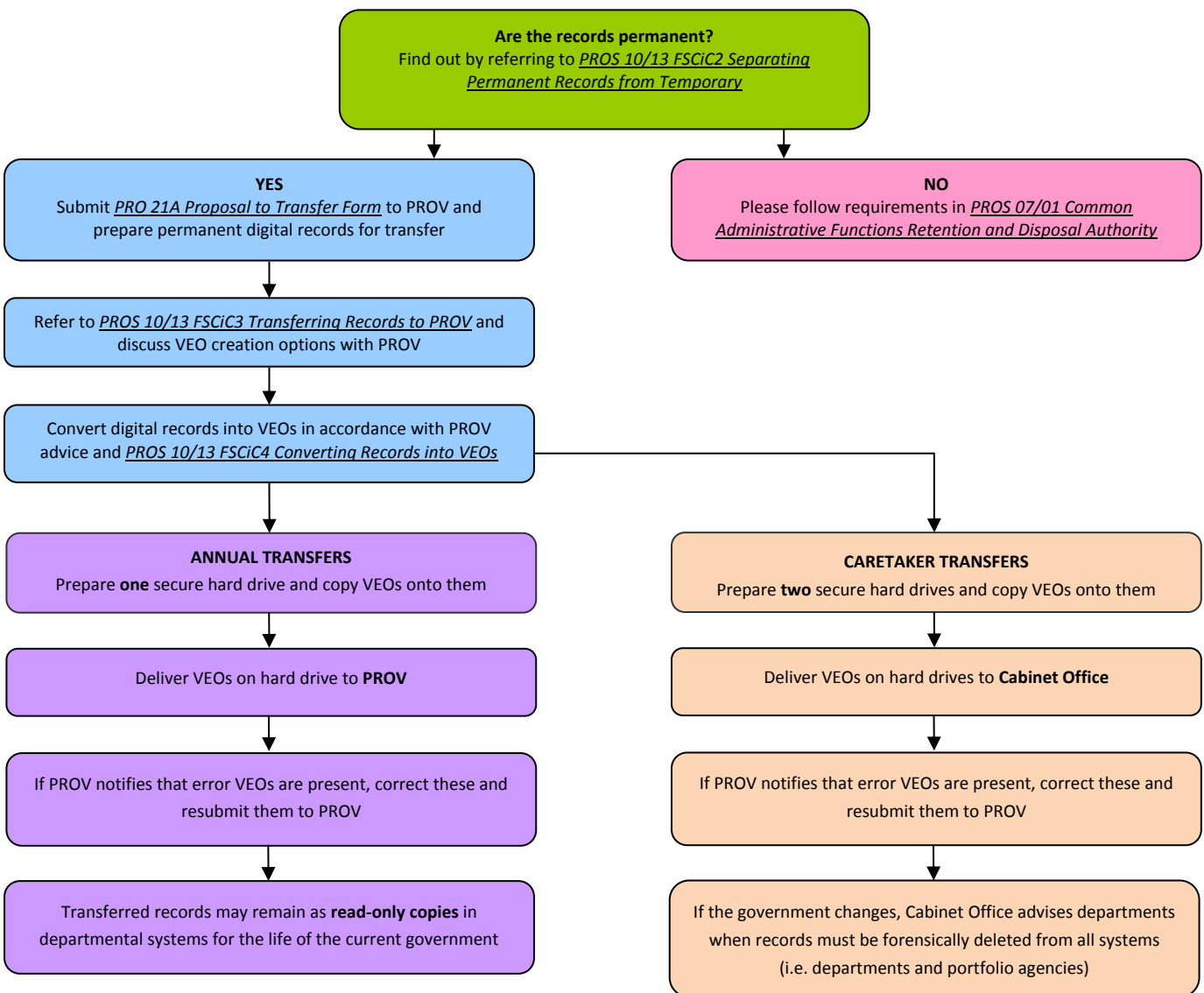


Departmental Cabinet-in-Confidence Records: Overview

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Departments are responsible for regularly transferring permanent Cabinet-in-Confidence (CiC) records to PROV, including those created by affiliated portfolio agencies, entities and statutory bodies. Permanent CiC records must be converted into VERS Encapsulated Objects (VEOs) and transferred to PROV annually and via the Cabinet Office during Caretaker. This fact sheet is intended for use by departmental staff responsible for managing CiC records throughout these processes.

Overview of transfer process



Key messages

Cabinet-in-Confidence (CiC) records must be managed digitally and transferred to PROV annually and during Caretaker in accordance with [IM-STD-06 Cabinet in Confidence and Caretaker Period Digital Information Management](#).

CiC records and associated metadata must be identified by departments as permanent or temporary in accordance with [PROS 07/01 RDA for Common Administrative Functions](#) and managed in a way that supports the separation of permanent from temporary.

Permanent records and associated metadata must be converted into VERS Encapsulated Objects (VEOs) by departments prior to transfer to PROV.

In addition to transferring their own CiC records, departments are responsible for transferring CiC records from any affiliated portfolio agencies, entities and statutory bodies.

Temporary records must not be transferred to PROV.

PROV resources

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

- [PROS 10/13 FSCiC2 Separating Permanent Records from Temporary Fact Sheet](#) which will help you to identify records that must be transferred to PROV and records that must not.
- [PROS 10/13 FSCiC3 Transferring Records to PROV Fact Sheet](#) for information on transferring permanent records to PROV annually and via Cabinet Office during Caretaker.
- [PROS 10/13 FSCiC4 Converting Records into VEOs Fact Sheet](#) for information on converting permanent CiC records into VERS Encapsulated Objects (VEOs) for transfer to PROV.
- [PROS 10/13 FSCiC5 Accessing Transferred Records Fact Sheet](#) which outlines the rules for accessing CiC records in PROV custody.

Additional information

Please also refer to:

- Department of Premier and Cabinet's [Advice to Cabinet, Liaison and Legislation Officers— Management of Cabinet in Confidence material during Caretaker](#) when transferring records during Caretaker.
- Enterprise Solutions Branch's [IM-STD-06 Cabinet in Confidence and Caretaker Period Digital Information Management](#) which outlines the requirements for departments to manage CiC records digitally and undertake regular transfers.

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

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