

Operational Records Disposal Schedule **Procurement SA (and predecessor agencies)**

RDS 2025/09 Version 1

Effective Dates: 14 November 2025 to 14 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

RDS No	RDS 2025/09 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Procurement SA (and predecessor agencies)
Records Scope	Records documenting the function/s of Procurement Management, Capability Development and Management.
Records Coverage Dates	1 January 1987 - ongoing
Effective Dates	14 November 2025 to 14 November 2035
Status	Determined by Director State Records and approved by State Records Council on 21 October 2025
Excludes	Records relating to activities of SPB that ceased prior to, or with, the dissolution of SPB, RDS 2015/24 Item numbers 1.4.1, 1.4.2,1.8.1,1.8.2, 1.9.1, and 1.9.2.
Associated RDS	RDS 2025/09 v1 will supersede the State Procurement Board RDS 2015/24 with the exception of functions and activities of disposal services, 1.4.1, 1.4.2, procurement services 1.8.1, 1.8.2 and procurement submissions 1.9.1 and 1.9.2 that ceased prior to the formation of Procurement SA. These records will retain coverage under that schedule until 30 June 2026. Department of the Premier and Cabinet - Information and Communications Technology, Cyber Security and Digital (Including Office of the Chief Information Officer) has coverage under RDS 2024/03 for across government ICT procurement.
Associated Document	Use the RDS in conjunction with its RDS Context Statement

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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 <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/disposal/general-disposal-schedules-gds>

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.

State Records Contact Details

Contact details

Level 15, 10 Franklin Street
ADELAIDE SA 5000
GPO Box 464
ADELAIDE SA 5000
Tel (+61 8) 7322 7081

Web www.archives.sa.gov.au

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	PROCUREMENT MANAGEMENT	The function of managing, undertaking, reviewing and reporting on established contracts, the compliance with policies and guidelines and procurement processes for the establishment of government contracts. See GDS 30 6.10 (various) FINANCIAL MANAGEMENT – Procurement (Goods and Services) for internal Procurement SA purchasing.		
1.1	<i>Complaint Investigation</i>	<i>The activities associated with investigating and managing complaints relating to procurement management made to Procurement SA against public authorities by clients or suppliers, the Ombudsman or a Member of Parliament that do not lead to litigation.</i> <i>See GDS 30 v2 (as amended) LEGAL SERVICES – Litigation for complaints that lead to litigation.</i>		
1.1.1	Complaint Investigation	Records relating to breaches of free trade and government procurement agreements (international obligations) that are referred to Procurement SA by other government agencies. See Item 1.1.2 for other complaints.	PERMANENT	Retain as State archive.
1.1.2	Complaint Investigation	Records relating to complaints relating to procurement made to Procurement SA against public authorities by clients or suppliers, the Ombudsman or a Member of Parliament and/or relatives on behalf of a client that do not lead to litigation. See Item 1.1.1 for complaints relating to breaches of free trade and government procurement agreements. See GDS 30 v2 (as amended) 11.2 Legal Services – Litigation for complaints that lead to litigation.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.2	<i>Client Advice</i>	<i>The activity of providing advice to state government agencies and branches on procurement policies and activities.</i>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2.1	Client Advice	Annual case files for agencies and branches. Record examples include enquiries from agencies and responses.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
1.2.2	Client Advice	Summary of advice provided to agencies and branches. Details captured included: <ul style="list-style-type: none"> • Date of enquiry and response • Name of enquirer • Summary of advice • Links to advice documents. 	TEMPORARY	Retain a minimum of 8 years after last entry, then destroy.
1.3	<i>Procedures (Across Government)</i>	<i>The activities associated with developing and establishing across-government procedures (also known as schedules) and guidelines relating to procurement.</i>		
1.3.1	Procedures (Across Government)	Master copies of across-government procedures and guidelines relating to procurement.	PERMANENT	Retain as State archives
1.3.2	Procedures (Across Government)	Records relating to the development of across-government procedures and guidelines. Includes working documents and drafts.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
1.4	<i>Procurement (Across Government)</i>	<i>The activities involved in arranging, assessing, procuring and managing the performance of work or the provision of goods and services by an external contractor or consultant.</i> <i>See also GDS 30 v2 (as amended) 6.10 FINANCIAL MANAGEMENT – Procurement (Goods & Services) various for internal agency procurement.</i>		
1.4.1	Procurement (Across Government)	Records relating to the management of across-government contracts and head agreements. Record examples include: <ul style="list-style-type: none"> • contracts • agreements 	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • terms and conditions • guarantees and undertakings • contract performance records • contract variations • contract extensions • related correspondence. 		
1.4.2	Procurement (Across Government)	<p>Records relating to issue, receipt and assessment of across-government acquisitions. Includes all forms of acquisitions for example direct negotiations, tenders and sole suppliers.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • acquisition plans • evaluation plans • statement of requirements • expressions of interest • specifications • submissions • evaluations • purchase recommendations. 	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.
1.4.3	Procurement (Across Government)	<p>Register of all across government contracts managed by PSA (currently Procurement Contract Management System).</p> <p>PCMS contract records including fields covering:</p> <ul style="list-style-type: none"> • contract title • start and end date • extension options • budget source • status (active/closed etc) 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • value • category of contract • supplier details and attributes (SA business, Aboriginal owned etc) • insurances • contact details (DTF and supplier) • acquisition plan and purchase requisition approver name and position • performance reporting (contract review, issues, KPIs, risks etc) • extension and variation details (if they occur) • novation details. 		
1.4.4	<i>Procurement (Across Government)</i>	Procurement Activity Reporting System (PARS). Includes details of all of government procurement activity over \$55,000.	TEMPORARY	Retain a minimum of 17 years after last entry, then destroy.
1.5	Program Management	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.		
1.5.1	Program Management	Records relating to the management of procurement programs, for example Digital Transformation program, SA Government Framework update programs, not for profit sector policy reform program. Record examples include: <ul style="list-style-type: none"> • scope of program • communication action plans • funding approvals • budgets • planning documents. 	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6	<i>Project Management</i>	<i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i>		
1.6.1	Project Management	Records relating to procurement projects. For example, SA Government Procurement Framework, cyber security project with OCIO. Record examples include: <ul style="list-style-type: none"> • project brief • change management plans • communications and engagement plans • project implementation plans • key decisions • meetings • monitoring • lessons learnt • closure report • risk management plans. 	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
2	CAPABILITY DEVELOPMENT MANAGEMENT	The function of developing, delivering and managing capability development initiatives to increase competency and capability in procurement. This includes training.		
2.1	<i>Assessment</i>	<i>The activities associated with the assessment of the levels of competency and capability of individuals and public authorities in procurement and contract management.</i>		
2.1.1	Assessment	Records relating to a nationally recognised qualification or a VET qualification. Includes individual assessments, Recognition of Prior Learning (RPL), statement of attainment and Australian Vocational	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		Education and Training Management Information Statistical Standard (AVETMISS).		
2.1.2	Assessment	Records related to the evaluation of procurement competencies, includes assessment manuals, assessment forms, training needs analysis and supporting materials.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
2.2	<i>Capability Development</i>	<i>The activity of designing and developing materials for the provision of procurement education and capability development, for example online training courses.</i>		
2.2.1	Capability Development	<p>Records relating to development of capability development programmes and initiatives. Including courses, qualifications, networking, graduate programs, online courses and university engagement.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • course development • session plans • learning outcomes • course reviews • guidelines. <p>See Item 2.2.2 for review of Capability programs and initiatives.</p> <p>See Item 2.3.1 for Capability program materials captured in the Capability management database (LMS).</p>	TEMPORARY	Retain a minimum of 7 years after program superseded, then destroy.
2.3	<i>Capability Management</i>	<i>The activity of managing individual and agency procurement capability. Includes online training courses, masterclasses, qualifications and networking events.</i>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3.1	Capability Management	<p>Capability management database ((LMS) currently Procurement SA Capability Development Portal) for capability training and events.</p> <p>Includes records of:</p> <ul style="list-style-type: none"> • enrolments • course completion • course material • certificates • feedback. <p>See Item 2.4.1 for records pre 2021 not captured in Capability management database (LMS).</p>	TEMPORARY	Retain a minimum of 30 years after last entry, then destroy.
2.4	<i>Enrolment</i>	<i>The activities involved in processing applications for enrolment.</i>		
2.4.1	Enrolment	<p>Records relating to enrolment <u>not</u> captured in the Capability Management Database (LMS).</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • enrolment application form • expression of interest • attendance sheets and • course completion. <p>See Item 2.3.1 for enrolment records post 2021 captured in the Capability Management Database (LMS).</p>	TEMPORARY	Retain a minimum of 30 years after action completed then destroy.