

Departmental Cabinet-in-Confidence Records: Converting Records into VEOs

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Departments are responsible for converting permanent Cabinet-in-Confidence (CiC) records into VERS Encapsulated Objects (VEOs) 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 FSCi1 Overview Fact Sheet](#).

Transfer format (VEOs)

Digital records being transferred to PROV must:

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

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

See [VEO creation A-Z topic page](#) for information about the different types of VEOs PROV supports.

Technical approach

VEOs are commonly created using a vendor-developed conversion module. If your department does not have this type of module, contact PROV for advice.

VEO certificates

PROV will provide departments with a VEO certificate to sign its VEOs free of charge.

Accepted record formats

All digital records transferred to PROV must be represented in an approved long term preservation format. PROV recommends creating and managing CiC records in these formats, otherwise they will need to be converted prior to being made into VEOs.

See [PROS 19/03 S3 Long Term Sustainable Formats Specification \(forthcoming\)](#) for a list of approved formats applicable to all types of VEOs.

Where records are converted from one format into another in preparation for VEO creation, a copy of the record in its original format should also be included in the VEO.

Metadata requirements

Metadata associated with permanent CiC records must be transferred together with the record. Metadata must be captured in accordance with [PROS 19/05 S2 Minimum Metadata Requirements Specification \(forthcoming\)](#).

See [Metadata A-Z topic page \(forthcoming\)](#) for more information.

PROV will advise if any non-departmental metadata needs to be included in the VEOs.

Pre-transfer testing

Departments must undertake pre-transfer testing in consultation with PROV to ensure the VEOs they create are technically valid and meet PROV's requirements.

PROV will advise departments if any errors are found and provide guidance on how to correct them. Multiple rounds of testing may be required.

Converting records into VEOs

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

Temporary records must not be transferred to PROV.

See [PROS 10/13 FSCiC2 Separating Permanent Records from Temporary Fact Sheet](#) for further information.

Once all permanent CiC records have been identified, they must be converted into VEOs and stored by portfolio in preparation for transfer. This set of VEOs is known as the 'production set'.

Validation testing and error correction

Upon receipt, PROV will test departmental VEOs to ensure they are technically valid and meet PROV's requirements.

VEOs identified as having errors will need to be corrected by the department and resubmitted to PROV before the transfer project can be finalised.

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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