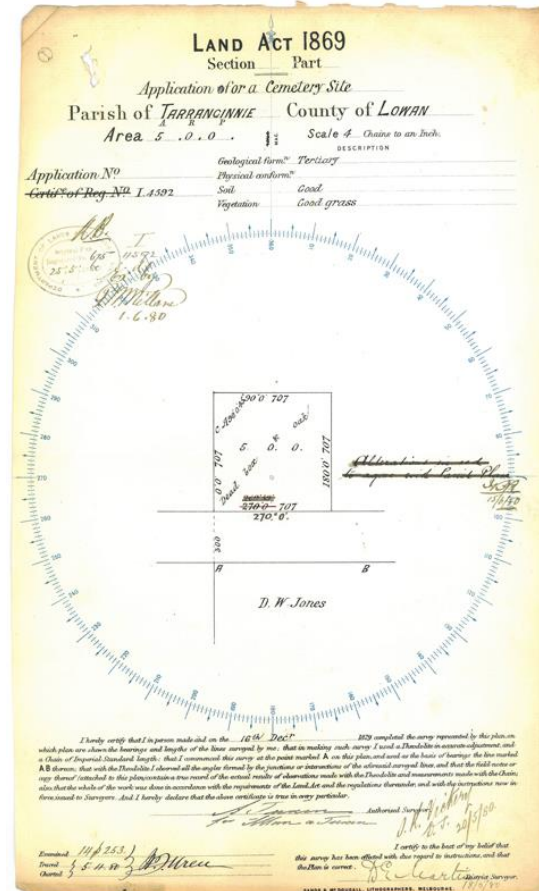
Secretary for Lands

Submitted for the decision of His Excellency
 the Governor in Council

25/10/80
Commissioner of Crown Lands and Survey

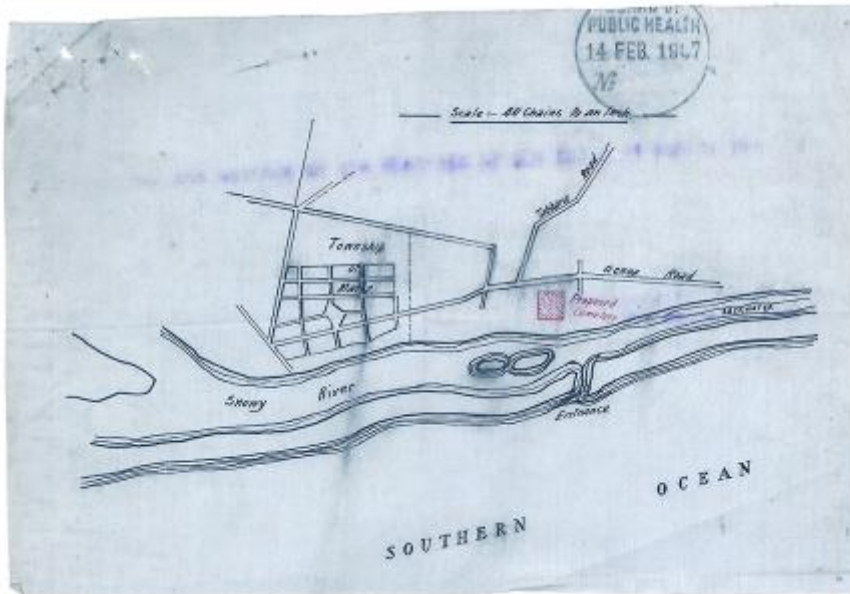
28 July 1880
Approved
BY THE GOVERNOR IN COUNCIL
THE 28th June 1880
Office of Lands and Survey
Melbourne 28th June 1880

VPRS 14836 Bleak House Cemetery Correspondence

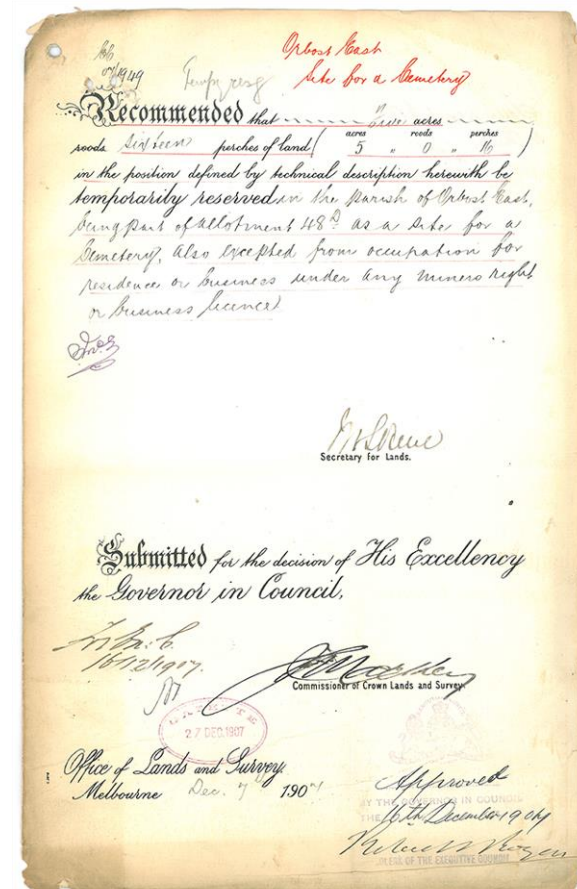


VPRS 14836 Bleak House Plan

Cemetery Records



VPRS 14836 Plan for Marlo Cemetery



VPRS 14836 Marlo Cemetery Site Approval

Looking to the future



agency.queries@prov.vic.gov.au

www.prov.vic.gov.au

Thank you