



Meeting 43, 11 February 2003

Council welcomed Peter Croft (Deputy Director, Natural and Cultural Heritage in the Department for Environment and Heritage) as the new member appointed on the nomination of the Commissioner for Public Employment. Mr Croft was appointed following the resignation of Vanessa Little.

Council met with the Hon Jay Weatherill MP, Minister for Administrative Services. Council discussed a number of issues with the Minister, including the new CBD premises for State Records, Government priorities for records management, and the provision of archival and access services for indigenous people.

State Records' disposal package was submitted to the Council for endorsement. The package includes templates for the drafting of a records disposal schedule (RDS), information sheets on stages of consultation involved in the development of an RDS and the *Appraisal Policy and Objectives guideline*. Council endorsed the disposal package subject to endorsement by the Across-Government Information and Records Management Strategy Group and subject to requested amendments being made.

Council approved a strategy for retiring, superseding, extending or reviewing all records disposal schedules approved prior to the proclamation of the State Records Act in October 1997.

Council was provided with an update on State Records' Facilities Project that involves new premises in the Bickford North Building of Leigh Street (City) and the redevelopment of the existing Gepps Cross facilities.

Council approved the following schedules:



RDS 2000/01 version 2 Department of Treasury and Finance – Office for Government Enterprises (OGE) (formerly Department for Administrative and Information Services – Government Businesses Group)

Records Disposal Schedule 2000/01 version 1 for the Government Businesses Group, as part of the Department for Administrative and Information Services, was approved by the State Records Council on 11 April 2000. The schedule has been in operation since that time.

The records covered by RDS 2000/01 version 1 document the detailed scoping of a number of Government Business Enterprises (ie Lotteries Commission of South Australia, South Australian Totalizator Agency Board, South Australian Ports Corporation, SAGRIC International Pty Ltd, and WorkCover Corporation of South Australia) for possible sale or outsourcing of services. RDS 2000/01 version 1 and version 2 do not include the core records of the Office for Government Enterprises (OGE) which was established to implement performance monitoring and an advisory framework for State public enterprises.

RDS 2000/01 version 2 does not alter the content or operation of version 1, except insofar as it includes three minor changes - to indicate that remaining functions of the dissolved Government Businesses Group are now carried out by the Department of Treasury and Finance – Office for Government Enterprises; to include two additional activities – “Asset Sales – Human Resource Management – Policy (1.5)” and Asset Sales – Personnel (1.6)” – and their associated records (items 1.5.1 and 1.6.1), in order to sentence a series of records which cannot currently be sentenced under either GDS 15 (5th ed) or RDS 2000/01 version 1; to correct a paragraph in the covering minute that accompanied RDS 2000/01 version 1. No other changes have been made to the substantive content of the schedule. RDS 2000/01 version 2 supersedes RDS 2000/01 version 1. Effective date 11 February 2003-30 June 2013.



RDS 2000/31 version 2 Department of Human Services – South Australian Housing Trust

Records Disposal Schedule 2000/31 version 1 was approved by the State Records Council on 11 February 2002. The schedule has been in operation since that time.

RDS 2000/31 version 2 does not dramatically alter the content or operation of version 1, except insofar as it includes some South Australian Housing Trust operations not previously covered, and also provides an enhancement of descriptions of other activities. RDS 2000/31 version 2 supersedes RDS 2000/31 version 1. Effective date June 2001-30 June 2011.

RDS 2001/23 version 1 Department of Transport and Urban Planning – defunct planning records

RDS 2001/23 version 1 was written following an appraisal of unscheduled records as part of State Records' Backlog Project 2000/2001. The RDS provides disposal coverage for GRS 501 consignments 2 and 7 - General Correspondence Files (Department of Housing and Urban Affairs). The particular consignments cover the period c1976-1995 and deal with strategy, policy and planning, model regulations and development research, land acquisition, and development planning. Related schedules include RDS 1415 approved 28 February 1995 which deals with environmental impact statements and planning files; RDS 42 approved 25 June 1991 which covers the subsequent series GRS 1783 – Planning Division Dockets, 1982-86 (closed series); and RDS 4 approved 26 March 1991 which covers land use applications. RDS 2001/23 version 1 does not supersede any of these existing schedules. Effective date 11 February 2003-30 June 2013.

RDS 2002/20 version 1 Department for Administrative and Information Services – Telecommunications Services Group

The records covered by RDS 2002/20 version 1 are predominantly those generated during the course of delivering telephone services on an Across-



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Government basis. This includes designing and managing tender specifications, determining agency requirements, negotiating and managing contracts and dealing with associated non-contracted services supplied by external sources. The records covered by this schedule are centrally controlled in the Department's electronic records management system and are registered with State Records as GRS 6969. A substantial proportion of the records covered by this schedule have functional similarities to records created by other sections of Government Information and Communication Services (Department for Administrative and Information Services), such as the Government Radio Network and Information Technology Infrastructure Services. These have been addressed in RDS 1999/19 and 1999/23 (for the EDS contract) respectively. The records covered are dated 1995 ongoing and are anticipated to become noncurrent in 2003 when the last of the contracts expire. No disposal schedules are superseded by RDS 2002/20 version 1. Effective date 11 February 2003-30 June 2008.