



Castlemaine Historical Society

Temporary public records

A temporary public record is a record that Public Record Office Victoria has determined is not required to be kept permanently as a State Archive.

Although not considered to be of permanent value it must be retained by the relevant government agency for a specified period of time for legal, administrative or other requirements. Once this retention period has expired, the agency can choose to either destroy the record or, subject to Public Record Office approval, transfer it to a Place of Deposit. The vast majority of all public records created by government are considered to be temporary.

These open access, temporary records are the only public records that Class B PODs can have in their collections. Examples include: animal registration records, cash books and visitor books.

The transfer of records to a POD by a government agency must always be approved by Public Record Office Victoria *before* the transfer can occur.

More information

For more information, go to the Community Collections page on the Public Record Office Victoria website at www.prov.vic.gov.au/community-collections or call PROV and ask to speak to someone from the Community Engagement team.

Thanks to the Castlemaine Historical Society.

Contact us

prov.vic.gov.au
enquiries@prov.vic.gov.au
03 9348 5600

Victorian Archives Centre

99 Shiel Street
North Melbourne
10am–4.30pm
Monday to Friday
(and 2nd and last Saturday of the month)

Ballarat Archives Centre

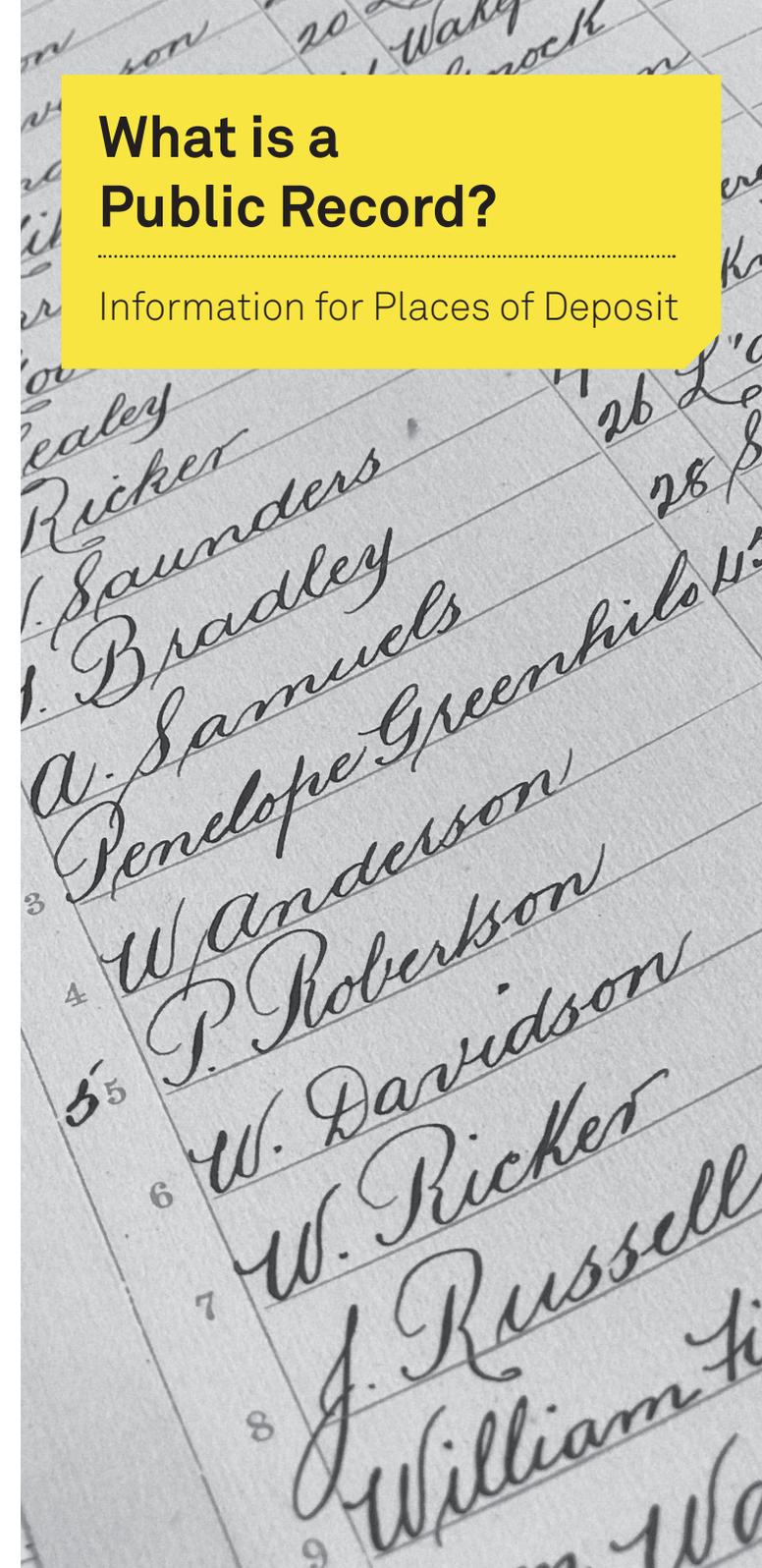
The Eureka Centre
102 Stawell Street South
Ballarat Central
10am–4.30pm Monday
to Thursday

Cover image:

Articles of Agreement (Mercantile Marine Office)
Public Record Office Victoria. VPRS 566/P0, Unit 66, Agreement No: CC793

What is a Public Record?

Information for Places of Deposit





Romsey and Lancefield Districts Historical Society

Places of Deposit

Places of Deposit, or PODs, are appointed to hold original, public records from local state government agencies, which may be of interest to a local community and which are on open access to the public.

There are two types of PODs:

1. Class A PODs can hold permanent and temporary records.
2. Class B PODs can only hold temporary public records.

This brochure explains what a public record is and the difference between permanent and temporary public records.

What is a public record?

A public record is defined by the *Public Records Act 1973 (Vic)* as any record made or received by someone working for a Victorian State or local government agency in the course of their duties. A public record can also be any record made or received by a court or person acting judicially in Victoria.

Records can be either hard-copy (such as a paper file or a register) or electronic (such as a database, digital file or email).

What is *not* a public record?

Records which are not public records are records made by private individuals, businesses, or by Commonwealth Government agencies. These include personal records in private collections (such as private letters or correspondence or tax records), and commercial records (such as corporate documents and company records).

Open and closed public records

Public records are either open or closed.

All records transferred to the custody of Public Record Office Victoria are on open access to the public unless they are specifically closed under the *Public Records Act*. There must be a justifiable reason to close access to records. The most common reason is that the records contain personal and private information about people who may still be living, such as medical or police records. PODs are not permitted to hold closed records.

All public records held at a Place of Deposit must be accessible by the public.

Permanent and temporary public records: the difference

Public records are classified as either permanent or temporary.

Public Record Office Victoria issues recordkeeping standards which specify which public records are permanent and which are temporary. These standards can be found on the Public Record Office Victoria website at www.prov.vic.gov.au/recordkeeping-government/standards-policies-rdas.

Class B PODs can hold temporary public records but not permanent public records.



Public Record Office Victoria Repository

Permanent public records

A *permanent* public record is a record that must be kept forever, never to be destroyed.

The *Public Records Act* requires Public Record Office Victoria to work with Victorian government agencies to select public records which have continuing value for permanent preservation as State Archives.

These are records that provide evidence of the authority and functions of state and local governments, their decision-making processes, and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities, individual lives and the environment.

Only a very small percentage of all records created by government are required as State Archives, roughly 5%.

Examples of permanent public records include rate books, local council minutes and annual reports from government agencies.

Class B PODs can only hold duplicate copies of permanent public records, not the originals.