



Meeting 49, 14 October 2003

Council was provided with a copy of State Records' annual report for the year ending 30 June 2003 for information.

The term 'destroy when reference ceases', originating from the National Archives of Australia, has been used as a disposal trigger for records that are more than ephemeral (and therefore covered by Normal Administrative Practice) but are still of short term temporary value. The Council requested that such a disposal trigger no longer be used and as an alternative that particular retention periods are given within disposal schedules, e.g. 'destroy 6 months after last action'.

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 2000/22 Version 1- Attorney General's Department - Crown Solicitor's Office

This schedule deals with operational case files of the Crown Solicitor's Office created since 1985. The files document legal advice, provision of documentation, representation, investigations and conveyancing services provided to the South Australian Government. On average the Crown Solicitor's Office deals with 5000 cases annually. RDS 2000/22 version 1 supersedes the one-entry schedules RDS 1357 (for drafts and related papers) approved 27 July 1993 and RDS 1503 (for magistrates court appeal files) approved 25 August 1997. Effective date 14 October 2003 - 30 June 2014.

RDS 2000/16 Version 1 - South Australian Tourism Commission (and predecessor agencies)



This schedule deals with records of the South Australian Tourism Commission and its predecessor agencies and covers such functions as Tourism Board Management, Business Development, Event Management, Industry Development, Tourism Retail Services, Tourism Infrastructure Development, Industry Assistance/Investments, Tourism Policy, and Visual Management. The records covered by this schedule date from c1947 and are ongoing. This RDS supersedes Records Disposal Schedule 1284 approved by the Libraries Board on 28 April 1992. Effective date 14 October 2003 - 30 June 2014.

RDS 2003/09 Version 1 - Port Adelaide Enfield Council (and predecessor agencies) - records over 50 years old

This schedule covers records of the City of Port Adelaide created by its predecessor agencies during the period 1924-1953. The records include correspondence documenting equipment and stores, financial management, governance, government relations, health management, infrastructure, property management and traffic management. The records form a closed series. There are no disposal schedules superseded by RDS 2003/09 version 1 but RDS 2002/02 is complementary and to be used in conjunction with RDS 2003/09 Version 1. Post-1950 records of the Port Adelaide Enfield Council and its predecessors are sentenced in accordance with *General Disposal Schedule (GDS) 20 for Local Government Authorities*. Effective date 14 October 2003 - 30 June 2004.

RDS 2003/12 Version 1 - South Australian Film Corporation

This schedule deals with post-1990 records of the South Australian Film Corporation that provide evidence of the changing thrust of the Corporation from making film to encouraging and facilitating the development of the industry in South Australia. Operational tasks/functional activities documented by the records include applications for a variety of funding



options and associated approval; contractual/legal, payment and monitoring activities; the provision of production facilities for hire and profit; and the establishment and maintenance of a commercial/social fabric for the audio-visual working community in South Australia. No schedules are superseded by RDS 2003/12 version 1, but an RDS approved on 28 June 1994 for film records is complementary. Effective date 14 October 2003 - 30 June 2014.

RDS 2003/16 Version 1 - City of Charles Sturt – records over 50 years old

This schedule covers closed series of records of the District Council of Hindmarsh, District Council of Woodville, Corporation of the Town of Woodville, the Corporation of the City of Woodville and the Corporation of the Town of Hindmarsh, predecessors to the City of Charles Sturt. They include such records as correspondence documenting equipment and stores, financial management, governance, government relations, health management, infrastructure, property management and traffic management created during the period 1877–1953. There are no disposal schedules superseded by RDS 2003/16 nor are there any complementary RDS to be used in conjunction with RDS 2003/16 version 1. Post-1950 records of the City of Charles Sturt and its predecessors are sentenced in accordance with *General Disposal Schedule (GDS) 20 for Local Government Authorities*. Effective date 14 October 2003 - 30 June 2004.

RDS 2003/20 Version 1 - City of Holdfast Bay – records over 50 years old

This schedule covers two groups of records. First, a small quantity of documents including verification of weights certificates relating to equipment, circulars, receipt books, debentures, insurance policies relating to staff or property, accounts, quotes, and property leases, correspondence relating to the Town Hall site and the need for further police in the Brighton area. The records have been maintained in various systems of arrangement and date from 1895-1961 (with gaps). Second, a collection of financial management



control records comprising ledgers and journals dated 1895-1959. The records were created by the Corporation of the Town of Brighton and the Corporation of the City of Brighton and are currently controlled by the City of Holdfast Bay. There are no disposal schedules superseded by RDS 2003/20 version 1 nor are there any complementary RDS to be used in conjunction with RDS 2003/20 version 1. Post-1950 records of the City of Holdfast Bay and its predecessors are sentenced in accordance with *General Disposal Schedule (GDS) 20 for Local Government Authorities*. Effective date 14 October 2003 - 30 June 2004.

RDS 2003/10 Version 1 - Construction Industry Long Service Leave Board

This schedule covers records relating to the corporate governance of the Board and operational case files relating to employer contribution returns and worker entitlements. This schedule cancels and supersedes RDS 455 and 456 approved 26 November 1985, and RDS approved 23 August 1988 (some items of which were cancelled by GDS 10 in 1992). The date range of the records covered is 1976 and ongoing. Effective date 14 October 2003 - 30 June 2014.

RDS 2001/47 Version 1 - Department of the Premier & Cabinet – Arts SA – SA Museum (and predecessor agencies)

This schedule covers records that document the Museum's functions of collection management, development and design, education, governance, indigenous services, information management, public programs, research, sponsorship and volunteers. This schedule does not apply to those South Australian Museum records that have already been transferred to the custody of State Records as GRG 19 and GRG 46. GRG 19 and 46 are covered by a disposal determination made by the Manager of State Records and approved by the State Records Council on 9 November 1999 which stipulates that



records accessioned under the GRG system have a disposal status of permanent. No schedules are superseded by RDS 2001/47 version 1. The date range of the records is from 1861 and ongoing. Effective date 14 October 2003 - 30 June 2014.

RDS 2003/19 Version 1 - Corporation of the Town of Walkerville – records over 50 years old

The RDS covers pound keepers returns relating to impounded cattle, war damage insurance, ratepayers who were required to serve as constables, letter books, accounts, circulars, tenders and correspondence, health books detailing reports to the Local Board of Health of individual cases of infectious diseases, various cash books, various records relating to the Levi Park Trust, Walkerville Cemetery Historical Information and Locality Plan of Adelaide and various suburbs. The records have been maintained in various systems of arrangement and date from c1853 - 1993. The records were created by the District Council of Yatala, District Council of Walkerville and the Corporation of the Town of Walkerville and are currently controlled by the Corporation of the Town of Walkerville. The records form a closed series. There are no disposal schedules superseded by RDS 2003/19 nor are there any complementary RDS to be used in conjunction with RDS 2003/19 version 1. Post-1950 records of the Corporation of the Town of Walkerville and its predecessors are sentenced in accordance with *General Disposal Schedule (GDS) 20 for Local Government Authorities*. Effective date 14 October 2003 - 30 June 2014.

RDS 2003/21 Version 1 - Dairy Authority of South Australia

The records covered by this schedule document the operational functions and activities that the Dairy Authority of South Australia is responsible for, e.g. Board Management, Dairy Information Management, Education and Accreditation, Media Relations and Regulation. The types of records covered



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include various working papers, correspondence files, subject files, Board Minutes, promotional and educational film and video, licensing applications, registrations, statistics, zoning plans, pricing, product testing and certification records in complex and simple series. These records are a mixture of working files and records that document the administration of the *Dairy Industry Act 1992*. No RDS are superseded by RDS 2003/21 version 1. The date range of the records is from 1946 and ongoing. Effective date 14 October 2003 - 30 June 2014.

RDS 2002/06 Version 1 - Government House

This Schedule applies to the official records created during the term of office of the Governor of South Australia. It also applies to the official records of the Official Secretary and other staff of Government House. Records covered have been broadly categorised as Government Relations Management, Community Relations Management, Financial Management, Personnel and Records Management. Records relating to Personal Matters are not official records, and are not subject to this Schedule. This Schedule also does not apply to records of Government House already in the custody of State Records as GRG 2. GRG 2 is covered by a disposal determination of permanent made by the Manager of State Records and approved by the State Records Council on 9 November 1999. No RDS is superseded by RDS 2002/06 version 1. RDS 1466 for Premier & Cabinet, approved 16 December 1996, should also be referred to for Administrative Files, Cabinet and Executive Council but is in no way superseded by RDS 2002/06 version 1. The date range of the records is from c1960 and ongoing. Effective date 14 October 2003 - 30 June 2014.

Disposal of Records of the Outback Areas Community Development Trust (OACDT) Using General Disposal Schedule 20 for Local Government



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While the OACDT is established under its own Act rather than the Local Government Act, its role, functions and services mirror those of regional councils and corporations. In addition, the OACDT qualifies as a local government authority under Commonwealth and State legislation governing the distribution of general-purpose financial assistance by the Local Government Grants Commission and specific purpose funds for local government works and services. Furthermore, the Minister for Local Government administers the Trust's Act and certain provisions of the Local Government Act can be applied to the OACDT's area. On this basis the State Records Council approved the OACDT's request to use the Local Government General Disposal Schedule (GDS 20) to dispose of its records rather than be required to develop an RDS of its own.