

Departmental Cabinet-in-Confidence Records: Accessing Transferred Records

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Departments can access the current government's transferred Cabinet-in-Confidence (CiC) records in their own systems or directly from PROV. Access to CiC records of previous governments is by application to the Cabinet Office. 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 authorities.

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](#).

Public access to Cabinet-in-Confidence (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*.

Accessing CiC records created by the current government

Departments may retain **read-only** copies of transferred digital records in their systems for access by staff for the life of the current government.

Transferred records must not be altered in any way. Records relating to ongoing submissions may be added to by creating a copy of the read-only record in the new calendar year as required.

Hardcopy CiC records created by the current government and transferred to PROV can be accessed and retrieved directly from PROV.

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

Accessing CiC records created by previous governments

CiC records transferred to PROV which were created by a previous government are closed under section 10 of the *Public Records Act 1973*.

Departments must make a formal application to the Cabinet Office to access these records.

Please refer to advice from the Cabinet Office to gain access to these CiC records.

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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