

## Operational Records Disposal Schedule

# Department of Treasury and Finance (Budget and Finance Management) and predecessor agencies

## RDS 2025/03 Version 1

Effective Dates: 19 November 2025 to 19 November 2035

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

OFFICIAL

<b>RDS No</b>	RDS 2025/03 Version 1
<b>Disposal Schedule Type</b>	Operational Records Disposal Schedule
<b>Agency</b>	Department of Treasury and Finance (and predecessor agencies)
<b>Records Scope</b>	<p>Records documenting the function/s of Finance and Budget Management and includes branches</p> <ul style="list-style-type: none"> <li>• Accounting and Financial Services</li> <li>• Budget and Performance</li> <li>• Business Improvement</li> <li>• Commercial and Procurement</li> <li>• Digital Investment Fund</li> <li>• Information and Technology</li> <li>• Office of the Under Treasurer</li> <li>• Operational Performance</li> <li>• People and Culture</li> <li>• Revenue and Economics</li> <li>• Strategic Policy and Data Analytics</li> </ul>
<b>Records Coverage Dates</b>	1 January 1970 – ongoing
<b>Effective Dates</b>	19 November 2025 to 19 November 2035
<b>Status</b>	Determined by Director State Records and approved by State Records Council on 5 August 2025.
<b>Associated RDS</b>	This schedule supersedes 2010-13 v2 - Department of Treasury and Finance (Corporate) expired 30 June 2023.

<p><b>Exclusions</b></p>	<p>This RDS excludes</p> <ul style="list-style-type: none"> <li>• Compulsory Third Party Regulator</li> <li>• Electorate Services</li> <li>• Fines Enforcement &amp; Recovery Unit (FERU)</li> <li>• Lifetime Support Authority</li> <li>• Lotteries Commission SA</li> <li>• Office of Data Analytics (ODA)</li> <li>• Office of the Chief Information Officer (OCIO)</li> <li>• Office of the Industry Advocate</li> <li>• Procurement SA</li> <li>• Revenue SA</li> <li>• South Australian Financing Authority (SAFA)</li> <li>• Shared Services SA</li> <li>• Super SA</li> <li>• Work Injury Services (currently part of Shared Services SA) and</li> <li>• Inherited agencies such as Electricity Reform and Sales Unit (ERSU), Electricity Trust of South Australia (ETSA) and sections of Department of Administrative and Information Services at time of abolition etc.</li> </ul>
<p><b>Associated Document</b></p>	<p>Use the RDS in conjunction with its RDS Context Statement</p>

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# Introduction

## Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions, please contact State Records for advice.

## Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the *State Records Act 1997* including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as State archives) in accordance with State Records appraisal criteria and
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

### **Relationship to other disposal schedules**

The General Disposal Schedule for State Government Agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check State Records website [General Disposal Schedules | State Records of South Australia](#).

# Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody.

## Status/Disposal action definitions

- Permanent – retain as State archives  
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- Temporary – retain a minimum of *[list specific period of time]* after action completed, then destroy.  
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

## Retain a record of records destroyed under this RDS

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia.

## Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

**For more information**

Refer to State Records sentencing, transfer and destruction guidelines on our website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

**State Records Contact Details**

**Contact details**

GPO Box 464

ADELAIDE SA 5000

**Tel** (+61 8) 7322 7081

**Web** [www.archives.sa.gov.au](http://www.archives.sa.gov.au)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	<b>FINANCE AND BUDGET MANAGEMENT</b>	<p>The function of providing the Government with economic, social and financial policy advice to assist the Government in delivering its policy outcomes. The provision of expert advice balances economic, social and environmental goals within a framework of responsible financial management. This includes:</p> <ul style="list-style-type: none"> <li>• supporting the Treasurer in producing the State Budget;</li> <li>• delivering policy advice, assisting with Government decisions on a range of economic, social and environmental issues;</li> <li>• providing strategic leadership across the public sector on economic and financial sector reform;</li> <li>• assisting the Government with the implementation of major infrastructure projects and frameworks; and</li> <li>• assisting with decisions made by the government on major contractual arrangements across the state.</li> </ul>		
1.	<i>Account Management</i>	<i>The activity of monitoring and reviewing the financial performance of clients (includes internal branches, other government agencies and authorities). This includes providing strategic economic and policy analysis and advice impacting government service provision,</i>		
1.1.1	Account Management	<p>Records relating to client account management of government agencies and statutory authorities.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• advice and enquiries</li> <li>• performance assessments</li> <li>• liaison between agencies and ATO</li> <li>• Cabinet Comments</li> <li>• correspondence.</li> </ul> <p>See GDS 30 v2 (as amended): 7.2.2 GOVERNMENT RELATIONS – Briefings (agencies) for records relating to Cabinet Submissions.</p>	PERMANENT	Retain as State archives
1.1.2	Account Management	<p>Records relating to liaison <b>with DTF branches</b>.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• advice and enquiries</li> <li>• liaison between branches and ATO</li> <li>• performance assessments</li> </ul>	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• reporting; and approvals.</li> </ul> <p>See Item 1.1.5 for working documents</p>		
1.1.3	Account Management	<p>Records relating to policy analysis and advice, for example:</p> <ul style="list-style-type: none"> <li>• Expenditure reviews of government agencies. Reviews can be requested by the Treasurer or Under Treasurer.</li> <li>• Briefings to the Treasurer, Under Treasurer and Deputy Under Treasurer regarding changes in policies that are released (eg medium to longer term social policy issues in the areas of education, training, health, indigenous affairs, family and community services and justice portfolios).</li> </ul> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• requests and reviews</li> <li>• expenditure reviews</li> <li>• analysis and</li> <li>• final reports.</li> </ul> <p>See Item 1.1.1 for records relating to client management.</p>	PERMANENT	Retain as State archives.
1.1.4	Account Management	<p>Records relating to reviews of agencies. For example, if undertaken as part of the government reform program.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• requests</li> <li>• performance evaluations</li> <li>• reports.</li> </ul> <p>See Item 1.1.1 for records relating to individual clients.</p> <p>See Item 1.1.3 for records relating to expenditure reviews.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1.5	Account Management	Working documents relating to management and monitoring of financial performance of DTF branch budgets.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.2	<i>Budget Compilation and Coordination</i>	<i>The activity of coordinating, compiling and managing the preparation and submission of the State Budget. Includes all budget processes.</i>  See GDS 30 v2 (as amended): 13.22 STRATEGIC MANAGEMENT - Reporting for the master copy of the Budget Overview tabled in Parliament.		
1.2.1	Budget Compilation and Coordination	Master records relating to State Budget. For example, State Budget proposal for Ministerial consideration. Includes sets of Whole of Government summaries and decisions.	PERMANENT	Retain as State archives
1.2.2	Budget Compilation and Coordination	Records relating to State Budget compilation.  For example, working papers on: <ul style="list-style-type: none"> <li>forecasts and projections</li> <li>workforce evaluations and wages outcomes</li> <li>agency budget proposals and information from agencies</li> <li>internal reports.</li> </ul>	PERMANENT	Retain as State archives
1.2.3	Budget Compilation and Coordination	Regular or periodic system reports on State budget performance (for example, monitoring processes, carryovers and data adjustments etc.)	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.3	<i>Data Administration</i>	<i>The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter advice plan objectives to safeguard against data loss and corruption.</i>  GDS 30 v2 (as amended): 9.3 INFORMATION MANAGEMENT – Data Administration (various) for data administration outside of the BMS (and successor systems) and other line of business systems.		
1.3.1	Data Administration	The BMS (and successor systems) used to monitor budget activity of agencies.  Data captured includes:	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• tracking of all capital projects in government</li> <li>• all requests from agencies for budget funds</li> <li>• annual Financial Statements (actuals, budgets, notes) for all agencies</li> <li>• monthly analysis of all government agencies financial performance</li> <li>• every approved budget change since 2000/01</li> <li>• accounts payable collection statistics</li> <li>• purchase Card exceptions</li> <li>• FTE numbers in all agencies</li> <li>• tracking of initiatives and strategies.</li> </ul> <p>See Item 1.3.2 for other financial management databases.</p> <p>See Item 1.3.3 for transaction financial management databases.</p>		
1.3.2	Data Administration	<p>Financial management databases that 'stand alone' and capture details <i>not</i> maintained in the BMS.</p> <p>See Item 1.3.1 for the BMS.</p> <p>See Item 1.3.3 for transaction financial management databases.</p>	PERMANENT	Retain as State archives.
1.3.3	Data Administration	<p>Transaction financial management databases that provide data that may be duplicated in the BMS.</p> <p>See Item 1.3.1 for the BMS.</p> <p>See Item 1.3.2 for other financial management databases.</p>	TEMPORARY	Retain a minimum of 7 years after last entry, then destroy.
1.3.4	Data Administration	<p>Case Management database. Includes date and details of query and the resolution. The database is used to log agency queries on accounting policy and financial management to allow monitoring of frequently asked questions.</p>	TEMPORARY	Retain a minimum of 7 years after last entry, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4	Procurement (Goods and Services)	<p><i>The activities involved in arranging, assessing, procuring, and managing the performance of work or the provision of goods or services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Also includes the process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.</i></p> <p><i>See Procurement Services SA RDS for whole of government tenders.</i></p> <p>See GDS 30 v2 (as amended): 6.10 FINANCIAL MANAGEMENT – Procurement (Goods and Services) for other procurement records.</p>		
1.4.1	Procurement (Goods and Services)	<p>Records relating to the management of contracts by DTF, for example, banking contract for Whole of Government and audit of the Audit Office (previously Auditor General’s Department).</p> <p>See Procurement Services SA RDS for whole of government tenders.</p>	PERMANENT	Retain as State archives
1.4.2	Procurement (Goods and Services)	Facilitative records relating to whole of government procurement.	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.
1.5	Program Management (DTF)	<p><i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs (including funding and grant programs).</i></p> <p>See GDS 30 v2 (as amended): 13.19 STRATEGIC MANAGEMENT – Program Management for non core DTF programs.</p>		
1.5.1	Program Management (DTF)	<p>Substantive records received and generated by the Department of Treasury and Finance relating to the development and progress of departmental programs. For example, the government Graduate Development Program, Unsolicited Proposals, Social Impact Investment Bond program, and short term funding programs such as Digital Investment Fund.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>expressions of interest</li> </ul>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• nominations and application forms</li> <li>• budgets</li> <li>• approvals, etc.</li> </ul> <p>See Item 1.5.2 for graduate annual development program records.</p> <p>See Item 1.5.3 for records relating to the maintenance of the graduate development program website.</p> <p>See Item 1.5.4 for implementation and management of grant programs.</p> <p>See Item 1.5.5 for unsuccessful proposals.</p>		
1.5.2	Program Management (DTF)	<p>Annual program files for graduate development programs i.e. Finance Officers Scheme, Graduate Internship Program.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• list of graduates</li> <li>• rotation scheme</li> <li>• correspondence with agencies</li> <li>• training</li> <li>• attendance.</li> </ul> <p>See GDS 30 v2 (as amended): 5.17 EMPLOYEE MANAGEMENT - Training (various) for technical training.</p> <p>See GDS 30 v2 (as amended): 13.18 STRATEGIC MANAGEMENT – Procedures (various) for procedures relating to Graduate Program.</p> <p>See GDS 30 v2 (as amended): 5.12.3 EMPLOYEE MANAGEMENT – Recruitment for marketing of the program.</p>	TEMPORARY	Retain a minimum period of 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 5.12.2 EMPLOYEE MANAGEMENT – Recruitment – for graduate recruitment records.		
1.5.3	Program Management (DTF)	Records relating to the maintenance of the Graduate Recruitment website. Includes updating of the website content.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
1.5.4	Program Management (DTF)	<p>Records relating to the implementation and management of programs, including grant funding programs for example Electric Vehicle Subsidy and Unsolicited Proposals program.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• assessment</li> <li>• correspondence</li> <li>• responses</li> <li>• acquittals</li> <li>• reports.</li> </ul> <p>See Item 1.5.1 for substantive records relating to establishment of grant programs.</p> <p>See Item 1.5.2 for Graduate development programs.</p> <p>See GDS 30 v2 (as amended): 2.6.1 BOARD &amp; COMMITTEE MANAGEMENT - Proceedings for Unsolicited Proposals Committee proceedings.</p> <p>See GDS 30 v2 (as amended): 7.2 GOVERNMENT RELATIONS - Briefings (agencies) (various) for records relating to Unsolicited Proposals Cabinet Submissions.</p>	TEMPORARY	Retain a minimum of 15 years after action completed then destroy.
1.5.5	Program Management (DTF)	Facilitative records received and generated by the Department of Treasury and Finance relating to the development and progress of	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		departmental programs. Includes records of program proposals not proceeded with i.e. unsuccessful proposals.		
1.6	<i>Project Management</i>	<p><i>The activities involved in the management of a defined series of actions including planning, implementing, monitoring and assessing a project.</i></p> <p><i>Projects include major projects, Public Private Partnerships (PPPs) and market projects.</i></p> <p>See GDS 30 v2 (as amended): 13.20 STRATEGIC MANAGEMENT – Project Management for non core DTF projects.</p>		
1.6.1	Project Management	<p>Records relating to the management of major projects and PPPs where <b>DTF is the originating agency</b>. For example the National Wine Centre, SA Schools Public Private Partnership Project.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• advice</li> <li>• approvals</li> <li>• briefings</li> <li>• risk analysis</li> <li>• finances</li> <li>• original minutes of meetings</li> <li>• outline business cases</li> <li>• probity services and</li> <li>• public sector comparator.</li> </ul> <p>See Item 1.6.2 for records relating to projects where DTF is <i>not</i> the originating agency.</p> <p>See Item 1.6.3 for market projects.</p> <p>See GDS 30 v2 (as amended): 2.6.1 BOARD &amp; COMMITTEE MANAGEMENT - Proceedings for project Steering Committee records.</p>	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 7.2 GOVERNMENT RELATIONS - Briefings (agencies) (various) for records relating to Cabinet Submissions.		
1.6.2	Project Management	<p>Facilitative records and working papers relating to the management of major projects and PPPs where <b>DTF is the originating agency</b>. For example, the National Wine Centre, SA Schools Public Private Partnership Project.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• copies of project documentation, eg requests for proposals</li> <li>• copies of minutes of meetings</li> <li>• interactive tendering</li> <li>• expressions of interest and</li> <li>• contract negotiation.</li> </ul> <p>See Item 1.6.3 for marketing projects.</p> <p>See GDS 30 v2 (as amended): 2.6.1 BOARD &amp; COMMITTEE MANAGEMENT - Proceedings for Steering Committee records.</p> <p>See GDS 30 v2 (as amended): 7.2 GOVERNMENT RELATIONS - Briefings (agencies) (various) for records relating to Cabinet Submissions.</p>	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.
1.6.3	Project Management	<p>Records relating to the management of market (commercial sales) projects.</p> <p>For example, sale of government owned buildings, SAHMRI (SA Health &amp; Medical Research Institute), new Royal Adelaide Hospital, Land Services Commercialisation, New Women's and Children's Hospital, and North South Corridor project.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• original documentation for tenders</li> </ul>	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• surveys</li> <li>• briefings</li> <li>• approvals</li> <li>• sales contracts</li> <li>• working groups notes</li> <li>• legal reviews</li> <li>• scoping studies</li> <li>• minutes of meetings and</li> <li>• correspondence.</li> </ul> <p>See GDS 30 v2 (as amended): 2.6.1 BOARD &amp; COMMITTEE MANAGEMENT - Proceedings for Steering Committee records.</p> <p>See GDS 30 v2 (as amended): 7.2 GOVERNMENT RELATIONS – Briefings (Agencies) (various) for records relating to Cabinet Submissions.</p>		
1.6.4	Project Management	<p>Records relating to the management of major projects and PPPs where <b>DTF is not the originating agency</b>. For example, the new Royal Adelaide Hospital.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• advice</li> <li>• approvals</li> <li>• briefings</li> <li>• finances and</li> <li>• minutes of meetings.</li> </ul> <p>See Item 1.6.1 for records relating to projects where DTF is the originating agency.</p> <p>See Item 1.6.5 for facilitative records relating to projects where DTF is <i>not</i> the originating agency.</p> <p>See Item 1.6.3 for market projects.</p>	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See GDS 30 v2 (as amended): 2.6.1 BOARD &amp; COMMITTEE MANAGEMENT - Proceedings for Steering Committee records.</p> <p>See GDS 30 v2 (as amended): 7.2 GOVERNMENT RELATIONS – Briefings (Agencies) (various) for records relating to Cabinet Submissions.</p>		
1.6.5	Project Management	<p>Facilitative records and working papers relating to the management of major projects, including Public Private Partnerships where <b>DTF is not the originating agency</b>. For example, the new Royal Adelaide Hospital.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• copies of project documentation from originating agency, e.g. requests for proposals</li> <li>• minutes of meetings</li> <li>• interactive tendering</li> <li>• expressions of interest and</li> <li>• contract negotiation.</li> </ul> <p>See GDS 30 v2 (as amended): 2.6.1 BOARD &amp; COMMITTEE MANAGEMENT - Proceedings for Steering Committee records.</p> <p>See Item 1.8.3 for marketing projects.</p> <p>See GDS 30 v2 (as amended) 7.2 Government Relations – Briefings (Agencies) (various) for records relating to Cabinet Submissions.</p>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
1.7	Standard Setting	<p><i>The process of developing Whole of Government industry standards or benchmarks for services and process to enhance State Government Agencies' efficiency.</i></p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7.1	Standard Setting	Records relating to the development of statewide frameworks and guidelines for State Government agencies. For example, the Accounting Policy Framework and Treasurers Instructions.	PERMANENT	Retain as State archives
1.8	System Management	<i>The activities associated with the building, prototyping, accessing and testing of IT systems and applications. Includes the management of regular programs of backups and journals and monitoring usage and response times. Also includes management of security restrictions such as user rules, passwords (KAAA).</i>  See GDS 30 v2 (as amended): 10.4 INFORMATION TECHNOLOGY – System Management for other records relating to system management.		
1.8.1	System Management	Test data used in systems to test base functionality. Includes synthetically produced data.	TEMPORARY	Retain a minimum of 14 days after action completed, then destroy.
1.8.2	System Management	Non production data used to perform final testing before changes are made to production environments.	TEMPORARY	Retain a minimum of 30 days <b>on local backup infrastructure</b> , then destroy.  Retain a minimum of 90 days <b>on cloud based storage</b> , then destroy.
1.8.3	System Management	Incremental and full back ups of production data.	TEMPORARY	Retain for 30 days <b>on local backup infrastructure</b> , then destroy.  Retain for 90 days <b>on cloud based storage</b> , then destroy.  Retain 365 days for <b>end of month backup copies, stored on cloud based storage</b> , then destroy.  Retain 1 year for <b>end of year copies, stored on cloud</b>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
				<b>based storage</b> , then destroy.
1.8.4	System Management	Database logs.	TEMPORARY	Retain a minimum of 7 days after action completed, then destroy.
1.9	<i>Unclaimed Money</i>	<i>The activity of managing unclaimed monies that are owed to a resident of South Australia, on behalf of the Treasurer.</i>		
1.9.1	Unclaimed Money	<p>Register of Unclaimed Money held by the Treasurer of South Australia (currently Salesforce).</p> <p>NOTE: This register does not relate to Unclaimed Superannuation or Investments.</p> <p>See Item 1.9.2 for management of payments received of unclaimed monies.</p> <p>See Item 1.9.3 for management of claims for unclaimed monies.</p>	PERMANENT	Retain as State Archives
1.9.2	Unclaimed Money	<p>Records relating to the management of payments received from corporations of Unclaimed Moneys in accordance with <i>Unclaimed Moneys Act 2021 (or predecessor)</i>.</p> <p>See Item 1.9.1 for Register of Unclaimed Money.</p> <p>See Item 1.9.3 for management of claims for unclaimed monies.</p>	TEMPORARY	Retain a minimum of 25 years after date first advertised on register, then destroy.
1.9.3	Unclaimed Money	<p>Records relating to the management of claims from the public for Unclaimed Moneys.</p> <p>See Item 1.9.1 for Register of Unclaimed Money.</p> <p>See Item 1.9.2 for management of payments received of unclaimed monies.</p>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.