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: Prepare records for transfer.
    - NO: Ensure the receiving organisation is ready and able to receive the records before transfer.

Are the records prepared for transfer?
- Records are securely packed
- All associated hardware and software also ready to be transferred
- All control records and metadata are included
- Records match the transfer list
- Associated documents, such as retention and disposal schedule, BCS etc., are included (if applicable)

Is the receiving agency, service provider or private entity ready to receive the records?
- YES: Transfer...
- NO: Update recordkeeping database and records management tools.
  - 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
  - Note: this step may only apply to the successor if the original public authority is abolished.
  - All other records to successor public authority.
    - Required records (or copies) to private entity or service provider as agreed (if applicable)
    - 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)
Permanent records to QSA (if applicable)
Legacy temporary paper records to off-site or secondary storage (if applicable)
Update recordkeeping database and records management tools.