



Meeting 45, 8 April 2003

Recordkeeping Requirements within South Australian Legislation: Guidelines was endorsed by Council subject to endorsement by the Across Government Information and Records Management Strategy Group. The Guidelines provide an introduction to some of the key legislation of South Australia that has recordkeeping implications. Legislation is grouped under a number of broad headings, including Financial Legislation, Aboriginal/Indigenous Legislation, Employment Legislation, Commercial Legislation, Public Sector Legislation, Local Government Legislation, and Other. The guidelines are not meant to form any legal advice for agencies.

Native Title, the Separation of Families, and Official Records: Information Sheet was also endorsed by Council. This information sheet gives guidance to agencies on the identification of records relevant to the separation of families and native title, the sentencing and transfer of these records, and the implications for Records and Document Management systems. This information sheet also complements GDS 16 for records with relevance to Native Title, and is just one of a number of Aboriginal Access initiatives that State Records has implemented.

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 records disposal schedules for retiring was submitted to Council. The list was approved as a general disposal determination.

Council was informed that records of the former South Australian Railways transferred to the custody of State Records from National Archives of Australia had been accepted in accordance with s27 of the State Records Act.



The records complement existing holdings of railways records held by State Records.

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 schedule:

**RDS 2003/02 version 1 Department for Environment and Heritage –
Heritage SA (and predecessor agencies)**

The records covered by this Schedule document the operational functions and activities for which Heritage SA is responsible, namely Conservation Management, Governance, Heritage Assessment, Heritage Property Management, Maritime Heritage, Register Administration and Volunteer Services. Records covered by this schedule date from 1978 to the present and are ongoing. RDS 2003/02 version 1 supersedes the following Schedules: RDS 1435 approved 26 June 1996, RDS 1451 approved 28 August 1995, and RDS 1998/17 items 1.1 and 1.2 approved 9 March 1999. In all instances disposal actions authorised by the previous schedules are continued in this Records Disposal Schedule. Effective date 8 April 2003-30 June 2013.