



Intention to Destroy Records Report

An Agency, as defined within the State Records Act 1997, is required to notify and await approval from State Records of South Australia prior to the destruction of official records.

Agency Responsible for the Records
Agency Name: Postal Address:
Agency Contact Officer Details
Full Name: Telephone No.:
Position: Email Address:
Sentencing Officer Details
Full Name: Telephone No.:
Company/Agency: Email Address:

Please complete, and attach, the Intention to Destroy Records Report List

Have you applied GDS 16 (the Native Title Guidelines)? Are you satisfied that the records in no way relate to Native Title issues? (please circle one)
YES Send this form to State Records
NO Send a list of the records to the Native Title Section, Crown Solicitor's Office
Are you satisfied that the records are not required for any current discovery process or legal case, inquest, FOI application, Government Inquiry or Commission? (please circle one)
YES Send this form to State Records
NO Send a list of the records to your legal section or the Crown Solicitor's Office
Quantity of Records Due for Destruction (in linear metres):
Physical Location of Records:
Date Range of Records to be Destroyed:
Method of Destruction Proposed:
Disposal Schedule(s) (GDS or RDS) Used:

Note: Agencies are not required to notify State Records of the intention to destroy records either in accordance with Normal Administrative Practice (see General Disposal Schedule No.15, 7th edition, pg 29-32) or under authority of General Disposal Schedule No.15, where the disposal action allows destruction 1 year or less after last action.

I hereby state that, once approval has been received from State Records, the records above will be destroyed in accordance with the relevant disposal schedule(s).
Authorising Officer:
Position:
Signature: Date:

Completing the Intention to Destroy Records Report and Records Report List

An **Agency**, as defined within the *State Records Act 1997*, is required to notify and await approval from State Records of South Australia prior to the destruction of official records.

Please send completed forms to:

The Records Management Consultant
 Records Management Services
 State Records of South Australia
 GPO Box 2343
 ADELAIDE SA 5001
 DX467
 Email: srsaRecordsManagement@saugov.sa.gov.au

Agencies **must retain** a copy of the completed forms and any accompanying list/s of records to be destroyed as official records under General Disposal Schedule No.15.

Agency Responsible for the Records	State the name of the agency and postal address.
Agency Contact Officer Details	State the full name of the contact officer preparing the destruction report. State the position of the contact officer. State telephone and fax contact numbers. State email contact address. State the agency's DX number.
Sentencing Officer's Details	State the full name of the person who sentenced the records. State the agency's name or company name who employs the sentencing officer. State the address of the agency/company. State the sentencing officer's telephone and mobile number. State the sentencing officer's email address.
Native Title Guidelines	Agencies are required to indicate if any of the records that are due for destruction may have relevance to Native Title.
Awareness of Legal Discovery or other process of which the records are subject	Agencies are required to indicate if any of the records that are due for destruction are currently the subject of discovery or other process such as a Royal Commission, any current discovery process or legal case, inquest, FOI application, Government Inquiry or Commission.
Quantity of Records Due for Destruction in Linear Metres	Agencies are required to indicate the quantity of records due for destruction in linear metres, e.g. 11.2 metres.
Physical Location of Records	Agencies are required to indicate where the records for destruction are stored, e.g. with an Approved Service Provider or with the agency.
Date Range of Records to be Destroyed	Agencies are required to provide a date range for the records in month and year from the oldest to most recent records within a batch to be destroyed, e.g. July 1997- June 1998.
Method of Destruction	Please indicate how the records will be destroyed, e.g. shredding, pulping, confidential destruction bins. Also provide name of service provider used (if applicable).
Disposal Schedule(s) (GDS or RDS)	Agencies are required to indicate what schedule has been used to sentence the records, e.g. GDS 15 or RDS number.
Authorising Officer	State the full name of the person who is able to authorise the destruction of your records, i.e. agency officer who is responsible for the records management or archives function in your agency. State the position of the authorising officer. Ensure authorising officer signs and dates the form.

Intention to Destroy Records Report List	<p>Agencies are required to complete, an <i>Intention to Destroy Records Report List</i>. This list needs to include details of:</p> <ul style="list-style-type: none">• item number / control symbol, e.g. 1995/0581• item title / description, e.g. "LEGAL SERVICES - Litigation - Cases - Joe Smith"• date range of each item in month and year from commencement to closure of item, e.g. May 1995 - August 2000• disposal schedule/s used (GDS or RDS), version and item number/s. For complex series usually several GDS or RDS items will have been used, e.g. GDS 15:5.1.1 (version 6), RDS 2002/011 (version 2) item 2.3.1, etc• due destruction date in month and year for each item, e.g. D2002/04.
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