



## Authorising Destruction of Temporary Records Stored with an Approved Service Provider (ASP)

	PROCESS	DESCRIPTION
1	Are the temporary records past their destruction date?	Determine if the sentenced records are past their destruction date according to an approved sentencing tool – General Disposal Schedule <sup>1</sup> (GDS) or an agency Records Disposal Schedule <sup>2</sup> (RDS).
1a	<b>NO</b> – Records cannot be destroyed, continue to store	If the records have not passed their destruction date, they cannot be destroyed and will need to be retained until the due date. <b>(Finish)</b>
2	<b>YES</b> - Forward <i>Intention to Destroy Temporary Records Report</i> to State Records	Complete the State Records proforma <i>Intention to Destroy Temporary Records Report</i> and send to State Records in accordance with <i>Records of Temporary Value - Management and Storage Guidelines</i> .
3	Has State Records approved <i>Intention to Destroy Temporary Records Report</i> ?	Await decision from State Records on forwarded report.
3a	<b>NO</b> – State Records contacts agency	State Records will contact the agency to discuss why the records have not been approved for destruction. <b>(Finish)</b>
4	<b>YES</b> – Forward authorisation to the ASP	State Records will provide written authorisation for records to be destroyed. Agency to forward authorisation onto the ASP who will arrange confidential destruction.

<sup>1</sup> A General Disposal Schedule is used to sentence records, which are common to most government agencies.

<sup>2</sup> A Records Disposal Schedule is used to sentence records created in the performance of the core functions of an agency.

	<b>PROCESS</b>	<b>DESCRIPTION</b>
5	Obtain destruction certificate from ASP	Obtain a certificate of destruction from the ASP to confirm that the records have been confidentially destroyed.
6	Agency to maintain destruction paperwork	Agency to maintain all destruction paperwork eg; reports sent to State Records and destruction certificates from the ASP for future reference.
7	Submit to State Records <i>Annual Summaries of Temporary Records Storage Report</i>	Within 14 days of 30 <sup>th</sup> April submit <i>Annual Summary of Temporary Records Storage Report</i> to State Records. Report template available from the State Records website ( <a href="http://www.archives.sa.gov.au">http://www.archives.sa.gov.au</a> ). <b>(Finish)</b>