



Meeting 102, 6 December 2011

The following disposal determinations were submitted for approval to the State Records Council.

RDS 2011/20 Version 1 – Department of Planning, Transport and Infrastructure – Office for Racing

This RDS applies to operational records of the Office for Racing. Records include hard copy subject files and documents supported by associated electronic records. It covers the operational function of Racing Strategy and Policy and the related activities of Agreements, Briefings, Committees (Racing), Meetings (Racing), Policy, Reporting, Research & Monitoring, Representation, and Stakeholder Relations.

Records date from 2000 and are ongoing.

RDS 2011/20 Version 1 complements RDS 2002/09 for the Department for Administrative and Information Services – Office of Racing (approved 11 March 2003). It does not supersede any existing Records Disposal Schedules.

RDS 2011/20 Version 1 was approved and is effective from 6 December 2011 to 30 June 2021.

RDS 2011/17 Version 1 – Permanent Retention of Older than 50 Years Explosives Magazine Records of SafeWork SA and Approval to Destroy the Original of Letter Book (Volume 4), Superintendent of Explosives, Dry Creek Magazine

This RDS applies to administrative records of the explosives magazines which are currently the responsibility of SafeWork SA.

The records were formerly the responsibility of the Marine Board, the South Australian Harbors Board, the Department of Chemistry, the Department of Services & Supply - Chemistry Division, the Department of Labour and the Department for Industrial Affairs.

The records which include time books, diverse letter books, minute books and the Superintendent's account book are over 50 years old and cannot be automatically sentenced using General Disposal Schedule (GDS) 15 (7th Edition), but require a specific records disposal determination.

While the records have been appraised and are considered to be of historic value and therefore worthy of permanent retention, the original of Letter Book Volume 4 was in poor condition and assessed as not able to be successfully conserved. A microfilm copy of the volume has been made for ongoing preservation and access. The original hard copy volume was approved for immediate destruction.

The State Records Council approved RDS 2011/17 Version 1 for the permanent retention of records as listed and the immediate destruction of Letter Book Volume 4, effective from 6 December 2012 to 30 June 2022.

RDS 2004/02 Version 2 – Department of the Premier and Cabinet – Public Sector Workforce Relations (and predecessor agencies)

This RDS covers the operational records of the Public Sector Workforce Relations (PSWR) and its predecessors, including the Industrial Claims Coordinating Committee, and Remuneration Tribunal records.

Records document employee relations services, occupational health and safety and injury management services, as well as how the PSWR assists the Government to achieve its economic development and social goals.

The RDS covers the operational functions of Public Sector Industrial Relations, Public Sector Injury Prevention and Management, and Salary Sacrifice. Supporting activities include Advice, Classification Management, Committees, Contracting-Out, Enterprise Bargaining Advocacy, Government Workers Compensation Fund, Industrial Awards, Industrial Disputes, OHS and Injury Management Grants, Planning, Policy, PSIPM Projects, Remuneration Tribunal Operations, Reporting, Research, Underpayment, Unfair Dismissal Claims, Volunteers Compensation Claims and Workers Compensation Claims.

Records date from 1922 and are ongoing.

RDS 2004/02 Version 2 supersedes part RDS 177 (items 3 & 6) for the Department of Labour (approved 27 October 1992); part RDS 1374 (items 5 & 7) for the Department of Labour and Administrative Services (Approved 23 November 1993); and RDS 2004/02 Version 1 for the Department for Administrative and Information Services – Public Sector Workforce Relations Division (Approved 17 August 2004). It does not complement any existing Records Disposal Schedules.

RDS 2004/02 Version 2 was approved and is effective from 6 December 2011 to 30 June 2015.

RDS 2011/09 Version 1 – State Library of South Australia – Public Library Services (and predecessor agencies)

RDS 2011/09 Version 1 applies to operational records of the Public Library Services. Records comprise hard copy corporate files and lists of orders contained in the P2 Procurement system database. The records date from 1957 and are ongoing.

The RDS covers the operational functions of Governance, Public Library Leadership, Public Library Procurement and Support, Public Library Program Management, and Public Library State-wide Collection Management. Supporting activities include Acquisition, Advice, Advocacy, Addresses (Presentations), Agreements, Collaborative Partnerships, Committees, Conferences, Contracting-Out, Customer Service, Disposal, Enquiries, Evaluation, Event Management, Funding Management, Internet Service Provision, Joint Ventures, Liaison, Meetings, Planning, Policy, Procedures, Procurement System Management, Profile Selection, Program Facilitation, Reporting, Representatives, Selection, Stocktake, Submissions, Training and Education, Visits.

The RDS does not complement or supersede any existing records disposal schedules.

Summary of Meeting

RDS 2011/09 Version 1 was approved and is effective from 6 December 2011 to 30 June 2021.

RDS 2011/15 Version 1 – South Australian Asset Management Corporation (SAAMC) (and predecessor agencies)

RDS 2011/15 Version 1 applies to certain historical and ongoing operational records of the South Australian Asset Management Corporation (SAAMC) and predecessor agencies.

The RDS covers the operation function of Bank Asset Management and the supporting activities of Accounting, Customer Account Management, Board Management, Legal Advice, Securities Management and Unclaimed Monies Reconciliation.

The records date from c1924 and are ongoing.

RDS 2011/15 Version 1 supersedes RDS 1998/35 (approved 10 November 1998) with the exception of GRS records series for Historic Records of the State Bank, 1848-1994 in which case RDS 1998/35, Item 1 (retired) continues to apply.

RDS 2011/15 Version 1 was approved and is effective from 6 December 2011 to 30 June 2021.