



Meeting 44, 11 March 2003

Council endorsed the *South Australian Recordkeeping Metadata Standard* submitted by State Records. The Standard is a technical standard for the capture and maintenance of recordkeeping metadata by state and local government agencies and authorities. The standard outlines the basic core set of metadata elements required to manage records in accordance with best practice. Agencies need to comply with the standard when implementing new business or records management systems.

In accordance with the Strategy for retiring, superseding, extending or reviewing all records disposal schedules approved prior to the proclamation of the State Records Act in October 1997 (approved by Council at its February 2003 meeting) a list of pre-October 1997 schedules that have been superseded by General Disposal Schedules or more recent records disposal schedules was provided to Council for information.

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 2002/09 version 1 Department for Administrative and Information Services, Office of Racing (the former Racing Industry Development Authority and various predecessor agencies)

The operational records dealt with in this schedule document the development and implementation of strategies to ensure financial accountability and operational efficiency within the racing industry; the rationalisation of racecourse venues; the development and implementation of a 5 year plan; capital development funding of venues; growth in prize money levels; breeder/owner incentive schemes; industry training and regional development; coordination of industry marketing plans and promotional activities; and



research into industry related matters. The agency creating the records was the Department of Environment, Heritage and Aboriginal Affairs, the Racing Industry Development Authority and predecessors. The records are now controlled by the Department for Administrative and Information Services, Office of Racing. The records, dated c1940-2001, form closed series. No schedules are superseded by RDS 2002/09 version 1. Effective date 11 March 2003-30 June 2013.

RDS 2002/25 version 1 Department for Administrative and Information Services – Building Maintenance

This schedule deals with records created post-1985 by Building Maintenance, a business unit of the Department for Administrative and Information Services. Building Maintenance asset management services are divided into five areas: Breakdown Maintenance Services; Preventative Maintenance Services; Minor Works and Programmed Maintenance Services; Property Services; and Asbestos Management. The area of Asbestos Management is covered by RDS 2001/11. Related RDSs include RDS 2001/11 and RDS 2000/09. There are no disposal schedules superseded by RDS 2002/25 version 1. Effective date 11 March 2003-30 June 2013.

RDS 2002/27 version 1 Department for Administrative and Information Services – World Congress on Information Technology

This schedule deals with the records of the World Congress on Information Technology 2002 Secretariat. Formal file type records were controlled and registered in a central electronic recordkeeping system and are registered with State Records as part of GRS 6969. In addition to the file records there are a variety of non-file format records including videos, photographs and web based records. Records covered by this schedule date from 1998 to 2002. There are no RDSs superseded by RDS 2002/27 version 1. Effective date 11 March 2003-30 June 2013.



RDS 2002/28 version 1 Department of Water, Land and Biodiversity Conservation – Resource Management Division – Water Licensing

This schedule deals with such records as water license audit records, development application assessment files, Water Resource Committee sitting fee files, prosecution case files documenting action to recover revenue owed the agency by defaulting licensees, water resources files, and applications for licenses (water use resources and well drillers). The records covered by this schedule date from c1979 and are ongoing. This schedule is complemented by RDS 2002/25 and RDS 1522. No schedules are superseded by RDS 2002/28 version 1. Effective date December 2003-30 June 2014.

RDS 2003/01 version 1 State Print

The records covered by this RDS include press cutting books where the agency has maintained a collection of press cuttings relating to its programs or operations. Records covered by this schedule date from 1988 to 1992. This schedule complements RDS 1350 approved on 22 December 1992 for State Print. RDS 1350 deals with routine correspondence, invoices/statements, micrographic orders, job bags, job docket, purchase orders, quote bags, late leave sheets, cart-notes, outside service orders, paper and bindery issues, subscription lists, orders and manuscript copies. No schedules are superseded by RDS 2003/01 version 1. Effective date 11 March 2003-30 June 2013.

GDS 20 3rd edition General Disposal Schedule 20 for Local Government Authorities

GDS 20 is intended to be a comprehensive schedule covering all functions and activities of Local Government and the records created as evidence of business transactions. GDS 20 3rd edition contains the following key amendments:

- ▶ insertion of a reminder in the schedule and the “Notification of Intention to Destroy Records” form that records subject to litigation, government



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enquiries or use by the Ombudsman, must be retained until such events are concluded

- ▶ separation of the activity of 'Policy' from that of 'Procedures' in the schedule
- ▶ establishment of clear disposal dates or triggers where previously these were unclear
- ▶ relocation of entries to new locations in the schedule, on the basis of confusion identified through the application of the schedule to records
- ▶ clarification of record descriptions that have been identified as confusing
- ▶ insertion of new entries to cover records relating to nursing homes run by local government authorities.

GDS 20 3rd edition supersedes GDS 20 2nd edition. Effective date 11 March 2003-11 March 2008.