

Transfer of Custody

NO. 2330

Transferring personnel records ensures the full records of service, rights and entitlements of all employees are retained for the lengths of time set out in authorised Disposal Schedules. Personnel records may be transferred when:

- employees move from one government organisation to another
- individuals return to government employment after a break in service
- employees move between government organisations because of machinery of government change.

Conditions

Authorised procedures for the transfer of personnel records:

- set out the responsibilities of Human Resources and Records sections
- set out the process for requesting records
- enable the timely, proper, and secure transfer of records
- enable records not needed by the requesting organisation to be managed in line with *Disposal Schedule for Common Administrative Functions* (DA2157)
- specific creation and management of detailed records of all personnel files sent to and received from other organisations
- provide for organisational access to personnel records while employees were employed in any government organisation.

I authorise the transfer of personnel records between all organisations covered by the *Archives Act 1983* (Tas) under section 20(2)(b) of the Act where an authorised procedure meets the conditions above.

Ross Latham
State Archivist
Office of the State Archivist
Tasmanian Archives

Document Development History

Version	Date	Comments
3	14/03/2024	Replaces Guideline 16, minor edits, template change. 'Conditions' moved to from Guideline to this Disposal Authority, 'machinery of government change' added.
2	4/06/2015	Guideline 16: Managing Inter-agency Transfer of Personnel Records
1	11/06/2009	Guideline 16: Managing Inter-agency Transfer of Personnel Records