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| --- | --- |
| **Version number** | **The version number of the approved plan** |
| **Approved by** | [First name Surname], [Position title i.e. CEO] |
| **Endorsed by** | [First name Surname], [Position title e.g. Assistant Director, Senior manager] |
| **Date approved on** | dd/mm/yyyy |
| **Effective date** | dd/mm/yyyy |
| **Last amendment date** | dd/mm/yyyy |
| **Expiry date** | dd/mm/yyyy |
| **Related documents** | Name of related document(s) |
| **Business owner** | Title of the person responsible for the implementation and management of this plan |
| **Superseded documents** | Documents replaced by this plan |
| **Document control number** | Registration or control number applied to this plan (if applicable) |

Table of Contents

[1 Introduction 4](#_Toc82520250)

[1.1 Authorisation, ownership, duration and review 4](#_Toc82520251)

[2 Permanent value records in APROSS 5](#_Toc82520252)

[2.1 Summary of records 5](#_Toc82520253)

[3 Planned program for transfer 6](#_Toc82520254)

[3.1 Preparation 6](#_Toc82520255)

[3.2 Year one 6](#_Toc82520256)

[3.3 Year two 7](#_Toc82520257)

[3.4 Year three 7](#_Toc82520258)

[4 Monitoring and reporting 8](#_Toc82520259)

**How to use this template for planning the transfer of permanent value records held in APROSS to PROV**

Under the *Public Records Act 1973*, public offices must transfer permanent value records to PROV once they no longer require ready access to them.

From 18/12/2020 public offices cannot move *permanent* *value* records to an Approved Public Record Office Storage Provider (APROSS).

For the physical records already held in an APROSS as at 17/12/2020:

* Public offices must develop plans to transfer to PROV those physical records held in commercial storage which are known or become known to have permanent value. The plan must meet requirements specified by PROV, be approved by the head of the public office or their delegate and provided to PROV upon request.

The purpose of this template is for public offices to document their permanent value record holdings in APROSS and begin the process of planning and prioritising the work, in order to begin making arrangements with PROV.

This template has been designed to meet the PROV requirements for the plan. However, public offices can adapt this template, copy sections across to their own organisational document formats or create an entirely new plan, as long as it includes the required components. These are the minimum requirements – the plan may be more detailed. In some cases, this plan might be part of a larger Disposal Plan.

**IMPORTANT** *When starting to plan, public offices must ensure they have agreements in place with PROV for record transfers. This is critical as transfers must be agreed to in advance so that public offices and PROV can manage their workloads. The first step is preparing and submitting a PRO 36 Form, available from the PROV website. PROV will then contact you and provide you with instructions. Records being transferred need to be prepared and documented in accordance with PROV requirements – you do not want to have to re-do work!*

**NOTE** *This plan only needs to be provided to PROV upon request from PROV..*

The purple text in this template provides guidance. **Remove it from the final version of your plan.**

# Introduction

Under the *Public Records Act 1973*, Victorian public offices are required to comply with the Recordkeeping Standards and Specifications set by the Public Record Office Victoria (PROV). This plan addresses one of the requirements of the *PROS 20/02 Storage Standard*.

## 1.1 Authorisation, ownership, duration and review

This plan was approved by [Individual, title, section area/business unit] on [date]

[Section area/Business Unit] will be responsible for implementing and managing this plan.

This plan will be reviewed by [Records manager or title of other responsible officer, Business Unit] every [Insert review period]) and will expire after a period of [Insert duration period].

Implementation of this plan is supported by [Insert references to relevant business cases, business plans, project management plans, budgets and other documentation.]

Progress with implementing this plan will be monitored and reported to [insert name of committee or senior / executive manager].

# Permanent value records in APROSS

## Summary of records

The goal of this table is to provide a summary of the permanent value record collections held in APROSS for planning and prioritisation. If you have a very large number of record collections with permanent value records included you may decide not to include them all in this initial plan. For example you may choose to include the 20 collections which make up the bulk of holdings, those you believe are of greatest importance or only those where transfer has been agreed with PROV.

*NOTE – Confirm that the holdings are of permanent value before adding to this table. For example, records specified as permanent in a current Retention and Disposal Authority or by special arrangement with PROV.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Collection number  Number each collection for easy reference | Description of record collection  Examples: Community Sporting Grant Applications, Legal and Policy Branch Files, Inwards Correspondence | Date range | Agency which created records | Agency & Business unit which responsibility for the collection currently | Quantity of records  Number of boxes, linear metres or kilometres | Format of records (e.g. files, volumes, cards, plans) | Where the records are stored  Use this column if holdings are stored in multiple facilities | Assessment of priority – high, medium, low  Possible reasons for assessing work on a record collection as being high priority are:   * Transfer arrangements in place with PROV * Funding approved / resources arranged for the work * Large quantity of records forming one or a small number of series | Reason for this assessment  Specify the reason(s) for the priority rating |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |

# Planned program for transfer

## Preparation

Detail here any activities which need to occur before work on the record holdings can commence and the timeframes for them. For example, procuring a contractor to undertake the work, obtaining approval and funding for the project, checking that there is current Retention and Disposal Authorisation coverage for the record holdings.

## Year one

Use these tables to document the program planned for each year. A 3 or 5 year plan is suggested but you may choose to plan for a shorter or longer period. It is suggested that collections which received a high priority for action in the assessment process set out in section 2.2 should be actioned first.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Collection number  From the table in section 2.2 | Description of record collection  From the table in section 2.2 | Creating agency | Priority  From the table in section 2.2 | GDA / RDA and Class number(s) which specify the records as being permanent  Or note if special authorisation received from PROV | Timing agreed with PROV for transfer?  For example, uplift planned for June | Manager responsible for the planned actions  Person responsible for managing the planned actions | Resources assigned to the planned actions  For example, the storage provider contracted to undertake the work or the internal staff resources | Details of planned actions  Specify the planned actions. For example tasks might include –   1. Confer with PROV to plan the project and determine the resourcing required and a realistic timeframe. 2. Procure resources for preparation, boxing and documentation work and a suitable workspace for records processing. You may need approved budget to procure external resources 3. Work with PROV to meet the transfer and documentation requirements as outlined in the published [Step by Step Guidance](https://prov.vic.gov.au/recordkeeping-government/transferring-records/physical-records-transfer-step-by-step) – includes determining records description, arrangement and listing requirements, public access arrangements. arranging for labels from PROV. 4. Set up work spaces, recall the records from APROSS for the work to be undertaken, order archival supplies (e.g. boxes/bags) prepare written instructions for people undertaking the work, arrange for laptops and set up system log ins for people undertaking the work, deliver induction and training sessions, monitor and quality check the work. |
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## Year two

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Collection number | Description of record collection | Creating Agency | Priority | GDA / RDA and Class number(s) | Timing agreed with PROV for transfer? | Manager responsible for the planned actions | Resources assigned to the planned actions | Details of planned actions |
|  |  |  |  |  |  |  |  |  |
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## Year three

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Collection number | Description of record collection | Creating Agency | Priority | GDA / RDA and Class number(s) | Timing agreed with PROV for transfer? | Manager responsible for the planned actions | Resources assigned to the planned actions | Details of planned actions |
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# Monitoring and reporting

Set out processes and arrangements for monitoring and reporting on progress to your own organisation. For example, to your Director, Executive or Governance Committee.

Note – this plan only needs to be provided to PROV upon request by PROV.