Information before you begin:

* This form is to be accompanied by a *PRO 46A Request for Disposal Authority (Single Instance) Form*.
* Upon completion, submit this form to: agency.queries@prov.vic.gov.au

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| **Agency** |  |
| **VA number (if there is one)** |  |

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| **Departmental / Ministerial Responsibility***Please provide details of the Minister to which the agency reports, and details of your agency’s administrative context.* *[For example, Public Record Office Victoria reports to the Minister for Government Services through the Department of Premier and Cabinet]* |

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| **Type/function of record** | **Start Date of Records** | **End Date of Records** | **Quantity**  |
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| **Administrative Context***Details of the agency which created the records, the function the records document, why they were created (legislation etc.) and the purpose of the records.*  |

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| **Function and Recordkeeping***Description of the records and contents, how the records fit within the function they document, information about recordkeeping and arrangement which can feed into archival documentation such as series texts.* |

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| **Relationship to Appraisal criteria***Address the Appraisal Criteria as published on the PROV website in the Appraisal Statement and topic page on Appraisal. Provide the reasons for the relevance of the appraisal criteria to these records. For further guidance on the justification of appraisal criteria is available on the Appraisal topic page.*  |

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| **Stakeholder Consultation***This will refer to the views gathered in the agency or with other contacts but in time may indicate the concurrence of other stakeholders such as reference groups etc.* |

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| **Recommendations***The appraisal decisions for each type of record listed in the request which may be transferred into the notification for the agency.* |

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| **Report prepared by** |
| **Name** |  | **Position Title** |  | **Date** |  |

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| **Endorsed by** |
| **Name** |  | **Position Title** |  | **Date** |  |