



29 September 2010

## **Attention: Chief Executive Officer**

### **Moving Premises – Moving Records**

This advice is issued to State and local government organizations to assist with the management of government records and documents when moving premises.

This type of move generally occurs when an organization moves to new offices, merges with another agency or part of one organization separates or is transferred to another organization. At such times records also need to be moved and this is often a trigger to apply disposal mechanisms to identify those records that may be legally destroyed.

**In accordance with the *State Records Act 2000*, disposal of government records and documents must only be undertaken in accordance with the organization's Recordkeeping Plan and an approved Disposal Authority.**

All staff should be instructed that business records<sup>1</sup> must be captured into the organization's recordkeeping system. This should be done in consultation with the organization's records and information management section to ensure that all records are managed appropriately.

The organization may have reduced records storage facilities at the new premises and may therefore be considering digitization as an alternative to moving the physical records to the new premises. Digitization processes must comply with the requirements set out in the *General Disposal Authority for Source Records*, available at: [http://www.sro.wa.gov.au/government/documents/GDA\\_SourceRecords.pdf](http://www.sro.wa.gov.au/government/documents/GDA_SourceRecords.pdf).

For further information, please contact the State Records Office by email at [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au) or phone 9427 3365.

Yours sincerely

Cathrin Cassarchis  
Director of State Records

<sup>1</sup> Business records contain information created or received by an officer in the course of his/her duties and which may be: of evidential and/or historical value; formal communications and/or transactions; or the rationale behind organization policy, decisions or directives.