



Global Exemption to the Deed of Agreement for State Records Storage Approved Services Providers List

The Deed of Agreement for State Records Storage Approved Services Provider List (the Deed) states:

The ASP must not accept Official Records into its custody for storage if the Official Records have not already been sentenced as temporary, unless the Contracting Agency has already received a written exemption to do so from State Records.

This global exemption to the Deed enables all contracting agencies to transfer permanent value records to an ASP provided that the records are:

- less than 15 years old, OR
- still in current administrative use.

For the purposes of this exemption to the Deed, current administrative use is taken to include where the agency:

- has not completed or closed the matter
- is required to add papers or entries to the record
- provides public access to the records, under FOI or for individual entitlements, family or local history
- is likely to need access to the records for audit or legal purposes e.g. within the auditing period or within statute of limitations.

Conditions of exemption

The records will be adequately controlled, housed, listed and stored to meet any access requests and business needs, and to ensure the records are maintained in good order and condition.

The records will be transferred to State Records once they are older than 15 years or no longer in current administrative use.

State Records will be provided with access to audit the records to confirm that the conditions are being met.

Signed

Simon Froude

DIRECTOR AND STATE ARCHIVIST, STATE RECORDS

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