

Operational Records Disposal Schedule

Workmen's Compensation [Silicosis] Committee (Silicosis Committee) (1938-2004) and the Workmen's Compensation (Silicosis) Scheme (Silicosis Scheme) (1938-1989)

RDS 2026/02 Version 1

Effective Dates: 15 April 2026 to 15 April 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*.

RDS No	RDS 2026/02 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Workmen's Compensation [Silicosis] Committee (Silicosis Committee) and administration of the Workmen's Compensation (Silicosis) Scheme (Silicosis Scheme).
Records Scope	Records documenting the Workmen's Compensation [Silicosis] Committee (Silicosis Committee) (1938-2004) and administration of the Workmen's Compensation (Silicosis) Scheme (Silicosis Scheme) records (1938-1989)
Records Coverage Dates	1938 – 1989
Effective Dates	15 April 2026 to 15 April 2036
Status	Determined by Director State Records and approved by State Records Council on 17 March 2026
Associated RDS	Previous RDS – RDS 2000/14 v1 (expired 30 June 2011) RDS 2026/01 v1 – Mining and Quarries Industry Fund
Associated Document	Use the RDS in conjunction with its RDS Context Statement

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Contents

Introduction4

 Scope4

 Objectives4

 Relationship to other disposal schedules5

 State Records Contact Details7

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

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	CLINICAL MANAGEMENT	The function of coordinating health screening, managing medical and clinical records, registration of workers and compensation and claims management relating to Silicosis.		
1.1	<i>Clinical Records Management</i>	<i>The activity of managing medical and clinical records of scheme participants.</i>		
1.1.1	Clinical Records Management	<p>Clinical records (Form 19) or medical certificates (Form 10 or Form 11).</p> <p>The clinical records detail treatment given; the certificates certify fitness or unfitness to work in an associated industry.</p> <p>An employee's medical condition at the time of application can be ascertained from these records.</p> <p>Dated c1940-1989</p> <p>See Item 1.1.2 for x-rays and x-ray reports.</p> <p>See Item 1.3.5 for Silicosis Compensation Claim cases.</p>	TEMPORARY	Retain until 30 years after the end of the Silicosis Scheme in 1987, then destroy.
1.1.2	Clinical Records Management	<p>Applications for X-rays (issued by the Department of Public Health, Adelaide for presentation to x-ray department), X-ray films and X-ray reports.</p> <p>The outcome of these X-rays was recorded on the clinical records.</p> <p>See item 1.1.1 for clinical records or medical certificates.</p>	TEMPORARY	Retain until 30 years after the end of the Silicosis Scheme in 1987, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2	<i>Registration</i>	The activity of managing registrations of workers on the Silicosis Scheme.		
1.2.1	Registration	<p>Indexes of registered workers on the Silicosis Scheme. These registers contain both unique and duplicated information.</p> <p>This includes:</p> <ul style="list-style-type: none"> • register of applications • register of approved applicants • register of unapproved applicants • 'Dandy' Binders which contain a mix of information including registration dates, registration numbers and employers as well as some loose leaf sheets with incomplete information not filed in binders. 	PERMANENT	Retain as State archives.
1.2.2	Registration	<p>Records showing applications for registration for employment (Form 4 (application form), 5 and 10 (medical certificate) under the scheme and records of employment history (Form 7). This series includes applications for registration that were not proceeded with.</p> <p>Dated c1940-1988</p>	TEMPORARY	Retain until 30 years after the end of the Silicosis Scheme in 1987, then destroy.
1.3	<i>Compensation and Claims Management</i>	The activity of managing compensation payments to individuals. The Silicosis Committee was committed under the Workers Compensation Act 1971 to pay medical expenses to a client until death. Also includes court decisions in relation to lump sum payments.		
1.3.1	Compensation and Claims Management	Register of Compensated Silicotics in South Australia (1938-1986).	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.2	Compensation and Claims Management	Register of Uncompensated Silicotics in South Australia.	PERMANENT	Retain as State archives.
1.3.3	Compensation and Claims Management	Summary record of compensation payments. Includes ledgers containing records of payments made on behalf of the Committee for all silicosis-related activities and summary of lump sum settlements.	PERMANENT	Retain as State archives.
1.3.4	Compensation and Claims Management	Summaries of statistical medical data related to compensated workers.	PERMANENT	Retain as State archives.
1.3.5	Compensation and Claims Management	Files documenting records dealing with Silicosis Compensation Claim cases. Includes: incident reports, medical records, advice appeals, litigation, payments and other information relating to the case. Dates c1940-1986	TEMPORARY	Retain until 30 years after the end of the Silicosis Scheme in 1987, then destroy.
1.3.6	Compensation and Claims Management	Records of court decisions and lump sum settlements paid to workers with silicosis compensation claims.	PERMANENT	Retain as State archives.
1.3.7	Compensation and Claims Management	Records relating to correspondence between employers and the Silicosis Committee. These files include a mix of records including registrations of workers, authorisations, certificates, statutory declarations, subscription/wage adjustments.	TEMPORARY	Retain until 30 years after the end of the Silicosis Scheme in 1987, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 2 (various) BOARD & COMMITTEE MANAGEMENT for records relating to the Committee. See Item 1.3.5 for records relating to claims.		
1.4	<i>Employer Registrations and Subscriptions</i>	<i>The activity of managing registrations of employers and associated subscriptions to the Scheme.</i>		
1.4.1	Employer Registrations and Subscriptions	Records relating to employer registrations and associated fees. Includes returns of estimates wages, calculations and wage adjustments.	TEMPORARY	Retain until 30 years after the end of the Silicosis Scheme in 1987, then destroy.