

# Transfer of Official Records

## Standard

**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 from state and local government agencies.

## 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 of state and local government 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 occurs first.

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].

S19(4) of the Act states if the Manager [Director] is satisfied that an agency has sufficient and adequate facilities for the proper storage and care of the records, the Manager may exempt those records from the requirement that they be delivered into State Records custody.

## Purpose

The *Transfer of Official Records Standard* establishes the circumstances under which:

- » the transfer of official records in to State Records custody will be accepted or postponed, in accordance with s19(3)(a) of the Act; and
- » exemptions to the transfer of official records may occur under s19(4) of the Act.

## Policy

State Records only accepts transfers of official records of enduring value (permanent records) which are:

- » older than 15 years; and
- » no longer required for current administrative use.

These transfers are prioritised, with the highest priority given to records which:

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

Transfers will be postponed if the records are:

- » younger than 15 years, OR
- » in current administrative use (regardless of age), OR
- » closed to public access, and will not be publicly accessible for more than 15 years (regardless of age).

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

The transfer of original hard copy permanent value records which have been scanned and may be destroyed under the conditions of GDS 21 are exempt from mandatory transfer requirements, and will not be accepted into custody. The transfer of the digital versions of these records is postponed, until such time as State Records has the capability to receive transfers of digital records..

## Exceptions

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

### Need further assistance?

**Contact State Records**

**Tel** (+61 8) 8204 8791

**Email** [staterecords@sa.gov.au](mailto:staterecords@sa.gov.au)

**Web** [www.archives.sa.gov.au](http://www.archives.sa.gov.au)