

Operational Records Disposal Schedule

Health Services Charitable Gifts Board (HSCGB) (and predecessor agency)

RDS 2025/10 Version 1

Effective Dates: 23 January 2026 to 23 January 2036

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*.

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RDS No	RDS 2025/10 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Health Services Charitable Gifts Board (HSCGB)
Records Scope	Records documenting the function/s of managing charitable assets management
Records Coverage Dates	1907 - ongoing
Effective Dates	23 January 2026 to 23 January 2036
Status	Determined by Director State Records and approved by State Records Council on 9 December 2025
Associated RDS	RDS 2014/10 v1 expired 30 June 2025
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 for *[list specific period of time]* 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

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RDS 2025/10 Version 1 - Health Services Charitable Gifts Board

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	CHARITABLE ASSETS MANAGEMENT	The function of receiving, managing, and applying proceeds of assets held for the benefit of public health entities, and where required, acting as trustee for other assets. e.g. Deceased Estates.		
1.1	Case Management (Bequests, Donations and Gifts)	<p><i>The activities associated with the Board receiving, holding, managing, and applying proceeds of assets from bequests, donations, and other gifts, e.g. trusts, community groups, and individuals. Includes the disposal of property comprising real estate, shares and gifts relating to Public Health Entities including proceeds from other community and institutional fundraising programs.</i></p> <p>See Item 1.2 for records of the establishment and management of trusts.</p> <p>See Item 1.4 for records of financial control and fiduciary obligations relating to gifts, donations, bequests, and trusts, and application of funds including loans.</p>		
1.1.1	Case Management (Bequests, Donations and Gifts)	Registers detailing funds management by HSCGB. Includes separate register specifically for RAH.	PERMANENT	Retain as State archives
1.1.2	Case Management (Bequests, Donations and Gifts)	Records of the Martin Trust held in perpetuity. Includes the Will of Thomas Martin, Head Lease property documentation including transfers, valuations etc.	PERMANENT	Retain as State archives
1.1.3	Case Management (Bequests, Donations and Gifts)	<p>Summary records documenting the acquisition, management, and disposal of property from proceeds of assets from bequests Includes real estate, shares, bonds, and personal items.</p> <p>See GDS 30 v2 (as amended) 1.11 ASSET/PHYSICAL RESOURCE MANGEMENT – Maintenance (Various) - for property maintenance and repairs.</p>	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1.4	Case Management (Bequests, Donations and Gifts)	Records of the receipt, management, application, and administration of funds relating to Case Management (Bequests, Donations and Gifts). Including, Wills or Codicils and correspondence with lawyers related to estates and Terms of Reference and correspondence (annual budget requests and approvals, claims, authorisations and payments, copies of financial reports, etc.) from PHEs.	PERMANENT	Retain as State archives
1.1.5	Case Management (Bequests, Donations and Gifts)	Records of unsuccessful budget requests for funds by PHEs. Includes requests withdrawn.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy
1.1.6	Case Management (Bequests, Donations and Gifts)	Records of unsuccessful claims by PHE's.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy
1.2	Case Management (Trusts/ Administered Entities)	<p><i>The activities associated with cases that relate to the establishment and management of trusts, where the Board is a trustee or co-trustee. Includes external trusts. Trusts are also known as Administered Entities.</i></p> <p>See Item 1.1 for records of the Board receiving, holding, managing, and applying proceeds of assets from bequests, donations, and other gifts, e.g. trusts, community groups, and individuals.</p> <p>See Item 1.5 for records of financial control and fiduciary obligations relating to gifts, donations, bequests, and trusts, and application of funds including loans.</p>		
1.2.1	Case Management (Trusts/ Administered Entities)	Records of the establishment, management, and administration of individual trusts, e.g. Ray and Shirl Norman Cancer Research Trust, Dorothy E Brown Charitable Trust, PF Beinke Charitable Trusts and any future Trusts. Includes consultation, advice, liaison, annual	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		reports, independent auditor's reports, and financial statements. See Item 1.2.2 for Norman Cancer Research Trust grant applications and acquittal reporting.		
1.2.2	Case Management (Trusts/ Administered Entities)	Records of grant applications, disbursement and acquittal reporting associated with research projects for the R & S Norman Cancer Research Trust. See Item 1.2.1 for records of establishment, management, and administration of the Norman Cancer Research Trust.	PERMANENT	Retain as State archives
1.2.3	Case Management (Trusts/ Administered Entities)	Records of unsuccessful grant applications for research projects.	TEMPORARY	Retain a minimum of 8 years after action completed
1.3	Consultation	<i>The activities associated with the Board, pursuant to legislation, undertaking formal consultation with Funds SA, PHEs, external trusts, and other relevant stakeholders.</i>		
1.3.1	Consultation	Records of consultation pursuant to legislation, including the HSCG Act 2011 (as amended). Includes liaison, collaboration, and cooperation in relation to the functions of the Board.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.4	Control	The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, form design etc to ensure maximum control over records and recordkeeping system. Also includes control mechanisms for other information resources and systems. (KAAA)		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.1	Control	Activity register documenting activities of the HSCGB on a continuous basis, as a monitoring checklist to track contracts, submissions of declarations, etc. Note: Monthly snapshots of the activity register are included in monthly Board papers.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.5	Enquiries	<i>The activities associated with the handling of requests for information relating to Charitable Assets.</i> See GDS 30 v2 (as amended) 3.4.1 COMMUNITY REALTIONS – Enquiries – for general enquiries from the public.		
1.5.1	Enquiries	Records of requests for information on how agency staff make a claim and what funds are available in a particular PHE or estate account.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.6	Financial Control	<i>The activities associated with financial control and fiduciary obligations relating to gifts, donations, bequests, and application of funds including loans.</i> See GDS 30 v2 (as amended) 6.8 (various) FINANCIAL MANAGEMENT - for other routine financial records. See Item 1.1 for records of the Board receiving, holding, managing, and applying proceeds of assets from bequests, donations, and other gifts. See Item 1.2 for records of the establishment and management of trusts, where the Board is a trustee or co-trustee.		
1.6.1	Financial Control	Registers documenting all sources and application of funds.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 1.5.3 for annual financial statements, audit reports, approval letters etc.		
1.6.2	Financial Control	Financial ledgers (or journals in the absence of ledgers or cash books in the absence of ledgers and journals) created and maintained in physical format up until 1975 and prior to the introduction of computerised financial management systems.	PERMANENT	Retain as State archives
1.6.3	Financial Control	Records of annual financial statements, audit reports and approval letters.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.6.4	Financial Control	Financial records post 1975, both physical and electronic.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.6.5	Financial Control	Records of loans issued by HSCGB to PHE's or PRIs for research projects and or purchase of medical equipment, e.g. the Cyclotron facility at SAHMRI. Includes loan agreements, variations, bank guarantees, deeds etc.	TEMPORARY	Retain a minimum of 10 years after loan expiry, then destroy
1.6.6	Financial Control	Records of liaison and advice between the Board and the fund manager or investment advisor as regards the investment portfolio. Includes correspondence, quarterly fund summaries etc.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.7	Reporting (HSCGB)	<i>The activities associated with the Board initiating or providing a formal response to a situation or request (either internal, external or as a requirement of a legislative scheme or corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews, and returns. Includes all reporting pursuant to HSCG Act (as amended) 2011 s23.</i> See GDS 30 v2 (as amended) 13.22 STRATEGIC MANAGEMENT – Reporting - for the Annual Report of the HSCGB.		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7.1	Reporting (HSCGB)	Records of reports to a public sector employee appointed by the Minister under S23 of the HSCGB Act 2011 (as amended), including investment portfolio, investment objectives and related matters.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy