



Auth Destruct of Temp Recs Stored in Exempted Facilities or Non-App SP Facilities

	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 ¹ (GDS) or an agency Records Disposal Schedule ² (RDS).
1a	NO – Records cannot be destroyed, continue to store	If the records are not past their destruction date, they cannot be destroyed and will need to be retained until the due date. (Finish)
2	YES – 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	State Records approves <i>Intention to Destroy Temporary Records Report</i> ?	Await decision from State Records on forwarded report.
3a	NO – State Records contacts agency	State Records will contact the agency to discuss why the records have not been approved for destruction. (Finish)
4	YES – Destruction approved	State Records provides written authorisation to have the records destroyed.
5	Arrange destruction	Agency can arrange internal or external confidential destruction. For internal go to Step 8 . For external go to Step 6 .

	PROCESS	DESCRIPTION
6	EXTERNAL – Forward authorisation to provider	State Records will provide written authorisation for records to be destroyed. Agency to forward authorisation onto the non-approved service provider or other external contractors who will arrange confidential destruction.
7	Obtain destruction certificate from provider	Obtain a certificate of destruction from the provider to confirm that the records have been confidentially destroyed.
8	INTERNAL – Agency to maintain destruction paperwork	Agency to maintain all destruction paperwork eg; reports sent to State Records, destruction register, etc.
9	Submit to State Records <i>Annual Summaries of Temporary Records Storage Report</i>	Within 14 days of 30 th April submit <i>Annual Summary of Temporary Records Storage Report</i> to State Records. Report template available from the State Records website (http://www.archives.sa.gov.au). (Finish)