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State Records
of South Australia



General Disposal Schedule

No. 18

For Ministerial Offices

9 February 2010 to 30 June 2013

Version 4



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Approval for Commencement of this Schedule

STATE RECORDS ACT 1997

Government of South Australia

GENERAL DISPOSAL SCHEDULE NO. 18, VERSION 4

for

Ministerial Offices

Effective: 9 February 2010 – 30 June 2013

Approved by

Chair, State Records Council

Director, State Records



Preface

General Disposal Schedule No. 18 for Ministerial Offices (GDS 18) was developed by State Records to provide South Australian Ministerial Offices with the means of disposing of their operational records in an orderly and accountable manner. GDS 18 should be used in conjunction with *General Disposal Schedule No. 15 for State Government Agencies in South Australia* (GDS 15). GDS 15 should be used for general administrative records in the Ministerial Offices. GDS 18 should be used for their operational records.

Ministerial Offices are agencies in accordance with the *State Records Act 1997*. GDS 18 applies only to the records described in the Schedule. This Schedule can be used to classify records on creation or receipt. It is also used to sentence records on creation or receipt. For legacy records it will be used to sentence records retrospectively. For the purposes of the Schedule, Ministerial Office records are deemed to be those records that are generated within the Ministerial Office or those records maintained as part of the Ministerial Office records management system.



Acknowledgments

GDS 18 Version 3 was developed and prepared by Helen Onopko and Bonita Kennedy as Records Management Consultants on behalf of State Records.

This disposal schedule was prepared in consultation with key personnel from all Ministerial Offices and Rob Linn, Director, Historical Consultants Pty Ltd (as an external stakeholder and professional historian).

GDS 18 Version 4 was prepared by State Records and has been developed to take account of administrative change resulting from the 2008 introduction of the Electronic Cabinet Office (ECO) system. Since the introduction of the system the responsibility for holding and maintaining certain original Cabinet records has changed from Cabinet Office to Ministerial Offices. Item 5.3 for Cabinet Relations has been amended to reflect this. No other changes to the intent of the schedule from that of Version 3 have been made. State Records consulted with Cabinet Office regarding the amendments.

Introduction

Scope

This Schedule applies to all official records created during the term of office of all Ministers of the Crown. All Ministers are deemed to be agencies in terms of the State Records Act, but the scope of this Schedule is restricted to 'official records' made or received in any Minister's Office. Such records may be broadly categorised as relating to Boards and Committees Management, Ministerial Government Relations, or Ministerial Community Relations.

GDS 18 does not purport to extend coverage to the Cabinet Office. However, records of Cabinet, which are held in Ministerial Offices, are listed in this Schedule and the disposal actions are binding. Items pertaining to Cabinet records held in the Cabinet Office are included to provide completeness and context for the Ministerial Offices, given the multiple locations of the records and their complexity. The Cabinet Office plays a custodial role in holding certain Cabinet records on behalf of some Ministerial Offices. The processes for preparing Cabinet Submissions are fully articulated in Premier and Cabinet Circular No. 19 – "Preparing Cabinet Submissions" (February 2009 or as amended).

The function of Boards and Committees Management has been created in this version of GDS 18. However, Boards created as statutory authorities, eg the Teachers Registration Board are not covered by the new function, but will be represented in Operational Records Disposal Schedules (RDS). Where a Board is a governing body, eg the Tourism Commission Board, they will be covered by the Agency RDS.



Records that document electoral or political party matters, including leadership, constituency matters, party organisation, caucus affairs and political appointments are not official records under the State Records Act and should be dealt with by the Minister or their representative separately. The differences between electorate and political business and Ministerial business should be clearly recognised in Ministerial Offices.

Records of matters pertaining to the private life, personal interests and associations of the Minister are not official records and are also excluded from coverage within GDS 18.

The scope of this GDS must be looked at in relation to relevant legislation such as the *Limitations of Actions Act 1936*, particularly section 35. Disposal actions in GDS 18 are *minimum* standards only. Longer disposal periods may apply if preferred or if required.

GDS 18 is intended to be a comprehensive schedule encompassing all operational records of Ministerial offices.

Objectives

The aims of GDS 18 are to:

- ▶ accurately reflect the operations and associated records of Ministerial Offices of South Australia
- ▶ identify records which are worthy of permanent preservation as part of the State's heritage
- ▶ prevent the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of the State Government and
- ▶ authorise the destruction of those records not required permanently.

Implementation

Following approval of the State Records Council, GDS 18 is issued under the *State Records Act 1997*.

The State Records Act came into operation on the 31 October 1997 to provide for the preservation and management of official records. GDS 18 is issued as a disposal determination under Section 23 of the Act.

Section 23 of the State Records Act states that no official record can be disposed of without a determination made by the Manager [Director] of State Records with the approval of the State Records Council. GDS 18 was developed by State Records to provide Ministerial Offices with the means of disposing of their operational records in an orderly and accountable manner.



GDS 18 Version 4 was approved by the State Records Council on 9 February 2010 and is effective until 30 June 2013.

This GDS has been issued in electronic form via State Records' website (www.archives.sa.gov.au) to allow ease of use and greater accessibility.

Use of terms 'State Significance' and 'Non-State Significance'

Phrases such as 'of State significance' are viewed within the context of the following points. The examples below give an indication of scale of what is meant when the Schedule describes a record as 'significant':

- ▶ economic impact (eg State Bank Litigation, major government contracts, corporatisation of government assets)
- ▶ environmental impact (eg closure of mouth of Murray River, drought, salinity, genetically modified crops, heritage buildings and places, world heritage listings, proclamation of national parks and reserves)
- ▶ extent of profound changes to lives of individuals, families or communities (eg Native Title)
- ▶ affecting a large proportion of the population
- ▶ government expenditure or commitment (eg Government Radio Network, Australian Submarine Project (ASC), Adelaide Hills tunnel, Olympic soccer stadium)
- ▶ international reaction
- ▶ political or legal ramifications (eg law suits in which one of the parties is the state of South Australia, dismissal of a Minister)
- ▶ public reaction or sensitivity (eg prostitution, extension of Adelaide Airport, Pelican Point, Grand Prix)
- ▶ significance to defence and national security
- ▶ social impact.

Phrases such as 'of non-State significance' are viewed within the context of the following points:

- ▶ not resulting in changes to Government or agency policy
- ▶ do not generate or outlay significant funds
- ▶ are not of substantial public interest in the context of the definitions of 'significant' above
- ▶ matters that result in only a minor change
- ▶ minor operational details
- ▶ where the matter is routine
- ▶ working papers
- ▶ audio, video or other recordings used as working notes only
- ▶ duplicate versions of information
- ▶ drop copies



- ▶ drafts
- ▶ reference copies.

Disposal of Records Older than 50 Years

GDS 18 **does not authorise the destruction** of records if 50 years have passed since the end of the calendar year in which the records came into existence. Records more than 50 years old are deemed as permanent unless a specific one-off disposal approval to destroy is sought from the State Records Council by the Director, State Records.

Updates/ Amendments

GDS 18 Version 4 is effective from 9 February 2010 to 30 June 2013 unless reviewed earlier as instructed by State Records. Amendments approved by the State Records Council may be issued during this period.

Previous Disposal Schedules Revoked

GDS 18 Version 4 supersedes GDS 18 Version 3 (effective from 12 December 2006 to 30 June 2011).

Consultation

In developing GDS 18 Version 3 comment was sought from the following stakeholders:

- ▶ Areti Lauriello, Manager of Correspondence, DPC – Premier Rann
- ▶ Ron Rechner, Office Manager to Minister Foley
- ▶ Carolyn Synch, Office Manager to Minister Holloway
- ▶ Cathie Seal, Office Manager to Minister Conlon
- ▶ Carolyn Lee, Office Manager to Minister Hill
- ▶ Lee Stanton – Minister Hill (Sentencer)
- ▶ Kara Lee, Office Manager to Minister Wright
- ▶ Pat Jarret, Office Manager to Minister Lomax-Smith
- ▶ Mathew Schutz, Office Manager to Minister Rankine
- ▶ Ken Neely, Office Manager to Minister Caica
- ▶ Gay Henderson, Office Manager to Minister Weatherill
- ▶ Grant Hickman, Office Manager to Minister McEwen
- ▶ Heather Naumann, Office Manager to Minister Maywald
- ▶ Josh Wheeler, (Acting) Office Manager to Minister Gago
- ▶ Nicki Farquhar, Office Manager to Minister Zollo (by telephone)
- ▶ Rosemary Ince – Cabinet Office
- ▶ Andrea Smith – Cabinet Office.



In developing GDS 18, Version 4 comment was sought from:

- ▶ Ray Dennis– Cabinet Office.

Their comments have been considered in the development of GDS 18.

Adequate Records Management

Outcome 3 of *Adequate Records Management: Meeting the Standard* (State Records, 2002) requires records to be disposed of systematically in accordance with the State Records Act. For Ministerial Offices an important aspect of compliance with the Standard is the application of both GDS 18 and GDS 15 as a part of their records management. Retention periods in both GDS 15 and GDS 18 may be applied to records on creation and registration for later review; alternatively records may be sentenced when they become non-current.

Recommendation 21 of *Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*

Recommendation 21 of the *Bringing Them Home... report* states "that no records relating to indigenous individuals, families or communities or to any children, indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies, be destroyed"¹.

‘Agency Responsible’ for Ministerial Records

A Minister, as an ‘agency’ for the purposes of the State Records Act, is the owner of official records made or received by them and their office while in Government. Once a particular Minister leaves office the incoming Minister becomes the ‘agency responsible’ for the purposes of section 3(3) of the State Records Act.

Records Relating to Cabinet Decisions

Records of Cabinet pre-dating 1993 are not complete. To address gaps in the evidence, all cabinet records prior to 1993, irrespective of where they are held, are to be retained permanently.

Department of Premier and Cabinet Circular No. 19 “Preparing Cabinet Submissions” February 2009 and later versions, (sometimes previously referred to as the *Cabinet Handbook*) describes in detail the process and passage of Cabinet papers.

¹ *Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*. April 1997. p. 655.



Record Formats

GDS 18 applies to records in any format. This includes paper, microform (film or fiche), audiovisual, graphic, photographic and electronic media.

Photographs often provide valuable historical evidence that otherwise would not have been retained. For this reason it is important that Ministerial Offices, where appropriate, capture as much information about the subject of a photograph, eg it is important to record the name and date of a particular person, the details of an event or the date and name of a particular subject.

Ministers or their successor need to ensure that records, irrespective of format, will remain accessible for the duration of the designated retention period. By “accessible” it is meant that the information contained within a record remains readable for the life of the record. In addition, “accessible” also refers to the retrievability and availability of a record. Whether stored on or off-site, a record should be able to be retrieved and made available as soon as practicable (and, in any case, within 30 days).



Custody & Transfer of Records²

Permanent Records

In accordance with section 19 of the State Records Act permanent records (as defined in this GDS) are required to be transferred to State Records once such records are 15 years old or administrative use has ceased, whichever is the sooner. For instructions on the transfer process Ministerial offices need to refer to the *Records Creation to Archive Flow Chart*, downloadable from State Records' website (www.archives.sa.gov.au) and contact the Collection Management Team of State Records.

Temporary Records

The storage of temporary value records is governed by the Across-Government *Records of Temporary Value: Management and Storage* standard and guideline available from State Records' website (www.archives.sa.gov.au).

An approved service provider list (ASPL) has been established for the storage of temporary value records and associated services.

Access Rights and Responsibilities

Access to Records of Ministerial Offices held in the Custody of State Records

Access to records in the custody of State Records is generally governed by section 26 of the State Records Act that stipulates:

“the agency responsible for an official record in the custody of State Records may, in consultation with the Manager [of State Records] – (a) determine that access to the record (other than by the agency) is not subject to any restrictions...; or (b) determine conditions excluding or restricting access to the record”.

Ministerial Offices need to ensure that records, irrespective of format, will remain accessible for the duration of the designated retention period.

Ministerial Offices are responsible for formulating access determinations for their records held in the custody of State Records. In determining such access conditions a Ministerial Office needs to complete and forward to State Records an Access Determination pro forma as part of the transfer process (available from State Records' website www.archives.sa.gov.au).

² State Records of South Australia. *General Disposal Schedule No. 15*. op cit.



Restrictions may be required for purposes of privacy, personal or commercial confidentiality. For further details on public access to records in the custody of State Records, Ministerial Offices should refer to the State Records guideline *Making Public Access Determinations* (available from www.archives.sa.gov.au). This guideline explains the rights and responsibilities of agencies in defining access determinations.

With regard to Ministerial Office access, a Ministerial Office may access its' records as it requires. A Ministerial Office is entitled to resume possession of an official record that has been in existence for more than 15 years if such a record is necessary for the proper performance of the functions of the Office.

In some instances, in the interest of records' preservation, a Ministerial Office's access to official records may be subject to conditions negotiated with the Director, State Records.

Access to Ministerial Records in Accordance with the Freedom of Information Act

If records are transferred directly to State Records by a Minister those records retain their exempt status with regards to the *Freedom of Information Act 1991*. However, when a successor responsible agency transfers Ministerial records to State Records those records lose the exemption from access conferred on Ministerial documents by the Freedom of Information Act³.

Retention Periods & Re-activation

Retention periods for temporary records shown in the Schedule are minimum retention periods for which records must be retained before they are destroyed.

Retention periods are triggered by disposal actions listed in the Schedule.

If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent last action.

The re-activation of a record is triggered by such events as:

- ▶ record accessed for research
- ▶ record identified as being of significant risk management status
- ▶ record identified as being required for possible legal proceedings.

There is no requirement to destroy temporary records if a Ministerial Office has a need to retain them longer than the designated minimum retention period. However, in the interests of efficient and economic records management, Ministerial Offices should take all steps to reduce the storage costs of time-expired records.

³ This paragraph is based on advice received from the Crown Solicitor's Office dated 26 August 1999.



Where a record contains information that falls into two or more disposal classes in either GDS 15 or GDS 18, it must be sentenced in accordance with the disposal class with the longest retention period. **HOWEVER**, where a record contains information covered by a disposal class within both GDS 15 **AND** GDS 18, it must be sentenced in accordance with the disposal class in GDS 18.

Destruction of Records⁴

Native Title Discovery Section, Crown Solicitor's Office

Prior to the destruction of any records described in General Disposal Schedule No. 18, it is important to consider General Disposal Schedule No. 16 (Native Title Guidelines). If after this you are still unsure as to whether you should destroy records, enquiries should be made of the Native Title Section, Crown Solicitor's Office, for advice in respect of native title issues relating to current and prospective claims. Please contact the Native Title Section on (08) 8207 1691.

Civil Litigation Section, Crown Solicitor's Office

Prior to the destruction of any records described in General Disposal Schedule No.18, it is also important to consider General Disposal Schedule No. 27 for records required for legal proceedings or *ex gratia* applications relating to alleged abuse of former children whilst in State Care. For advice on implementing GDS 27, including identifying records of relevance (or likely relevance), contact the Civil Litigation Section, Crown Solicitor's Office (Ph: (08) 8207 1694).

State Records

When official records in a Ministerial Office's custody or housed in secondary storage are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an *Intention to Destroy Records Report*. This form is available on the State Records website (www.archives.sa.gov.au). A Ministerial Office is then required to wait for State Records' written approval to destroy the records. The records must not be destroyed until such approval is received.

Ministerial Offices need to ensure that all destruction is secure and confidential and that a certificate confirming confidential destruction is provided by private contractors. Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format can only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

⁴ State Records of South Australia. *General Disposal Schedule No. 15*. op cit.



Normal Administrative Practice

The destruction of some official records that are of a transitory nature only may be permitted under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by Ministerial Offices during the course of their duties.

For further information regarding the application of Normal Administrative Practice, Ministerial Offices should refer to the Introduction of *General Disposal Schedule (GDS) 15 for State Government Agencies*, available from State Records' website (www.archives.sa.gov.au).

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35 *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software, CD-ROMs, compact discs and other items made available to the public.

Storage

The selection of primary and secondary storage facilities need to take into account the physical characteristics of the records as well as their sensitivity, retention period and anticipated access rate.

The storage facility for records should be well ventilated, sturdy, intruder-resistant, should have minimal natural light and ideally should maintain a stable temperature. Records should be stored in conditions that are clean and secure with low risk of damage from fire, water, dampness, insects and rodents. Shelving should be appropriate to minimise damage. Containers should be of a strong enough construction to withstand handling, pressure and weight of records and protect records in case of fire and water leaks.

Wherever official records are stored, either with a public or private provider, they remain the property of the State Government and are subject to the provisions of the State Records Act.



Appropriate Ministerial Office staff (or successor responsible Minister) and State Records staff have a right to inspect the storage facility upon notice. Access to the records should be limited to staff of the responsible agency, staff of State Records and employees of temporary storage providers where appropriate. Records should not be disclosed to any other person without the written permission of the responsible agency. For more information on storage facility requirements and best practice, refer to State Records' *Records of Temporary Value: Management and Storage* standard and guideline (www.archives.sa.gov.au).



Training

Ministerial Offices are urged to contact State Records in the first instance to discuss their training needs in relation to implementing GDS 18 or GDS 15.

It is advised that training in other general records management areas is also available, including training in the records transfer process and associated documentation requirements. For further information about workshops and courses, Ministerial Offices should contact State Records or visit its website (www.archives.sa.gov.au).

Contacts/Help Desk

For advice on implementing GDS 18, as well as advice on records appraisal, disposal, transfer and storage, contact State Records in the first instance.

For changes or updates to GDS 18, please contact State Records.

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Layout

The Schedule, featured in table portrait format, is arranged as described below.

Function

GDS 18 Version 4 is arranged by the functions of Boards and Committee Management, Finance Management, Information Resource Management, Ministerial Community Relations and Ministerial Government Relations. Functions are shown in 12-point bold uppercase Arial.

For the function a scope note has been included which provides a definition of the function. The scope note also identifies any exclusions or exceptions that the user needs to be aware of. In addition, cross-references to *General Disposal Schedule No. 15* (as amended) for related but non-operational records are given.

Item No

The numbering in the Schedule is multi-level:

- ▶ functions have single numbers
- ▶ activities have two level numbers and
- ▶ disposal classes have three level numbers.

For example the disposal action for Establishment relating to Boards and Committee Management, therefore, is identified as follows:

- | | | |
|-------|---|--------------------------|
| 1. | BOARDS AND COMMITTEE
MANAGEMENT | (FUNCTION) |
| 1.1 | Establishment | (Activity) |
| 1.1.1 | Records relating to boards and committees specific to the Minister's portfolio, which result in a Cabinet Submission, e.g. to make and terminate appointments to statutory bodies, boards, commissions, councils and tribunals. | |
| | PERMANENT | (Disposal Action) |

Activity

The activity relating to the particular function is shown in 12-point bold Arial, eg **Establishment**.



Description

Descriptions are at three levels, ranging from functions to activities to specific disposal classes.

Definitions provided for the activities included in the Schedule are featured in 12-point italic Arial.

Descriptions of each disposal class are then provided under the activity description.

Disposal Action

Disposal actions relate to the disposal classes arranged under the activity descriptions. Status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records. It is to be noted that the retention period for temporary records is the minimum period.

List of Acronyms

ASPL	Approved Service Provider List
COAG	Council of Australian Governments
FOI	Freedom of Information



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Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
1	BOARDS AND COMMITTEE MANAGEMENT	<p>The function of managing Boards and Committees established or appointed by a Minister. It includes advice provided to a Minister by a Board or Committee. It also includes a Minister's representation on a Board or Committee.</p> <p>Includes establishment, appointment and retirement of Members and Deputies, terms of reference, proceedings, minutes, reports and agenda.</p> <p>Appointments may require approval by the Cabinet or may be authorised by the Minister.</p>	
1.1	Establishment	<i>The activity of creating and establishing the Board or Committee, setting its decision making processes and terms of reference, and changes through time. Includes appointment and retirement of Board and Committee Members.</i>	
1.1.1		Records relating to Boards and Committees specific to the Minister's portfolio, which result in a Cabinet Submission, eg to make and terminate appointments to statutory bodies, Boards, Commissions, Councils and tribunals.	PERMANENT
1.1.2		Records relating to high level Ministerial office committees, specific to the Minister's portfolio, eg strategic management or policy, established to formulate policy and determine major Ministerial programs.	PERMANENT
1.1.3		Non-strategic Ministerial Boards or Committees or work groups, specific to the Minister's portfolio, established for operational or administrative purposes.	TEMPORARY Destroy 10 years after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
1.2	Proceedings	<i>The activity of documenting the proceedings of the Board or Committee.</i>	
1.2.1		Copies of minutes and agenda of Boards and Committees within portfolios held by the Minister's Office for reference purposes.	TEMPORARY Destroy 3 months after meeting date.
2	FINANCE MANAGEMENT	The function of managing the organisation's financial resources. See also GDS 15: 5 FINANCIAL MANAGEMENT	
2.1	Accounting	<i>The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls.</i>	
2.1.1		Records relating to accounting and reconciliations relating to overseas visits.	TEMPORARY Destroy 5 years after last action.
2.2	Budgeting	<i>The process of planning the use of expected income and expenditure over a specified period.</i>	
2.2.1		Master of Whole of Agency annual budget estimates submitted by the Chief Executive Officer to the Minister for approval. Includes revised estimates.	PERMANENT
2.2.2		Copies of Whole of Agency annual budget estimates submitted by the Chief Executive Officer to the Minister for approval. Includes revised estimates.	TEMPORARY Destroy 3 months after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
2.2.3	Budgeting (cont'd)	Master records documenting the budgeting of substantial new policy proposals or programs including detailed justification and substantive background information.	PERMANENT
2.2.4		Copies of records documenting the budgeting of substantial new policy proposals or programs including detailed justification and substantive background information.	TEMPORARY Destroy 3 months after last action.
2.2.5		Supplementary records relating to development of agency budget submitted to the Minister's Office, including working papers, calculations and costing of ongoing programs. Includes periodic returns to Treasury and budget reviews.	TEMPORARY Destroy 10 years after last action.
2.3	Community Funding	<i>The activity of providing funding to the community for approved nominated projects and initiatives. Includes receiving funding applications, granting funds and disbursing funds to community applicants.</i>	
2.3.1		Register of applications from the community for grants for specific purposes	PERMANENT
2.3.2		Records relating to successful applications from the community for grants for specific purposes.	TEMPORARY Destroy 5 years after last action.
2.3.3		Records relating to unsuccessful applications from the community for grants for specific purposes.	TEMPORARY Destroy 2 years after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
3	INFORMATION RESOURCE MANAGEMENT	<p>The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.</p> <p>See also GDS 15: 9 INFORMATION MANAGEMENT</p>	
3.1	Control	<p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</i></p>	
3.1.1		<p>Master Control Records, e.g. Registers or Indexes (both paper and their electronic equivalent), maintained within the Minister's Office.</p>	PERMANENT
3.1.2		<p>Records relating to the planning and coordination of information systems in the Minister's Office. Includes migration of data to successor systems.</p>	PERMANENT
3.1.3		<p>Records of documents executed under Common Seal.</p>	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
3.1.4	Control (cont'd)	<p>Records relating to the determination of access conditions relating to the release of Minister's Office records held by State Records to the public.</p> <p><u>Excludes</u> access under FOI legislation - see item 3.2 INFORMATION RESOURCE MANAGEMENT - Freedom of Information (FOI).</p>	<p>TEMPORARY</p> <p>Destroy 10 years after procedure revoked or superseded.</p>
3.1.5		<p>Authorised classification systems used by the Minister's Office, eg thesauri, numbered systems.</p>	<p>PERMANENT</p>
3.1.6		<p>Minor control records relating to creation, movement, distribution and maintenance of records, such as lists maintained by the Minister's Personal Assistant, as opposed to what is kept by the Minister's central registering system.</p>	<p>TEMPORARY</p> <p>Destroy when ceases to be of administrative use.</p>
3.2	Freedom of Information	<p><i>Freedom of Information (FOI) case files where a number of activities are kept together on one file. The process of obtaining access to information held as records by government agencies, government ministers and other public bodies in accordance with FOI legislation. Includes appeals to external authorities.</i></p>	
3.2.1		<p>Records relating to the management by the Minister's Office of precedent-setting FOI cases or cases generating substantial public interest, eg relating to FOI appeals to external authorities, eg Ombudsman, Police Complaints Authority or a Court of Law.</p>	<p>PERMANENT</p>
3.2.2		<p>Records of legal opinions from the Crown concerning FOI cases.</p>	<p>PERMANENT</p>



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
3.2.3	Freedom of Information (cont'd)	Records relating to the management of contentious FOI cases in the Minister's Office involving recurring or protracted requests, withheld access, amendments to records and internal reviews.	TEMPORARY Destroy 10 years after action completed.
3.2.4		Records relating to the management of routine FOI cases in the Minister's Office involving one-off applications of a non-contentious nature.	TEMPORARY Destroy 5 years after last action.
3.2.5		Records relating to the management of withdrawn FOI applications in the Minister's Office, or applications referred to other agencies.	TEMPORARY Destroy 2 years after last action.
3.2.6		Documents subject to applications under the FOI Act dealt with by the Minister's Office including withheld and amended documents.	Retain original documents until all action completed and FOI appeal period has expired. Then dispose in accordance with relevant disposal schedule and disposal action.
3.2.7		Notifications from the supporting Agency to the Ministerial Office, of FOI requests and determinations.	TEMPORARY Destroy 2 years after last action.
3.2.8		Monthly report from the supporting Agency to the Ministerial Office, of FOI activity in the Agency.	TEMPORARY Destroy 1 year after last action.
3.3	Records Conservation	<i>The activities involved in the preservation, protection, maintenance, restoration and enhancement of information resources and artefacts.</i>	



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
3.3.1	Records Conservation (cont'd)	Records relating to the implementation of disaster recovery plans after disasters, such as fire, flood, etc affecting the Minister's Office.	PERMANENT
3.3.2		Records relating to disaster preparedness and recovery plans by the Minister's Office, including plans for protection and re-establishment of data in case of disaster.	PERMANENT
3.4	Records Disposal	<i>The process of disposing of records no longer required by the agency. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into low-cost or archival storage.</i>	
3.4.1		Records relating to transfers of records and copies of lists from the Minister's Office to State Records (prepared by the Minister's Office) of records transferred to State Records storage.	PERMANENT
3.4.2		Records relating to the development of records disposal schedules specific to the operations of the Minister's Office. Also includes appraisal reports and Ministerial copies of schedules.	TEMPORARY Destroy 10 years after schedule superseded or revoked.
3.4.3		Records relating to the destruction of inactive, non-permanent records by the Minister's Office, including authorised destruction in the agency.	TEMPORARY Destroy 10 years after records destroyed.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
3.4.4	Records Disposal (cont'd)	Correspondence regarding transfer and retrieval of records to and from State Records.	TEMPORARY Destroy when reference ceases – should be retained for the life of the records transferred.
3.4.5		Copies of General Disposal Schedules, guidelines, and other information in the Minister's Office used for the disposal of records.	TEMPORARY Destroy when reference ceases.
3.5	Privacy	<i>The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.</i>	
3.5.1		Records relating to the ongoing protection of data to ensure privacy within the Minister's Office. Includes special procedures for management of personal information.	TEMPORARY Destroy 10 years after procedure revoked or superseded.
3.5.2		Records relating to provision of ongoing protection of information in the Minister's Office. Includes security arrangements for sensitive information.	TEMPORARY Destroy 10 years after procedure superseded or revoked.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
4	MINISTERIAL COMMUNITY RELATIONS	The function of establishing and maintaining rapport with the community and managing the Minister's portfolio profile, consistent with Ministerial responsibility. Includes speeches & presentations, enquiries management, joint venture management, lobbying, media liaison, and visits. Also includes relationships with professional bodies and industry, handling reactions by the public to Government policies and practices and community consultation and feedback. (Adapted from Keyword AAA).	
4.1	Enquiries Management	<p><i>The activity involving enquiries to the Minister from the community related to portfolio issues, or enquiries between the Minister and the Premier, other Ministers or Members of Parliament (whether State, Federal or international). Correspondence to Ministers is a primary means by which South Australians have direct recourse to government to have issues or personal cases addressed. Ministerial correspondence also allows some feedback to Government on, for example, the impact of its policies and programs.</i></p> <p>Enquiries Management is <u>not</u> related to Parliamentary matters – see item 5.11 MINISTERIAL GOVERNMENT RELATIONS - Parliamentary Relations.</p>	
4.1.1		Records relating to the management of community enquiries or public reaction resulting in reversal of a government decision and therefore form precedent cases.	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
4.1.2	Enquiries Management (cont'd)	Records relating to enquiries or public reaction of State significance requiring considerable investigation and a specific response (see Introduction on page 7 for definition of 'state significance').	PERMANENT
4.1.3		Records relating to enquiries or public reaction not of State significance requiring considerable investigation and a specific response (see Introduction on page 7 for definition of 'non-state significance').	TEMPORARY Destroy 10 years after last action.
4.1.4		Records relating to routine enquiries concerning the Minister's portfolio or responsibilities from members of the public including constituents. Includes enquiries referred to another agency for a response.	TEMPORARY Destroy 5 years after last action.
4.1.5		Records relating to Minister's briefing notes/daily papers relevant to enquiries from Community bodies or individual members of the public.	TEMPORARY Destroy 5 years after last action.
4.1.6		Records relating to the preparation and sending of greetings. Also includes greetings received by the Minister's Office (includes letters of appreciation or thanks, condolences or introductions).	TEMPORARY Destroy 5 years after last action.
4.1.7		Address lists kept for sending of greetings.	TEMPORARY Destroy when updated.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
4.2	Joint Venture Management	<p><i>The activities involved in managing or participating in joint operations between Ministers, Ministerial offices and other Government entities whether State, Interstate, Federal, International, or the non-government sector, where there is a contract, joint contribution of funds and/or time.</i></p> <p>See also Item 5.5 MINISTERIAL GOVERNMENT RELATIONS – Joint Venture Management</p>	
4.2.1		Records relating to participation in joint ventures with the private sector that are of major significance to the State. Includes joint ventures requiring a major investment by the agency, and/or occasioning widespread public interest (see Introduction on page 7 for definition of 'State significance').	PERMANENT
4.2.2		Records relating to participation in joint ventures with the private sector that are not significant, e.g. that does not generate significant funds or are not of substantial public interest (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 10 years after last action or after contract has expired, whichever is the later.
4.3	Lobbying	<p><i>The activity of members of the community or government attempting to influence the Government through representations to Ministers.</i></p> <p>See also Item 5.8 MINISTERIAL GOVERNMENT RELATIONS – Lobbying</p>	
4.3.1		Records relating to lobbying by a member of the community where the matter is of State significance (see Introduction on page 7 for definition of 'State significance').	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
4.3.2	Lobbying (cont'd)	Records relating to lobbying by a member of the community where the matter is not of State significance (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 5 years after last action.
4.4	Media Liaison	<i>The activity of monitoring media coverage (whether television, radio, print or any other media) of portfolio issues. The activity of dealing with media enquiries (whether television, radio, print, or other media), including requests to interview the Minister. Media liaison activities may be performed by the Minister's Office or a public affairs unit and includes advice and support given by such a unit to a Minister who does not have his or her own media adviser.</i>	
4.4.1		Final versions of media and press releases that relate specifically to the portfolio of the Minister, prepared by or for the Premier or Office of the Minister.	PERMANENT
4.4.2		Newspaper clippings and journal articles specific to the Minister's portfolio, maintained within the Minister's Office for reference purposes.	TEMPORARY Destroy 12 months after publication.
4.4.3		Records relating to the preparation of all other media/publicity material.	TEMPORARY Destroy 12 months after release.
4.4.4		Drafts and copies of records relating to media and press releases held for reference purposes within the Minister's Office.	TEMPORARY Destroy 12 months after publication.
4.4.5		Media or press releases not specific to the Minister's portfolio retained for reference purposes. Includes electronic News Summary Service from the Premiers Media Unit.	TEMPORARY Destroy 3 months after publication.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
4.5	Speeches and Presentations	<p><i>The activity of Ministers delivering speeches in respect of their portfolio for professional, governmental or community relations purposes. Includes speeches and multi-media presentations and addresses given at conferences, celebrations, ceremonies and social functions run by the community. Also includes addresses to State, Federal and International audiences.</i></p> <p>See also Item 5.12 MINISTERIAL GOVERNMENT RELATIONS – Speeches and Presentations</p>	
4.5.1		Records relating to keynote speeches and presentations given to the community including functions and occasions of State significance or promotion of portfolio services (see Introduction on page 7 for definition of 'State significance').	PERMANENT
4.5.2		Records relating to speeches and presentations that relate to the portfolio of the Minister given by the Minister at conferences or events arranged by professional associations.	PERMANENT
4.5.3		Records relating to Minister's briefing notes or daily papers relevant to speeches and presentations to community bodies.	TEMPORARY Destroy 5 years after last action.
4.5.4		Audio, video or other recordings used as working notes only, relating to speeches by the Minister to the community.	TEMPORARY Destroy 12 months after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
4.6	Visits and Functions	<p><i>The activities involved in arranging visits by the Minister to other governments, organisations, the public and students, with a view to inform, educate or promote the services, operations and role of the Minister or his/her portfolio. Includes attendances and functions in Australia and internationally.</i></p> <p>See also Item 5.13 MINISTERIAL GOVERNMENT RELATIONS – Visits and Functions</p>	
4.6.1		Records relating to functions of State significance. Such functions may be significant because of degree of financial input, scale of scope or state-wide, national or international recognition (see Introduction on page 7 for definition of 'State significance').	PERMANENT
4.6.2		Records relating to visits of State significance by the Minister to dignitaries or delegations from non-government organisations (see Introduction on page 7 for definition of 'State significance').	PERMANENT
4.6.3		Records relating to visits that are not significant by the Minister to non-government organisations in South Australia, nationally and internationally (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 5 years after last action.
4.6.4		Records relating to Minister's briefing notes and daily papers relevant to visits to and functions for community bodies.	TEMPORARY Destroy 5 years after last action.
4.6.5		Records relating to visits by the Minister to members of the public and people from non-government organisations (excludes constituency business).	TEMPORARY Destroy 5 years after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
4.6.6	Visits and Functions (cont'd)	Drafting notes and working papers relating to visits and functions by the Minister to the community.	TEMPORARY Destroy 12 months after last action.
5	MINISTERIAL GOVERNMENT RELATIONS	The function of fulfilling Ministerial responsibility in respect of relations between the Minister's Office, Cabinet, Parliament and other Governments (whether Federal, State, Local or overseas), as required by the Minister's portfolio. Includes Agency Relations and Responsibilities, Agreements and Contract Management, Legislative Administration, Legislation Development, Cabinet Relations, Enquiries Management, Joint Ventures, Lobbying, Parliamentary Committees and Royal Commissions, Parliamentary Relations, Portfolio and Agency Establishment, Speeches and Presentations and Visits and Functions. Also includes the support provided by the agency to the Minister with regard to his/her interactions with Government. (Adapted from Keyword AAA).	
5.1	Agency Relations and Responsibilities	<i>The activity of dealing with portfolio business where the issue or matter may originate either within the portfolio or agency and is referred to the Minister, or is dealt with directly by the Minister's Office without referral to the portfolio or agency.</i>	
5.1.1		Records relating to portfolio business which originate in a portfolio or its supporting agency, but result in annotation or addition by the Minister and are incorporated into the recordkeeping system of the Minister's Office.	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.1.2	Agency Relations and Responsibilities (cont'd)	Records relating to portfolio business that originates in the Minister's Office without referral to the portfolio agency.	PERMANENT
5.1.3		Ministerial briefings from the supporting Agency.	PERMANENT
5.1.4		Records of opinions received from the Crown relating to portfolio operations where legislation is to be interpreted.	PERMANENT
5.1.5		Records of delegations of authority from the Minister to officers for the business of the Agency eg payments, travel. Authorities include appointment of officers pursuant to an Act, to grant access to land, buildings or property, or to delegate responsibilities for finance, health and environment.	TEMPORARY Destroy 5 years after expiry.
5.1.6		Records of routine enquiry, contact or correspondence between officers of the supporting Agency and a Minister's Office.	TEMPORARY Destroy 5 years after last action.
5.1.7		Copies of records created by an agency relating to portfolio business that are maintained in the Minister's Office as reference material.	TEMPORARY Destroy 2 years after last action.
5.2	Agreements and Contract Management	<i>The activity involving the Minister agreeing to or contracting to an arrangement on behalf of his/her portfolio area or on behalf of the State of South Australia, with another Minister or Government at a State, Federal or international level.</i>	
5.2.1		Records relating to contracts under seal (Specialty Contracts) of State significance dealt with by the Minister's Office, eg Privatization/Sale of major assets, outsourcing of core Government functions, etc (see Introduction on page 7 for definition of 'State significance').	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.2.2	Agreements and Contract Management (cont'd)	Records relating to negotiation and review of industrial agreements or awards affecting employees and where the Minister's Office has substantial input, eg matters resulting in substantial changes by the Minister's Office to the policy and procedures of industrial relations. Includes all agreements with the Commonwealth and other States.	PERMANENT
5.2.3		Records relating to contracts under seal (Speciality Contracts) not of State significance dealt with by the Minister's Office, eg concerning minor or routine matters or not resulting in significant change of policy (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 17 years after action completed.
5.2.4		Industrial agreements or awards where the Minister's Office has little or no input, eg copies of drafts received for information and/or comment.	TEMPORARY Destroy 10 years after last action.
5.2.5		Records relating to ordinary contracts (Simple Contracts) not of State significance (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 8 years after action completed.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.3	Cabinet Relations	<p><i>The activity of interacting with Cabinet in order to seek direction, to seek approval or to inform. Cabinet records are those designated as belonging to the Cabinet Paper System. They are circulated by Cabinet Office to a limited number of authorised recipients, mainly Ministers and their immediate advisers. Matters dealt with or referred to Cabinet may include nominations to Boards or Committees, the drafting, amendment and/or review of legislation or policy decisions. Matters may also include court cases where one of the parties is the State of South Australia.</i></p> <p>See also Item 5.1 MINISTERIAL GOVERNMENT RELATIONS – Agency Relations and Responsibilities</p> <p>See also Item 5.7 MINISTERIAL GOVERNMENT RELATIONS – Legislative Development</p> <p>Note – items 5.3.4 and 5.3.8 have been included for context to show where certain Cabinet records are held in Cabinet Office.</p>	
5.3.1		Original Cabinet Submissions and Cabinet Sub-Committee submissions <u>held within Ministerial Offices</u> , and original Premiers' Cabinet Submissions, Sub-Committee submissions <u>held within Cabinet Office</u> .	PERMANENT
5.3.2		Original Cabinet Agenda (including drafts), Cabinet Notes and Sub-Committee Summaries <u>held within either Cabinet Office (pre-2009) or Ministerial Offices (pos-2009)</u> .	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.3.3	Cabinet Relations (cont'd)	Copies of post-1993 Cabinet Submissions, Sub-Committee submissions, Cabinet agenda (including drafts), Cabinet Notes and Sub-Committee Summaries <u>held in Ministerial Offices.</u>	TEMPORARY Destroy immediately after each State Election [NOTE: records 1993 and earlier must be transferred to State Records].
5.3.4		Copies of Cabinet Submissions and Sub-Committee Submissions <u>held in Cabinet Office.</u>	PERMANENT
5.3.5		Working papers and drafts of Cabinet Submissions, Sub-Committee Submissions and Cabinet Notes <u>held in Ministerial Offices.</u>	TEMPORARY Destroy immediately after each State election.
5.3.6		Originals, copies, working papers and drafts of Cabinet Submissions, Sub-Committee Submissions and Cabinet Notes <u>held in Agencies.</u>	See GDS 15: 7.99
5.3.7		Original comments on Cabinet Submissions, <u>held in Ministerial Offices.</u>	PERMANENT
5.3.8		Originals and copies of comments on Cabinet Submissions <u>held in Cabinet Office</u> , including the summary of all comments on the Submission (known as the 'blue').	PERMANENT
5.3.9		Copies of comments on Cabinet Submissions, and the summary 'blue', <u>held in Ministerial Offices.</u>	Temporary Destroy immediately after each election



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.3.10	Cabinet Relations (cont'd)	Originals or copies of decisions for Cabinet decisions, Sub-Committee submissions (including recommendations) and Cabinet Notes <u>held by either Cabinet Office (pre-2009) or Ministerial Offices (post 2009).</u>	PERMANENT
5.3.11		Copies of decisions for Cabinet decisions, Sub-Committee submissions (including recommendations) and Cabinet Notes <u>held by Ministerial Offices (pre-2009).</u>	TEMPORARY Destroy immediately after each election.
5.3.12		Originals or copies of papers for Committees of Cabinet <u>held by Agencies.</u>	See GDS 15: 7.99
5.3.13		Originals or copies of papers for Committees of Cabinet <u>held by Ministerial Offices.</u>	TEMPORARY Destroy immediately after each election.
5.4	Enquiries Management	<p><i>The activity involving enquiries to the Minister from the community related to portfolio issues, or enquiries between the Minister and the Premier, other Ministers or Members of Parliament (whether State, Federal or international). Correspondence to Ministers is a primary means by which South Australians have direct recourse to government to have issues or personal cases addressed. Ministerial correspondence also allows some feedback to Government on, for example the impact of its policies and programs.</i></p> <p>Enquiries Management is <u>not</u> related to Parliamentary matters –see item 5.10 MINISTERIAL GOVERNMENT RELATIONS - Parliamentary Relations.</p>	



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.4.1	Enquiries Management (cont'd)	Records relating to the representations from Government bodies and which form precedent cases (see Introduction on page 7 for definition of 'State significance').	PERMANENT
5.4.2		Records relating to Native Title matters specific to the Minister's portfolio (see also GDS16).	PERMANENT
5.4.3		Diaries and appointment books relating to the Minister's portfolio that have been used by the Minister to record basic information such as dates and times of meetings and other appointments specific to Government enquiries.	PERMANENT
5.4.4		Records of legal opinions from the Crown concerning individual and specific issues to provide a balanced view for the Minister.	PERMANENT
5.4.5		Records relating to representations not resulting in changes to Government or agency policy.	TEMPORARY Destroy 10 years after last action.
5.4.6		Records relating to Minister's briefing notes or daily papers relevant to enquiries from Government bodies.	TEMPORARY Destroy 5 years after last action.
5.4.7		Records relating to requests for meetings visits or functions with no briefing for the events.	TEMPORARY Destroy 5 years after last action.
5.4.8		Preparation and sending of Government greetings. Also includes Government greetings received by the Minister's Office.	TEMPORARY Destroy 5 years after last action.
5.4.9		Records relating to research material supplied to or obtained by the Minister's Office specific to Government enquiries to the Minister, for reference purposes.	TEMPORARY Destroy 1 year after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.4.10		Drafts and copies of records relating to Government enquiries held for reference purposes within the Minister's Office.	TEMPORARY Destroy 1 year after last action.
5.4.11		Address list kept for sending of Government greetings.	TEMPORARY Destroy when updated.
5.5	Joint Venture Management	<i>The activities involved in managing or participating in joint operations between Ministers, Ministerial offices and other Government entities whether State, Interstate, Federal, International, or the non-government sector, where there is a contract, joint contribution of funds and/or time.</i> See also Item 4.2 MINISTERIAL COMMUNITY RELATIONS – Joint Venture Management	
5.5.1		Records relating to participation in joint ventures with other Government agencies that are of major significance. Includes joint ventures requiring a major investment by the Minister's Office and/or occasioning widespread public interest. Includes joint ventures with other SA Government agencies, the Commonwealth, other States and Local Government, also overseas Governments (see Introduction on page 7 for definition of 'State significance').	PERMANENT
5.5.2		Records documenting meetings of Ministerial Councils across the Australian States, where the State Ministers meet on matters of national curriculum, health, Murray-Darling Commission etc. Includes Leaders Forums for Premiers, Council of Australian Governments (COAG), Treasurers Forums and Police Forums.	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.5.3	Joint Venture Management (cont'd)	Records relating to participation in joint ventures with government agencies that are not major, eg that do not generate significant funds or are not of substantial public interest (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 8 years after last action.
5.6	Legislative Administration	<i>The activity of administering legislation that involved the Minister on behalf of his/her portfolio. (This activity also includes litigation in relation to the administered legislation in which the State was a party).</i> See also Item 5.7 MINISTERIAL GOVERNMENT RELATIONS - Legislative Development Item 5.3 MINISTERIAL GOVERNMENT RELATIONS - Cabinet Relations	
5.6.1		Records relating to the Minister's legislative responsibilities arising from portfolio responsibilities, eg where the Minister is the last point of appeal under legislation and the records are not duplicated or held elsewhere.	PERMANENT
5.6.2		Records relating to the Minister's legislative responsibilities arising from portfolio responsibilities for low-level approvals where the records are duplicated or held elsewhere.	TEMPORARY Destroy 10 years after last action.
5.6.3		Litigation specific to the Minister's portfolio which is of major significance relating to precedent-setting matters; matters generating substantial public interest; or matters resulting in substantial changes to agency policy and procedures (see Introduction on page 7 for definition of 'State significance').	PERMANENT



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.6.4	Legislative Administration (cont'd)	Litigation relating to matters for which the Minister's Office maintains a case file, eg compensation claims, grievance complaints, FOI applications, staff disciplinary cases or properties.	TEMPORARY Destroy 10 years after last action.
5.6.5		Records relating to specific Acts that provide continuing authority for the payment of salaries and allowances to the Governor, Ministers of the Crown, Judges or Members of Parliament. These Acts may be amended from time to time by Parliament.	TEMPORARY Destroy 10 years after last action.
5.6.6		Implementation of subpoenas and discovery orders, including arrangements for Ministerial Office witnesses to attend court.	TEMPORARY Destroy 10 years after last action.
5.7	Legislative Development	<i>The activity of developing or amending Bills and/or legislation. Government's legislation program may involve preparation of new primary legislation (Acts of Parliament) and/or legislative amendments.</i> See also Item 5.3 MINISTERIAL GOVERNMENT RELATIONS - Cabinet Relations Item 5.6 MINISTERIAL GOVERNMENT RELATIONS - Legislative Administration	
5.7.1		Consolidated records maintained in the Minister's Office that relate to Bills which have passed all three readings and received the Royal Assent to become an Act of Parliament.	PERMANENT
5.7.2		Records relating to the amendment of legislation specific to the Minister's portfolio responsibilities.	TEMPORARY Destroy 10 years after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.7.3	Legislative Development (cont'd)	Records of submissions to amend legislation by Agencies and portfolio working groups.	TEMPORARY Destroy 10 years after last action.
5.7.4		Drafts and copies of records relating to Bills and Acts held for reference purposes within the Ministerial Office, not relating to the Minister's portfolio responsibility.	TEMPORARY Destroy 5 years after last action.
5.8	Lobbying	<i>The activity of members of the community or government attempting to influence the Government through representations to Ministers.</i> See also Item 4.3 MINISTERIAL COMMUNITY RELATIONS - Lobbying	
5.8.1		Records relating to lobbying by another Minister or Member of Parliament in which the lobbying is of State significance (see Introduction on page 7 for definition of 'State significance').	PERMANENT
5.8.2		Records relating to lobbying by another Minister or Member of Parliament in which the lobbying is not of State significance (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 5 years after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.9	Parliamentary Committees and Royal Commissions	<p><i>The Minister's activities in relation to Parliamentary Committees and Royal Commissions, including (but not limited to) his or her membership, or evidence before, or any other association. Includes: Royal Commissions, Committees of Inquiry, Standing Committees, Select Committees, Joint Committees, Statutory Committees, Estimates Committee.</i></p> <p>See also Item 5.3 MINISTERIAL GOVERNMENT RELATIONS - Cabinet Relations</p> <p>Item 5.10 MINISTERIAL GOVERNMENT RELATIONS - Parliamentary Relations</p> <p>Item 1.0 BOARDS AND COMMITTEE MANAGEMENT</p>	
5.9.1		Records relating to Committees, Royal Commissions or Commissions/ Committees of Inquiry where the Minister has been a member or required to give evidence or had any other association.	PERMANENT
5.9.2		Records relating to Select Joint, Sessional, Administrative and Standing Committee enquiries which contain the report, minutes of proceedings and minutes of evidence.	Retained by Parliament House
5.9.3		Records relating to Committee Secretariat Files which contain all briefings, agenda, correspondence and financial records.	Retained by Parliament House
5.9.4		Drafts and copies of records relating to Committees, Royal Commissions or Commissions/Committees of Inquiry held for reference purposes within the Minister's Office.	TEMPORARY Destroy 10 years after last action.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.10	Parliamentary Relations	<p><i>The activity of dealing with the Premier, other Ministers and other Members of Parliament on matters relating to the Minister's portfolio or Ministerial responsibilities.</i></p> <p><i>Parliamentary relations include the seeking of specific information on a policy, program or issue, particularly one that is the subject of current action, public or Parliamentary interest.</i></p> <p>See also Item 1.0 BOARDS AND COMMITTEE MANAGEMENT</p>	
5.10.1		Records relating to Parliamentary Briefings that cover significant portfolio-specific issues and 'Whole of Government' issues (see Introduction on page 7 for definition of 'State significance').	PERMANENT
5.10.2		Records relating to Parliamentary Briefings which cover minor portfolio specific issues, eg which do not require a significant degree of financial input or which do not generate significant public interest (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 10 years after last action.
5.10.3		Questions On Notice or Without Notice, including prepared Questions.	TEMPORARY Destroy 2 years after last action.
5.10.4		Drafts and copies of Parliamentary Briefings held for reference purposes within the Minister's Office.	TEMPORARY Destroy 2 years after last action.
5.10.5		Copies of Hansard and other published Parliamentary information kept in the Ministerial Office.	TEMPORARY Destroy 12 months after publication.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.11	Portfolio and Agency Establishment	<i>The activity of creating new agencies or of changing the responsibilities of a portfolio or changing the functions of an agency within the portfolio of a Minister.</i>	
5.11.1		Records documenting official assignments from the Premier that are outside the Minister's current portfolio but may be expected to lead to the creation of new agencies.	PERMANENT
5.11.2		Records relating to changes to portfolio responsibilities or changes to the functions of an agency within the portfolio of a Minister.	PERMANENT
5.11.3		Records of delegations of authority from the Minister to Junior Ministers. Authorities include appointment of officers pursuant to an Act, to prosecute, to grant access to land, buildings or property, or to delegate responsibilities for finance, health and environment.	PERMANENT
5.12	Speeches and Presentations	<i>The activity of Ministers delivering speeches in respect of their portfolio for professional, governmental or community relations purposes. Includes speeches and multi-media presentations and addresses given at conferences, celebrations, ceremonies and social functions run by the community. Also includes addresses to State, Federal and International audiences.</i> See also Item 4.5 MINISTERIAL COMMUNITY RELATIONS – Speeches and Presentations	



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.12.1	Speeches and Presentations (cont'd)	Records relating to keynote speeches and presentations given to governmental events including functions and occasions of State significance or promotion of portfolio services (see Introduction on page 7 for definition of 'State significance').	PERMANENT
5.12.2		Records relating to speeches and presentations that relate to the portfolio of the Minister given by the Minister at government events or to government organisations.	PERMANENT
5.12.3		Records relating to Minister's briefing notes and daily papers relevant to speeches and presentations from Government bodies.	TEMPORARY Destroy 5 years after last action.
5.12.4		Audio, video or other recordings used as drafts or working notes relating to speeches by the Minister.	TEMPORARY Destroy 12 months after last action.
5.12.5		Records declining invitations to attend or speak at functions and events.	TEMPORARY Destroy 3 months after last action.
5.13	Visits and Functions	<i>The activities involved in arranging visits by the Minister to other governments, organisations, the public and students, with a view to inform, educate or promote the services, operations and role of the Minister or his/her portfolio. Includes attendances and functions in Australia and internationally.</i> See also Item 4.6 MINISTERIAL COMMUNITY RELATIONS – Visits and Functions	



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.13.1	Visits and Functions (cont'd)	Reports relating to official visits in Australia or overseas, of State significance. Includes detailed itinerary for the visit, the roles and functions of the facility, any current major issues at the site and short details on the people that the visitor will be meeting (see Introduction on page 7 for definition of 'State significance').	PERMANENT
5.13.2		Records relating to attendance at functions of State significance (see Introduction on page 7 for definition of 'State significance').	PERMANENT
5.13.3		Ministers' diaries or diary pages which document involvement of the Minister in activities concerning official business.	PERMANENT
5.13.4		Records relating to official visits within Australia or overseas, not considered to be significant, eg not generating much public interest (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 5 years after last action.
5.13.5		Records relating to functions which are not of major significance, eg routine or minor functions (see Introduction on page 7 for definition of 'non-State significance').	TEMPORARY Destroy 5 years after last action.
5.13.6		Records relating to Minister's briefing notes and daily papers relevant to visits and functions from Government bodies.	TEMPORARY Destroy 5 years after last action.
5.13.7		Records of travel itineraries approved for the purposes of visits. Includes application and supporting information, travel details.	TEMPORARY Destroy 7 years after authority expires.
5.13.8		Records of travel itineraries not approved for the purposes of visits.	TEMPORARY Destroy 3 months after visit.



Item No.	FUNCTION ACTIVITY / PROCESS	Description (Disposal Class)	Disposal Action
5.13.9	Visits and Functions (cont'd)	Drafts and copies of records relating to visits held for reference purposes within the Minister's Office.	TEMPORARY Destroy 5 years after last action.
6	PERSONNEL	<p>The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations. Also includes arrangements for staff travel and provision of childcare by the agency (from Keyword AAA).</p> <p>See GDS 15 – Item 12 PERSONNEL.</p>	