

Operational Records Disposal Schedule Infrastructure SA (ISA)

RDS 2026/05 Version 1

Effective Dates: 25 June 2026 to 25 June 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 2026/05 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Infrastructure SA (ISA)
Records Scope	Records documenting the function of Infrastructure Policy Management
Records Coverage Dates	26 November 2018 - ongoing
Effective Dates	25 June 2026 to 25 June 2036
Status	Determined by Director State Records and approved by State Records Council 19 May 2026
Associated RDS	N/A
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

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	INFRASTRUCTURE POLICY MANAGEMENT	The function of providing evidence-based, independent advice on planning, prioritisation and the delivery of major infrastructure within South Australia to assist in government planning and decision making relating to infrastructure projects. This includes reviewing, evaluating, monitoring and assessing risk of major infrastructure projects.		
1.1	<i>Capital Intentions Statement Development</i>	<i>The activity of preparing the annual Capital Intentions Statement for South Australia. The Capital Intentions Statement is a five-year rolling annual plan that identifies specific major projects or programs to be undertaken as a priority in South Australia.</i>		
1.1.1	Capital Intentions Statement Development	Final version of annual Capital Intentions Statement.	PERMANENT	Retain as State archives
1.1.2	Capital Intentions Statement Development	Records relating to the development of the Capital Intentions Statement. Record examples include: • drafts and working papers • consultation • cabinet notes See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings Item for cabinet documents.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.2	<i>Project Assurance</i>	<i>The activity of providing review and evaluation of project proposals where State Government funding of \$50 million or more is sought or projects or programs are considered high risk.</i> See GDS 30 v2 (as amended): 2.6 (various) BOARD & COMMITTEE MANAGEMENT – Proceedings for committee proceedings.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for cabinet documents.		
1.2.1	Project Assurance	Summary records of project assurance reviews (currently stored in Risk Connect). This includes details of risk rating and recommendations. See Item 1.2.2 for review records relating to individual projects.	TEMPORARY	Retain a minimum of 20 years after last entry, then destroy.
1.2.2	Project Assurance	Records relating to review and evaluation of infrastructure projects, for example, the North South Corridor and the Women's and Children's Hospital. Record examples include: • Copies of documents provided by agencies • Recommendations • Monitoring and reporting on implementation of assurance review recommendations • Cabinet notes See Item 1.2.1 for summary records relating to review of projects. See GDS 30 v2 (as amended): 6.10 (various) FINANCIAL MANAGEMENT – Procurement (Goods & Services) for records relating to the engagement of advisory consultants.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3	<i>Project Management and Infrastructure Advice</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 resource.</i>		
1.3.1	Project Management and Infrastructure Advice	Records relating to the management of investigations, technical studies and thought pieces into the viability of future infrastructure projects. Record examples include: • terms of reference • correspondence • advisory reports from consultants • Cabinet notes See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for cabinet documents.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
1.4	<i>Strategy Development</i>	<i>The activity of preparing the 20 Year State Infrastructure Strategy for South Australia. The strategy defines long-term vision, infrastructure needs, strategic goals and priorities, and is updated at least every 5 years.</i>		
1.4.1	Strategy Development	Final versions of 20 Year State Infrastructure Strategy. See 1.4.2 for development of the 20 Year State Infrastructure Strategy.	PERMANENT	Retain as State archives
1.4.2	Strategy Development	Records relating to the development of the 20 Year State Infrastructure Strategy. Record examples include: • drafts and working papers	TEMPORARY	Retain a minimum of 20 years after action

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		- consultation - reports and commissioned advice - Cabinet notes and Cabinet Submissions See 1.4.1 for the final version of the 20 Year State Infrastructure Strategy. See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for cabinet documents.		completed, then destroy.
1.5	<i>Standard Setting</i>	<i>The process of developing Whole-of-Government industry standards or benchmarks for services and process to enhance State Government Agencies' efficiency.</i>		
1.5.1	Standard Setting	Records relating to the development of statewide frameworks, guidelines and templates for State Government agencies. For example, Assurance Review Guide and Workbooks that support the ISA Assurance Framework, Project development templates and other guidance documents.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.