



Intention to Destroy Records Report

(including the purging of records from electronic records)

An **Agency**, as defined within the *State Records Act 1997*, is required to notify State Records of South Australia 14 days prior to the destruction of official records.

Agency Controlling the Records	
Agency Name:	
Street Address:	
Postal Address:	
Agency Contact Officer Details	
Full Name:	Telephone No:
Position:	Fax No:
	Email Address:
Method of Destruction:	Please Complete the "Intention to Destroy Records Report List" and ATTACH
Have you applied and taken cognisance of GDS 16 (the Native Title Guidelines)? Are you satisfied 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, 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:	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, edition 6, pg 28-30) or under authority of General Disposal Schedule No.15, where the disposal action allows destruction 1 year or less after last action.	

Completing Intention to Destroy Records Report and Records Report List

An **Agency**, as defined within the *State Records Act 1997*, is required to notify State Records of South Australia 14 days prior to the destruction of official records.

Please send completed forms to:

State Records of South Australia,

Attention: The Archivist, Records Management Services

GPO Box 1072

ADELAIDE SA 5001 DX467

Phone (08) 8226 7750

FAX (08) 8204 8777

Email: srsaRecordsManagement@sa.gov.au

www.archives.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 Controlling the Records	State the name of the agency, physical address 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.
Method of Destruction	Please indicate how the records will be destroyed. For example by a shredder, pulping, confidential destruction bins. Also provide name of service provider used (if applicable).
Native Title Guidelines	Agencies are required to indicate if any of the records that are due for destruction may have relevance to Native Title.
Cognisance 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, Government enquiry inquest, legal case, inquest etc.
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.
Disposal Schedule(s) (GDS or RDS)	Agencies are required to indicate what schedule has used been used to sentence the records, e.g. GDS 15 or RDS number.
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 1.2) item 2.3.1, etc • due destruction date in month and year for each item, e.g. D2002/04.
Authorising Officer	State name of 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).