

Transfer of Official Records

Standard

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STATE RECORDS

of South Australia



Government of South Australia
State Records

Introduction

The *State Records Act 1997* (the Act) establishes State Records as the principal repository for official records of enduring value that are no longer required for current administrative purposes.

State Records receives transfers of official records, of enduring permanent value, from state and local government agencies and universities.

Authority

This Standard is issued under sections 14 and 19 of the Act.

S14(1) and (2) of the Act enables State Records to issue standards that are binding for state government agencies, with the approval of the Minister.

S19(1) of the Act outlines mandatory transfer requirements for the official records by agencies. It states that official records must be delivered into the custody of State Records (or disposed of in accordance with the Act):

- » when the agency ceases to require access to the records for current administrative purposes; or
- » during the year occurring 15 years after the record came into existence,

whichever first occurs.

S19(3)(a) of the Act states that the transfer of official records into State Records custody may be postponed, in line with records management standards issued by the Manager [Director].

Purpose

The *Transfer of Official Records Standard* establishes the circumstances under which the transfer of official records into State Records custody will be accepted or postponed in accordance with s19(3)(a) of the Act.

Policy

State Records only accepts transfers of official records of enduring permanent value which are no longer required for current administrative use, regardless of age.

Records of permanent value:

- » that are 15 years or older, **and**
- » are still in administrative use

are to be postponed from delivery into the custody of State Records until such time as the agency ceases to require access for current administrative purposes.

Transfers may also be postponed by State Records in accordance with section 19(3)(a) and (c) of the Act if the records are closed to public access in perpetuity.

Where a postponement from mandatory transfer is requested by an agency, this must be done by seeking an exemption in accordance with section 19(4) of the Act.

Digital, hybrid and digitised records

Transfer is postponed for records created and held in digital systems until such time as State Records has the capability to receive transfers of digital records.

Agencies are required, when proposing a transfer, to indicate where hard copy records form part of a hybrid file.

There is no need to transfer original hard copy permanent value records which have been scanned and may be destroyed under the conditions of an agency's GDS 21 Certification. Where destruction is not authorised, including documents created on or before 1 January 2005, agencies should propose a transfer for the hard copy permanent value records.

Non-standard physical formats

The transfer of non-standard physical format records will be assessed on a case-by-case basis. Approval by the Manager [Director] may be subject to conditions. Non-standard formats include, but are not limited to:

- » CDs
- » films
- » magnetic media, or
- » oversized plans.

Prioritisation

Accepted Transfers are then prioritised, with the highest priority given to records which:

- » are open to public access,
- » are at risk of loss or damage, or
- » date from the nineteenth and twentieth centuries.

Exceptions

Exceptions to this Standard may be made on a case by case basis, with the approval of the Manager [Director].

References

Advice on the transfer process is published on the State Records' website at <https://www.archives.sa.gov.au/managing-information/the-archive/transfers>.

The 'Managing Information' section of the website also provides other advice on compliance with this and other standards.

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Need further assistance?

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