



Adequate Records Management in Perspective - Storing Official Records

Why is storing official records important?

The storage of official records in adequate conditions is a key factor in ensuring the records are:

- protected
- accessible and
- managed in a cost effective manner.

Adequate storage will also:

- ensure the security of the official records
- minimise the chances for illegal alteration to official records
- minimise the chances for illegal disposal of official records.

By storing official records in an adequate manner, agencies will ensure compliance with Outcomes 3, 5 and 6 of the *Adequate Records Management Standard*.

What are the key principles regarding the storage of official records?

State Records has developed the following as key principles to support the storage of official records:¹

- records must be sentenced prior to transfer to secondary storage
- records must be sufficiently identified and described
- controlled environmental conditions must be sufficient for the storage of records
- the physical storage of the records must be sufficiently protected.

How should temporary official records be stored?

Official records of temporary value are those kept for approved periods of time, and destroyed once that time has elapsed. Temporary value records range from short-term temporary records (e.g. financial records) to long-term temporary records (e.g. personnel files).

To assist agencies and authorities State Records has developed a list of Approved Service Providers (ASP) for the storage and associated services of temporary value records of state government agencies and local government authorities. The companies on the list have been assessed as meeting State Records' standards for the storage, retrieval and destruction of temporary records.

¹ *Records of Temporary Value, Management and Storage - Standard*, State Records of South Australia, 2002.

The following companies and premises have been approved (as of release date of this Information Sheet) by State Records:

- **DataBank Technologies – Archive Security**
Phone: (08) 8416 5606 or 0419 605 369
- **Docstore**
593-595 South Road, Regency Park SA 5010.
Phone: (08) 8244 4100
- **Grace Records Management (Australia) Pty Ltd**
30 Charles Rd, Beverley SA 5009
Phone: (08) 8405 5060
- **Iron Mountain Australia Pty Ltd**
55 Burma Road, Pooraka SA 5095.
Phone: (08) 8162 4806
- **Recall Total Information Management**
64 East Avenue, Beverley, 5009.
Phone: (08) 8400 4503

Further companies may be approved, provided they meet State Records' requirements.

If an agency wishes to use a storage provider not on the ASP List, an exemption may need to be obtained from State Records. An exemption will only be granted on a case-by-case basis.

Agencies and authorities should transfer their official records of temporary value to an Approved Storage Provider once those records have ceased to be required on a day-to-day basis for the conduct of business.

How should permanent official records be stored?

Official records of permanent value are those that have been evaluated as having ongoing archival value to the State. A permanent record cannot be destroyed.

State Records is the principal repository for permanent value records in accordance with the *State Records Act 1997*. The cost of permanent records storage by State Records is covered by community funding.

All permanent value records intended for transfer to State Records need to be boxed, described, listed and sentenced with an approved Disposal Schedule in accordance with State Records' requirements.

Official records of permanent value need to be transferred to the custody of State Records when they are no longer required for current business purposes and in any event once the records are 15 years old.

How should official records be stored within an agency?

Records stored at the premises of an agency or authority should only be stored in facilities that are suitable for records storage and that comply with the principles outlined above.

Storage locations should be inspected by appropriate personnel and authorised by the Corporate Records Manager to ensure that they are adequate.

An agency or authority may be storing its official records because the records are still current and in active use or the organisation has its own compliant secondary storage facilities.

Agencies can store records in their own secondary storage facilities, either on or off site, subject to first seeking approval from State Records.

Agencies should note that there is no need for them to seek approval from State Records to store records in their office premises when they are in current use. However, this is dependant on the age and significance of the records. If the records are more than fifteen years old and of permanent value the agency needs to seek a section 19 exemption in accordance with the State Records Act.

Further information

- State Records of South Australia, *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Standard* (2009).
- State Records of South Australia, *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Guideline* (2009). State Records of South Australia, *Management and Storage of Temporary Value Records with an Approved Service Provider (ASP): Approved Service Providers List (ASPL) User Guide* (2009).
- State Records of South Australia, *Records Transfer Templates and Instructions*.
- State Records of South Australia, *Adequate Records Management Standard* (2002).
- Standards Australia, Australian Standard AS ISO 15489-2002, *Records Management* (2002).
- British Standard, *BS 5454—1989, Storage and Exhibition of Archival Documents* (1989).
- Ling, Ted, *Solid, Safe, Secure: Building Archives Repositories in Australia*, National Archives of Australia, Canberra, Chapter 2 (1998).
- National Archives of Australia, *Standard for the physical storage of Commonwealth records* (2002).

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