

# Fact Sheet

1

## Becoming an APROSS Facility

*By becoming an Approved Public Record Office Storage Supplier, or APROSS facility, the commercial storage facility is permitted to store public records on behalf of the Victorian Government.*

*This Fact Sheet outlines the process for becoming an APROSS.*

### Becoming an APROSS Facility

Facilities are certified as an APROSS following the receipt of paperwork and inspection by an authorised PROV representative. Once certified as an APROSS, the facility retains that certification for fifteen years, unless it is revoked by PROV.

To begin the certification process, commercial storage companies must first complete PROV form [PRO 37 APROSS Registration of Interest and submit](#) it to PROV. It is recommended that the company examine the [APROSS Specification](#), to understand the requirements that will be assessed by PROV.

Once the form has been received, PROV staff will contact the company to organise a time to inspect and assess the facility. Inspections take a couple of hours and involve the PROV representative using the [APROSS Specification](#) to assess the facility and any documentation as required.

[Form PRO 39 APROSS Pre-Inspection Checklist](#) identifies the documentation to be provided at the time of inspection. If any compliance requirements are not met, the PROV representative will write a report detailing what requirements were not met, and what action can be taken by the facility to ensure compliance with these requirements.

The company then has the opportunity to rectify any issues identified in the report written by the PROV representative. Once these actions have been completed, the company should contact PROV to organise another inspection.

When the facility passes the inspection, PROV staff will write a recommendation to the Keeper of Public Records that facility be appointed as an APROSS. When this is approved, the facility is recognised as an APROSS and the facilities are deemed to be appropriate for the storage of public records. The contact details and location of the new APROSS will then be published on the [PROV website](#).

A diagram outlining the APROSS Certification Process is shown on page 2 of this document.

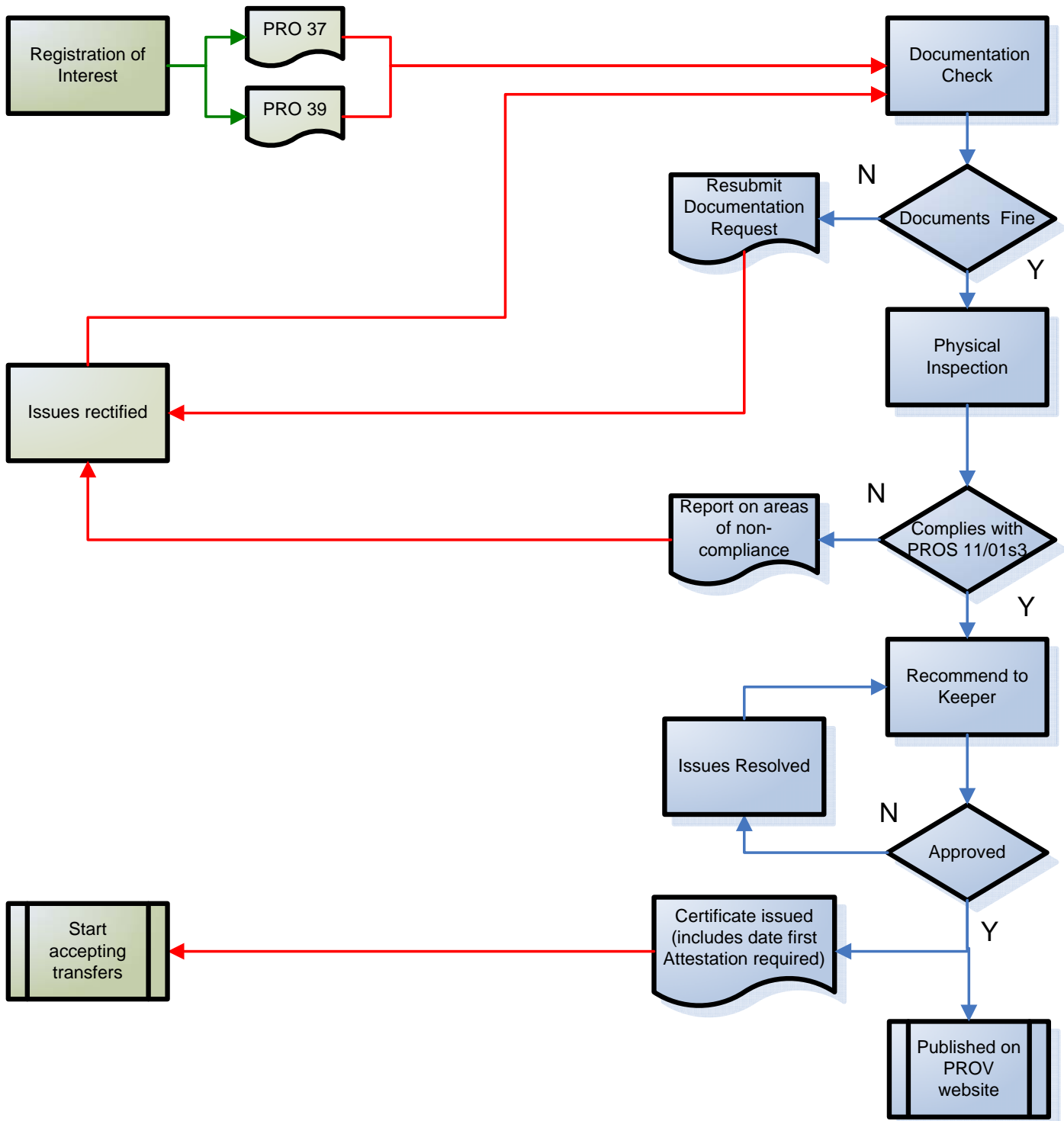
### Further Resources

Additional information is located in the following documents, which may be downloaded from the PROV Website: <<http://prov.vic.gov.au/government/standards-and-policy/storage>>:

- PROS 11/01 S3 APROSS Specification
- PROS 11/01 G1 APROSS Guideline
- PROS 11/01 G6 Records Storage: Authorisation and Inspection Programme Guideline
- PROS 11/01 FS2 Maintaining APROSS Certification Fact Sheet
- PRO 37 APROSS Registration of Interest
- PRO 39 APROSS Pre-Inspection Checklist

# APROSS

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