MACHINERY OF GOVERNMENT AND ADMINISTRATIVE CHANGES
Stage 4: Transfer and manage the records after the change

- Has a copy of the transfer list been given to all receiving agencies and organisations? See transfer list in Stage 2.

  - NO
    - Supply a copy of the transfer list to all receiving agencies.

  - YES
    - Are the records prepared for transfer?
      - Yes: Records are securely packed
      - No: Prepare records for transfer

    - Transfer...
      - Permanent records to QSA (if applicable)
      - Legacy temporary paper records to off-site or secondary storage (if applicable)
      - Required records (or copies) to private entity or service provider as agreed (if applicable)
      - All other records to successor public authority.
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    - Check the records
      - The successor public authority will need to check:
        - The transferred records matches the transfer list
        - The records were transferred correctly
        - The transferred records are usable and accessible
        - The integrity of the records is maintained
        - This particularly applies to digital records

    - Update recordkeeping database and records management tools
      - Note: This step may only apply to the successor if the original public authority is abolished.

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    - Ensure the receiving organisation is ready and able to receive the records before transfer.

    - Is the receiving agency, service provider or private entity ready to receive the records?
      - Yes: Transfer...
      - No: Prepare records for transfer

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