

Office of the State Archivist

IMPLEMENTATION TOOL

Pre-inspection Checklist for Secondary Storage Providers

INTRODUCTION

If you are seeking certification as an Approved Secondary Storage Provider (ASSP), we will ask you to complete this checklist, attach evidence and return it to the Office of the State Archivist.

We'll then get in contact to schedule a site inspection.

If we approve you, we issue you a certificate and list you as an approved provider on our website.

Certification is current for three years and is site specific. Certification renewal is also for three years.

If you make any changes to your current premises, move, or acquire additional premises, you need to go through the original certification process again, even if you were previously certified. If you make changes that impact on your ability to meet our requirements, contact our Office.

Where there is a change of ownership, the new owner should tell us and we will decide if a further inspection or certification is required.

Please allow enough time to complete the pre-inspection checklist, as some evidence can take time to collect, especially for the first certification.

WHAT IF I WAS PREVIOUSLY CERTIFIED UNDER GUIDELINE 13: CERTIFICATION FOR SECONDARY STORAGE PROVIDERS?

Guideline 13: Certification for secondary storage providers has now been withdrawn.

We expect that all providers certified under Guideline 13 will retain their certification of existing facilities under the new *Physical Storage Technical Standard*.

WHAT IS DIFFERENT?

1. We've turned three Guidelines into one Standard

Guideline 11: Physical Storage of State Records was released in 2005, and *Guideline 13: Certification for secondary storage providers* and *Guideline 23: Certification of Places of Deposit of State Archives* were both released in 2013. We've merged these into our new *Physical Storage Technical Standard*.

The new Standard outlines storage requirements for State records and applies to records held in the custody of an organisation, or outsourced to commercial providers.

2. Major changes

Length of certification and renewal – We have extended this from two years to three years.

Contracts – We no longer assess contracts as part of our certification process. Instead, we have listed in the Standard a number of clauses that we believe should be included in contracts. It is the responsibility of government organisations to ensure that contracts are satisfactory, meet legislative and regulatory requirements, and to negotiate with you if required.

Known hazards – Site and facility hazards were included in Guideline 11, but not in Guideline 13. We've included them in the new Standard.

New Building Act and Work Health and Safety requirements – Essential building service maintenance and high risk work licensing have been added in line with the *Building Act 2016*, *Building Regulations 2016* and the *Work Health and Safety Regulations 2012*.

National Police Record Checks and Working with Vulnerable People Registration have been added.

Temperature and humidity requirements have been removed.

Risk – We've adopted a risk-based approach based on feedback and current best practice. All the new publications in our *Information Management Framework* use this approach.

3. Minor changes

These include terminology, updated references to Australian Standards, and changing evidence of incidents from two years to six months, for example. Some things we previously checked at site inspections have been added to the pre-inspection checklist.

4. We've changed the process

We've tried to streamline the process and hope that this works better for you (and us!) We will send you this checklist to complete and return with evidence, before scheduling a site inspection.

This will allow a simpler site inspection, where we focus on the site, instead of also trying to view evidence. We also hope that it will allow us to tell you the outcome of certification more quickly than now.

We may also choose to focus on a specific topic at the time of certification renewal. This could mean a few extra questions, or particular attention at the site inspection on, for example, flood recovery, pest eradication, insurance, or some other topic.

We are aware that you may not be able to supply full copies of items requested as evidence due to security etc. If this is the case, please contact us to discuss. Not all evidence is needed for certification renewal. Please supply copies, not originals. Digital copies are preferred.

NEXT STEPS

If you have a question, please contact us on osa@education.tas.gov.au or 03 6165 5581.

Physical Storage Technical Standard. Section 4. Location and construction	Evidence supplied (OSA use only)	Site inspection (OSA use only)
Is the storage facility close to any known hazards such as:		
<ul style="list-style-type: none"> bushfire-prone areas 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> coastal areas due to risk of flooding from high tides, rising sea levels or tsunamis 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> earthquake prone areas or land liable to subsidence 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> electromagnetic fields and mobile phone towers and base stations 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> floodplains, creeks, rivers or stormwater drains due to risk of flooding or seepage from contaminants 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> hazardous or heavy industries such as oil or gas plants, chemical waste dumps or plants, paint or rubber factories due to atmospheric pollutants, and the risk of fire and/or explosion 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> major airports or directly under flight paths due to accidents and exhaust pollutants 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> strategic installations such as fuel depots or munitions factories 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
<ul style="list-style-type: none"> hazards not listed above 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
If you answered yes to any of these hazards, please describe risk mitigation measures.		

PRE-INSPECTION CHECKLIST FOR SECONDARY STORAGE PROVIDERS

Physical Storage Technical Standard. Section 4. Location and construction	Evidence supplied (OSA use only)	Site inspection (OSA use only)
Are storage areas within the building physically separated from areas of known risk, such as:		
<ul style="list-style-type: none"> • kitchens 	Yes <input type="checkbox"/> No <input type="checkbox"/>	*
<ul style="list-style-type: none"> • bathrooms 	Yes <input type="checkbox"/> No <input type="checkbox"/>	*
<ul style="list-style-type: none"> • electrical plants 	Yes <input type="checkbox"/> No <input type="checkbox"/>	*
<ul style="list-style-type: none"> • machinery or air conditioning units 	Yes <input type="checkbox"/> No <input type="checkbox"/>	*
<ul style="list-style-type: none"> • overhead pipes 	Yes <input type="checkbox"/> No <input type="checkbox"/>	*
<ul style="list-style-type: none"> • exposed plumbing 	Yes <input type="checkbox"/> No <input type="checkbox"/>	*
If yes, please describe risk mitigation measures.	Yes <input type="checkbox"/> No <input type="checkbox"/>	*
<p>Does the facility comply with the <i>National Construction Code of Australia</i> (previously known as the <i>Building Code of Australia</i>)?</p> <p>If yes, please supply a copy of the Certificate of occupancy. (Required for initial certification, and for any new buildings.)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Physical Storage Technical Standard. Section 4. Location and construction	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Are there items stored within the storage area or facility, or nearby in surrounding buildings that may be a threat to the records? For example, chemical or other flammable items.</p> <p>If yes, please specify and provide risk mitigation measures.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>*</p>
<p>What is the floor loading capacity?</p> <p>Please supply a copy of the Structural engineering report. (Required for initial certification, and for any new buildings.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Are there skylights or windows directly in line with records?</p> <p>If yes, do blinds and/or screens protect records from direct sunlight?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>*</p>
<p>Are your gutters cleaned regularly?</p> <p>How often?</p> <p>Please supply evidence of a contract with a maintenance company.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>*</p>

Physical Storage Technical Standard. Section 4. Location and construction	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Do you have pest inspection/eradication measures in place? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, briefly summarise, including frequency.</p> <p>If there have been any pest infestations/damage in the last six months, provide a summary of action taken.</p> <p>Please supply evidence of a contract with a pest control company.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>*</p>
<p>Do you store magnetic storage media? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, is it on non-magnetising shelving and non-magnetisable containers? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

Physical Storage Technical Standard. Section 5. Inspection and maintenance	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Is there a schedule for essential building services maintenance that complies with the <i>Building Act 2016</i> (Part 14) (Tas) and <i>Building Regulations 2016</i> (Part 7) (Tas)?</p> <p>For new buildings or alterations or additions to existing buildings – please supply a copy of the maintenance schedule from the building surveyor that issued the occupancy permit (Approved Form No. 46 (Maintenance Schedule)).</p> <p>For buildings built or altered before 1 July 2004 – please supply a copy of the maintenance schedule from a building surveyor.</p> <p>Further information:</p> <ul style="list-style-type: none"> • Director of Building Control, Consumer, Building and Occupational Services, Department of Justice, Tasmanian Government. v1.1 July 2017. Director’s Maintenance of Prescribed Essential Building Services Determination • Consumer, Building and Occupational Services, Department of Justice, Tasmanian Government. v2.0 August 2017. Fact Sheet. Essential Building Services 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you complete random checks of a sample of records at least every six months to identify signs of pest infestation, mould, computer viruses, and data corruption or information loss?</p> <p>If yes, briefly describe or supply a copy of procedure.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Physical Storage Technical Standard. Section 5. Inspection and maintenance	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Is the storage area or facility cleaned regularly? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Briefly describe the cleaning cycle, with frequency.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>*</p>

Physical Storage Technical Standard. Section 6. Preservation	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Do you store digital files? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please supply a copy of your procedures that show how you ensure records and metadata remain accessible for as long as required. For example,</p> <ul style="list-style-type: none"> • regularly checking data integrity, for example, spot checks, checksums • scheduling media replacement • recovery from data integrity failure • customer notification process should there be problems identified. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Physical Storage Technical Standard. Section 6. Preservation	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Do you store physical, non-paper media, such as portable drives, CDs, video or DVDs, cassette tapes, back-up tapes, floppy disks, film, photographs, glass plate negatives, etc?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what procedures do you have in place to ensure that records and metadata remain accessible for as long as required? Please supply a copy of any procedures. For example,</p> <ul style="list-style-type: none"> • regular checking for mould on optical disks • regular checking for vinegar syndrome on negatives and films • storage in climate controlled vaults • copying, conversion or migration into different formats. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>*</p>
<p>Do you use wooden shelving?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>*</p>
<p>Is your shelving raised off the floor by 85-150 mm?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>*</p>
<p>Do you stack boxes more than four high?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>*</p>
<p>Do you train staff in handling fragile records?</p> <p>If yes, how often?</p> <p>Briefly describe or provide course content/learning outcomes.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Does your facility have a vault, cool room or cold store?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>*</p>

Physical Storage Technical Standard. Section 7. Safety	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Do you conduct work health and safety inspections? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how often?</p> <p>Please supply a copy of the most recent inspection report.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you train staff in safe manual handling practices and other work health and safety measures? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how often?</p> <p>Briefly describe or provide course content/learning outcomes.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Are you compliant with licencing and/or training requirements for equipment such as forklift trucks, order picking forklift trucks, scissor lifts/hoists, mobile stock pickers etc? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Further information:</p> <ul style="list-style-type: none"> WorkSafe Tasmania. 2015. A Guide to High Risk Work Licensing in Tasmania 		<p>*</p>
<p>In the past six months have there been any incidents that damaged records such as boxes falling off shelving, forklifts etc.? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide relevant incident reports.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Physical Storage Technical Standard. Section 8. Access and Security	Evidence supplied (OSA use only)	Site inspection (OSA use only)
If your staff work with records of children and vulnerable people, are they required to have Working with Vulnerable People Registration? Yes <input type="checkbox"/> No <input type="checkbox"/>		
What security measures are in place? Briefly describe. For example, is there: <ul style="list-style-type: none"> • a key register • a swipe card system • a monitored alarm system linked to a security base station • security cameras – internal and external – over doors/loading zones – monitored on- or off-site, with footage kept for at least 90 days • security locks/alarms/bars/grills on ground floor doors, windows and roller doors • perimeter security fences at least 6 feet high • lockable gates • other 		*
In the past six months, has there been any unauthorised entry, or attempted entry, to storage areas and facilities? If yes, please provide relevant incident reports. Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Physical Storage Technical Standard. Section 8. Access and Security	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Do you train staff in dealing with records with different security classifications? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how often training is provided?</p> <p>Briefly describe or provide course content/learning outcomes or a copy of your procedures.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you have a system in place for tracking locations or records in storage and in transit? For example, barcoding, RFID etc. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Briefly describe or provide a copy of your procedures.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Physical Storage Technical Standard. Section 9. Disaster preparedness and recovery	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Have there been any disasters in the past six months that have affected the storage areas or facilities? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, briefly describe and provide relevant incident reports.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you have a current disaster preparedness, management and recovery plan that:</p> <ul style="list-style-type: none"> • defines responsibilities • includes contact details of specialist recovery companies? <p>If yes, provide a copy of your plan.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Have you tested your disaster plan? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please tell us how often you test the plan, and provide your most recent simulation report and action taken to improve your disaster response.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Physical Storage Technical Standard. Section 9. Disaster preparedness and recovery	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>Do you train staff in disaster preparedness, management and recovery for records? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how often training is provided?</p> <p>Briefly describe or provide course content/learning outcomes.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you have disaster bins and disaster evacuation packs with recovery tools and equipment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide a list of contents, and tell us how often they are inspected and maintained.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>*</p>
<p>Does your insurance cover recovery from a disaster event, records in transit and public liability? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please provide a copy of your current insurance statement.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Physical Storage Technical Standard. Section 9. Disaster preparedness and recovery	Evidence supplied (OSA use only)	Site inspection (OSA use only)
<p>What fire protection systems and equipment are in place? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Briefly describe. For example, is there:</p> <ul style="list-style-type: none"> • fire/heat/smoke detection and an alarm system linked to a security base station • fire suppression system (water, gaseous, chemical etc.) • fire blankets • fire extinguishers • hose reels • hydrants 		<p>*</p>
<p>Does maintenance of fire protection systems and equipment meet the requirements of Australian Standard AS 1851-2012 <i>Routine service of fire protection systems and equipment</i>? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide a copy of your most recent fire safety logs or inspections reports.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you train staff in the use of fire protection systems and equipment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how often training is provided?</p> <p>Briefly describe or provide course content/learning outcomes.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

PRE-INSPECTION CHECKLIST FOR SECONDARY STORAGE PROVIDERS

Physical Storage Technical Standard. Section 10. Additional requirements for commercial storage providers	Evidence supplied (OSA use only)	Site inspection (OSA use only)
Are your staff required to sign a confidentiality agreement? If yes, please provide a copy of your confidentiality/staff employment agreement. Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are your staff required to complete a National Police Record Check regularly? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have a full and up-to-date list of government records to enable records to be identified and located when required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Specific areas for focus	Evidence supplied (OSA use only)	Site inspection (OSA use only)
Additional questions or site inspection focus to be advised. Examples could include flood recovery, pest eradication, insurance, etc. Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

CHECKLIST OF EVIDENCE

This checklist is for you, to make sure you have included all of the evidence referred to in the table above.

Please supply copies, not originals.

Digital copies are preferred.

Checklist of evidence required			
Section 4. Location and construction			
Description of risk mitigation measures for known hazards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Description of risk mitigation measures for internal storage areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Certificate of occupancy (Required for initial certification, and for any new buildings)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Description of risk mitigation measures for hazardous items stored in your storage area or facility, or nearby in surrounding buildings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Structural engineering report (Required for initial certification, and for any new buildings)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Description of how often gutters are cleaned	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Evidence of contract with a gutter cleaning maintenance company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Description of pest inspection/eradication measures and frequency	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Evidence of a contract with a pest control company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Section 5. Inspection and maintenance			
Maintenance schedule from the building surveyor that issued the occupancy permit - Approved Form No. 46 - Maintenance Schedule (for new buildings or alterations or additions to existing buildings)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
OR			
Maintenance schedule from a building surveyor (for buildings built or altered before 1 July 2004)			
Description of, or procedure for random checks of a sample of records at least every six months to identify signs of pest infestation, mould, computer viruses, and data corruption or information loss	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Description of cleaning cycle, with frequency	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Checklist of evidence required		
Section 6. Preservation		
Procedure for ensuring digital records and metadata remain accessible for as long as required (If you store digital files)	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Procedure for ensuring physical, non-paper media records* and metadata remain accessible for as long as required (*such as portable drives, CDs, video or DVDs, cassette tapes, back-up tapes, floppy disks, film, photographs, glass plate negatives etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Course content or learning outcomes for training in handling fragile records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 7. Safety		
Description of how often work health and safety inspections occur and most recent work health and safety inspection report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course content or learning outcomes for training in safe manual handling practices and other work health and safety measures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any incident reports from the past six months involving damaged records	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Section 8. Access and Security		
Description of security measures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any incident reports from the past six months involving unauthorised entry or attempted entry	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Description of how often training in security classification training occurs, description of, or course content, or learning outcomes for training	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Description of, or procedure for tracking locations or records in storage and in transit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 9. Disaster preparedness and recovery		
Any disaster incident reports from the past six months	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Disaster preparedness, management and recovery plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Checklist of evidence required	
Description of how often disaster plan is tested, most recent simulation report and action taken to improve your disaster response	Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of how often training in disaster preparedness, management and recovery occurs, and training course content or learning outcomes	Yes <input type="checkbox"/> No <input type="checkbox"/>
List of disaster bins and evacuation packs contents, and description of how often they are inspected and maintained	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current insurance statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of fire protection systems and equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Most recent fire safety logs or inspection reports	Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of how often training in fire protection systems and equipment occurs, and course content or learning outcomes for training	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 10. Additional requirement for commercial storage providers	
Confidentiality/staff employment agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>

ACKNOWLEDGEMENTS

This Checklist is based on the following, now withdrawn Tasmanian Archive and Heritage Office Publication:

- *Guideline 13: Certification for secondary storage providers* (Certification checklist).

MORE INFORMATION

OSA (Office of the State Archivist) (2020) [Physical Storage Technical Standard](#), OSA, Tasmanian Government, accessed 16 November 2020. [The link targets a landing page, not a PDF.]

CONTACT US

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The *Pre-Inspection Checklist for Secondary Storage Providers* is part of the *Tasmanian Government Information Management Framework*. It supports the *Physical Storage Technical Standard*. This is a living document and we will make minor changes as needed. If you notice anything that needs updating, please let us know.



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Document Development History

Version	Date	Comments
I	3/12/2020	Initial release
