

Departmental Cabinet-in-Confidence Records: Separating Permanent Records from Temporary

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Departments are responsible for managing Cabinet-in-Confidence (CiC) records in a way that supports the separation of permanent records from temporary for transfer to PROV. This fact sheet is intended for use by departmental staff responsible for managing CiC records in their department and affiliated portfolio agencies, entities, and statutory bodies.

Before you begin

Ensure you are familiar with the [Cabinet records](#) topic page on the PROV website and additional resources outlined in [PROS 10/13 FSCiC1 Overview Fact Sheet](#).

Cabinet-in-Confidence (CiC) records

S28 of the *Freedom of Information Act 1982* classifies a document as CiC if it:

- discloses or details a deliberation or a decision by Cabinet or a Cabinet Committee
- has been prepared for consideration by Cabinet or a Cabinet Committee
- provides advice on a Cabinet or Cabinet Committee submission.

Identifying permanent CiC records

Permanent departmental CiC records are required as State Archives. Records classified as having *permanent* value are original CiC documents prepared by departments for consideration by Cabinet or a Cabinet Committee or that contain policy critical content.

For full information defining this classification see class 7.4.0 Cabinet Business Management in [PROS 07/01](#).

Permanent CiC records include:

- the original signed departmental submission approved by the Minister
- draft submissions and supporting attachments
- department-internal or inter-departmental consultation and briefing notes, memos and comments
- background materials that contain **policy critical content**.

Contextual information (metadata) associated with permanent records must be transferred together with the records.

Departments must be able to identify and separate permanent records from temporary in their departmental systems either through folder structures, metadata, or other means.

Contact PROV for further advice on achieving this.

Identifying temporary CiC records

Temporary records are of ephemeral value and are either duplicates or notes of short term administrative value.

For full information defining this classification see class 7.4.0 Cabinet Business Management in [PROS 07/01](#).

Temporary CiC records include:

- duplicates of Cabinet/Committees agendas, briefs, minutes circulated by Cabinet Office
- duplicates of submissions and supporting attachments circulated by Cabinet Office
- duplicates of decision extracts circulated by Cabinet Office
- notes made by agency officials attending Cabinet or Cabinet committee meetings to give advice.

Do not transfer temporary records

Temporary records are not required as State Archives and **must not be transferred to PROV**.

For information on managing temporary records during Caretaker, see the Department of Premier and Cabinet's [Advice to Cabinet, Liaison and Legislation Officers— Management of Cabinet in Confidence material during Caretaker](#).

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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