



State Records Act 1997

Operational Records Disposal Schedule

**Primary Industries and Regions SA (PIRSA) -
South Australian Research and Development
Institute (SARDI) (and predecessor agencies)**

RDS 2019/08 Version 1

Effective Date: 1 October 2019 to 1 October 2029

Approved Date: 1 October 2019

Approved by SRC



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Table of Contents

Purpose of the Schedule5
Application of the Schedule.....5
Authorisation by State Records.....5
State Records' Contact Information5
Disposal of Official Records6
Legislation6
Functions of the Schedule.....6
Using the Schedule7
Layout7
Retention Period of the Record8
Custody and Transfer of the Record8
Permanent Records8
Temporary Records8
Destruction of Temporary Records9
Review10
Context Statement11
Context of the Agency Covered by the Schedule11
SARDI History and Background11
SARDI Role and Function14
SARDI Structure Description.....15
Predecessor Agencies20
Successor Agencies.....21
Legislation21
Context of the Records Covered by the Schedule23
Coverage of RDS 2019/08 Version 123
Related Series Affected by RDS 2019/08 Version 125
Complementary Schedules to RDS.....25
Existing Disposal Schedules Superseded by RDS.....25
Records Structure within SARDI25
Broad Description and Purpose of the Records28
Functions and Activities Documented by the Records28
Arrangement of the Records30



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Agency Creating the Records 31

Agency Owning or Controlling the Records..... 31

Date Range of the Records 31

Volume of the Records 31

Special Custody Requirements 31

Special Storage Requirements..... 31

Issues Not Mentioned Previously 32

Comments Regarding Disposal Recommendations 32

Permanent Records Rationale 32

Temporary Records Rationale 34

Other Disposal Considerations..... 34

Disposal Recommendation Effect on Related Records..... 34

Alternative Record Formats..... 34

Impact on Native Title Claims..... 35

Indigenous Considerations..... 35

Scope Note 36

Records Covered by this Schedule 36

How to Apply this Schedule..... 36

Use in conjunction with GDS 36

Use in conjunction with, or complementary to, other RDS 37

Other RDS superseded by RDS 2019/08 Version 1 37

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded 37

Records excluded from RDS 2019/08 Version 1 37

Application to records in all formats 37

Interpretation of the Schedule 38

Minimum retention periods 38

Acronyms 38

Definitions of terms specific to RDS 2019/08 39

Legal Deposit 43

Records and Litigation..... 43

Pre-1901 Records 44

Appendix 1 - SARDI Organisation Chart 45

List of Functions and Activities 46



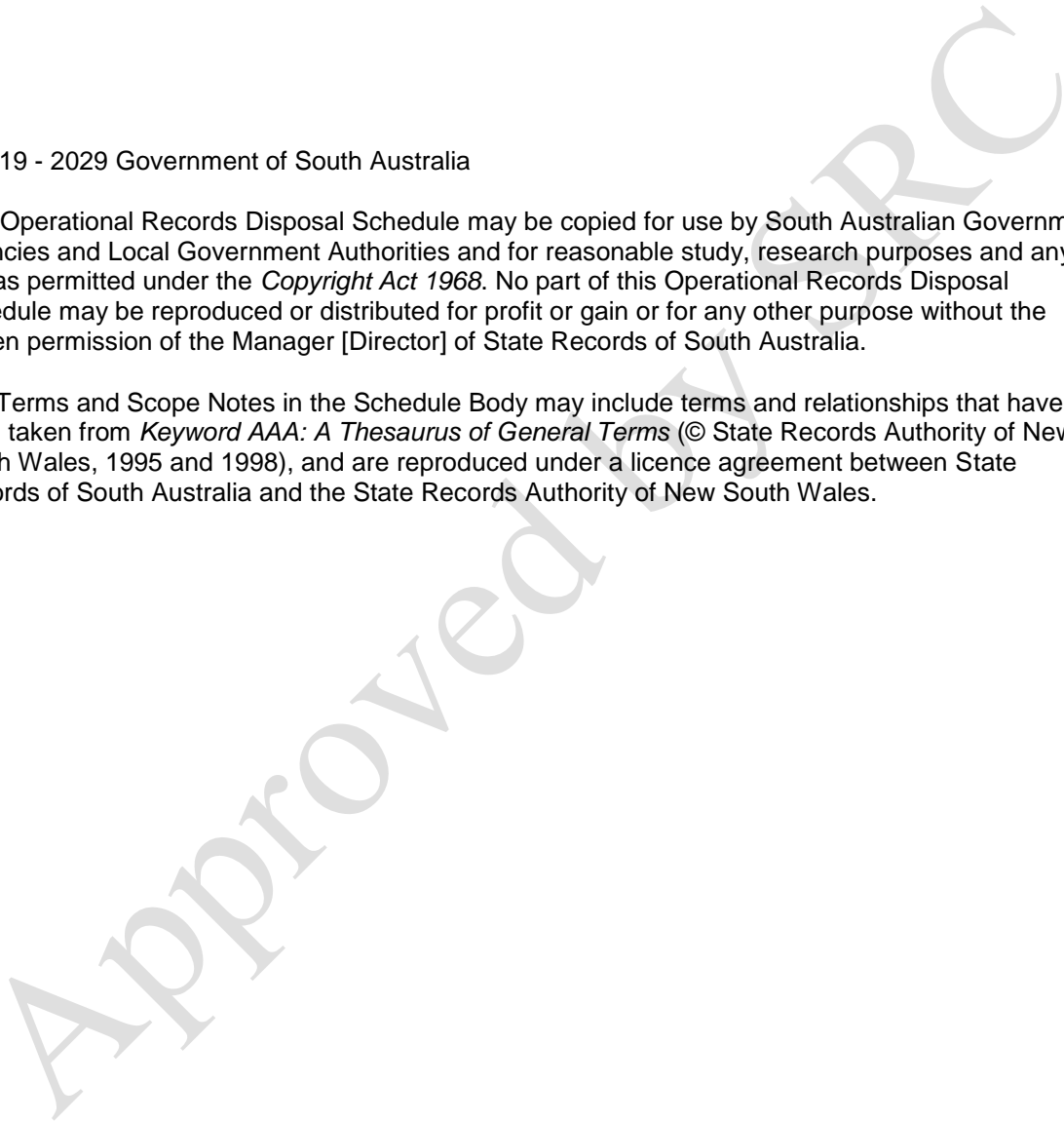
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Index to Operational Records Disposal Schedule 155

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Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) (and predecessor agencies)

Approved Date: 1 October 2019

Effective Date: 1 October 2019 to 1 October 2029

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

State Records of South Australia

GPO Box 464
ADELAIDE
South Australia 5001
Email: staterecords@sa.gov.au

Phone 7322 7081

Chair, State Records Council

Director, State Records



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Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

'If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.'

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by SARDI, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from SARDI to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records' policy as documented in ***Appraisal of Official Records – Policy and Objectives*** - available from State Records' website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.



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Using the Schedule

The Schedule applies only to the records described within it.

Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multilevel:
- Functions have single numbers (e.g. 1.)
 - Activities and/or processes have two-level numbers (e.g. 1.1)
 - Disposal classes have three-level numbers (e.g. 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (e.g. **AQUACULTURE & AQUATIC SCIENCE MANAGEMENT**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (e.g. **Audits & Inspections**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (e.g. **The function of research into the breeding, farming, producing, protecting and ecological sustainable management of marine resources, aquatic environments, inland waters and catchment ecology to promote sustainable growth of South Australian marine industries.**)
 - definitions of activities are located adjacent to the activity title in italics e.g. *The activities associated with officially checking, inspecting and/or reporting on processes and systems, including audit and inspection reports and recommendations to ensure that adequate processes have been undertaken, and/or that information has been created, and maintained in accordance with agreed or legislated standards and objectives. Includes regulatory audits and processor inspections.*
 - descriptions of each disposal class are arranged in sequence under the activity definitions.



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Disposal Action: Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of SARDI. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and SARDI may extend the retention period of the record if it considers there is an administrative need to do so. Where SARDI wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State



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Records as documented in ***Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)***. SARDI needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. SARDI needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Destruction of Temporary Records

Temporary records can 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. Failure to comply with this direction falls under Section 17 of the *State Records Act 1997* and may be considered by ICAC as misconduct or maladministration.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 36 for Records of Relevance in relation to Child Abuse or Alleged Child Abuse*** to ensure that records of relevance are protected and available for any subsequent actions involving the South Australian as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 37 for Records of Relevance to the Royal Commission into Aged Care Quality and Safety*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

- ***GDS 38 for Records of Relevance to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

SARDI must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

SARDI should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Review

State Records’ disposal schedules apply for a period of ten years. Either SARDI or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



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Context Statement

Context of the Agency Covered by the Schedule

SARDI History and Background

The South Australian Research and Development Institute (SARDI) was established by the South Australian Government on 8 October 1992 to direct, fund and promote public sector research and development in primary industries in South Australia, responsible for the State's primary industry-related applied research and development.

The new State-based publicly-funded research institute was a ground-breaking concept at the time, and highly successful in attracting leading scientific researchers, industry funding and strong research collaborations. SARDI was created from the research divisions of the former Departments of Agriculture, Fisheries, and Woods and Forests.

SARDI was established as an independent agency, managed by the South Australian Research and Development Institute (SARDI) Board, whose role was that of corporate governance and of ensuring the South Australian government's objectives for economic development were facilitated through research and development services.

Initially SARDI was located in the Grenfell Centre. In April 1995, it commissioned the Plant Research Centre, a purpose built research and corporate headquarters facility situated on the Waite Research Precinct at Urrbrae. SARDI was focussed on four strategic areas of research and delivery to central agencies of government and industry.

As a result of government agency restructuring in 1997, SARDI became a unit of the Department of Primary Industries and Resources SA (PIRSA). Consequently, the South Australian Research & Development Institute (SARDI) Board was disbanded.¹

PIRSA Research Centres

Early in the life of the Department of Agriculture (predecessor to PIRSA), emphasis was placed on the development of experimental farms in many parts of the State - Kybybolite, Minnipa, Turretfield, Berri, Blackwood, Keith, Booborowie, Melrose, Hammond. These farms contributed to the early development of South Australian agriculture but met political difficulties in the depression of the early thirties and only

¹ <http://143.216.93.27/archivessrsa/t1tbmain.asp>



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Kybybolite, Berri and Blackwood survived. Minnipa and Turretfield were later reinstated as research centres, and new ones opened at Parndana on Kangaroo Island, Wanbi, Struan and Parafield.

Berri and Blackwood which serviced the horticultural and viticultural industries have now been replaced by Research Centres at Loxton and Nuriootpa.

Originally operating as experimental farms and orchards, those that survived became the Agriculture Centres of the late 20th century, and which are now managed and operated by the South Australian Research and Development Institute (SARDI).

Metropolitan research centres include the Plant Research Centre on the agri-science precinct at the Waite Campus, South Australia and The South Australian Aquatic Sciences Centre, a purpose-built marine and freshwater research facility. More information on these is included under the heading SARDI Role and Function.

From 1998 the focus on developing the capabilities of research centres included planning and development for an integrated livestock management initiative at Roseworthy, a fish brood stock research hatchery at West Beach and a Plant & Food Biotechnology Centre at Waite.

In April 2000 SARDI gained international recognition from the birth of Australia's first cloned Merino sheep, Matilda. The research project was a collaboration between SARDI and the Adelaide University with funding from the Cooperative Research Centre for Premium Quality Wool.

SARDI led negotiations to establish the Australian Grain Technologies Pty Ltd, a wheat breeding company established in 2002 was a joint venture between SARDI, The University of Adelaide and the Grains Research and Development Corporation² to deliver better wheat varieties faster, and considered the most successful grain/crop breeding company in Australia and of world standing. The Australian Centre for Plant Functional Genomics at Waite campus was also opened in 2002 establishing a new \$9.2 million world class research and development centre for Australia's bioscience industry³.

SARDI Food Safety Research Program won the prestigious 2005 SA Great Science and Technology Award for practical and effective control steps to protect consumer safety and in 2010, SARDI was considered a world leader in DNA diagnostics when it unveiled a new method in identifying potato diseases which was breakthrough

² http://pir.sa.gov.au/__data/assets/pdf_file/0009/233676/PIRSA_Annual_Report_2001-02.pdf

³ http://pir.sa.gov.au/__data/assets/pdf_file/0004/233680/PIRSA_Annual_Report_2003-04.pdf



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

technology for the nations potato industry estimated to decrease approx. \$80 million lost each year to disease and substandard products.

Created under the leadership of founding Chief Executive Dr John Radcliffe, Professor Rob Lewis was appointed as Executive Director of SARDI in 1993 with Dr Don Plowman appointed as Director Research and Development. On retirement in 2007, Rob Lewis was succeeded by Affiliate Professor Dr Pauline Mooney as A/Executive Director. She was officially appointed to the position in 2010, succeeded by Dr Kathy Ophel Keller in 2015 as A/ Executive Director until Dr Peter Appleford commenced his appointment as the new Executive Director in June 2017.

As of June 2019, the structure of PIRSA consists of 8 Divisions: Agriculture Food & Wine, Biosecurity SA, South Australian Research and Development Institute (SARDI), Forestry, Fisheries & Aquaculture, Regions SA, Rural Solutions SA, Corporate Services.

SARDI continues to provide research and development services to the state government, commercial clients and research partners to help make South Australia's primary industries and regions internationally competitive and ecologically sustainable. The research strives for positive ecological outcomes to conserve our marine, fresh water, soil and plant resources. SARDI scientists create opportunities for farmers, food producers and other industries such as fisheries and aquaculture to adapt to biosecurity, market access, climate variability, environmental challenges and other issues.⁴

SARDI has achieved national and global recognition with regard to its work in transgenesis and cloning, plant breeding, fisheries management technologies, along with the high profile collaborations between SARDI, the University of Adelaide and other partners on the Waite campus. Other major achievements included the promotion and support for commercialisation, the Lucerne breeding program, root disease testing service, fleece measurement services, commercialisation of pasture and crop varieties and animal reproductive technologies.

SARDI's innovations include new products, new technologies, new farm practices and new ways of using and protecting our natural resources; all of which are key elements of the South Australian Government's strategic priority of Premium Food and Wine from our Clean Environment.

⁴ http://www.pir.sa.gov.au/__data/assets/pdf_file/0010/284725/PIRSA_Annual_Report_2015-16_-_Part_A_web.pdf



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

The AW Howard Memorial Trust Inc.

The AW Howard Memorial Trust Inc. was established in 1964 to commemorate the unique contribution of Amos Howard in the use of subterranean clover as a pasture plant in Australia and annually awards grants relating to pasture research.

The Trust is a not-for-profit association incorporated under the Associations Incorporation Act 1985 (South Australia) and is managed by a Committee drawn from the Australian Institute of Agricultural Science and Technology, The Australian Agricultural and Resource Economics Society, the University of Adelaide, the South Australian Research and Development Institute and scientists experienced in crops and pastures including tropical pastures.⁵ In 2017 Dr Peter Appleford (Executive Director of SARDI) replaced Dr John Radcliffe as Chair.⁶ The Executive Officer is currently an employee within SARDI.

SARDI Role and Function

The South Australian Research and Development Institute (SARDI) is the State Government's principal research institute and delivers scientific solutions to support sustainable and internationally competitive primary industries.

SARDI's priorities include:

- providing expert advice on marine and freshwater resource management, including fisheries and aquaculture
- providing expert advice on the management of climate risks and variability in South Australian crop production
- developing new technologies for surveillance of key terrestrial and aquatic pests and diseases
- providing the diagnostic capability to respond to incursions of pests and pathogens across all South Australian industries
- providing services to support food safety, integrity and innovative new product development for South Australian food businesses

⁵ https://www.pir.sa.gov.au/__data/assets/pdf_file/0003/295608/About_the_AW_Howard_Trust.pdf

⁶ https://www.pir.sa.gov.au/__data/assets/pdf_file/0005/335426/AW_Howard_Annual_Report_2017.pdf



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- Supporting sustainable and ethical production in intensive livestock industries.⁷

SARDI manages the Australian Pastures Genebank (APG) which is the custodian to Australia's largest collection of pasture and forage germplasm material. The APG acquires, documents, conserves, maintains and distributes plant genetic resources of pasture and forage species of actual or potential value to Australian agriculture under the understanding that the germplasm and related information would be freely available for the purposes of scientific research, plant breeding, genetic resource conservation and education. This occurs under the terms of a Standard Material Transfer Agreement (SMTA) in accordance with the Multilateral System of Access and Benefit Sharing of the International Treaty on Plant Genetic Resources for Food and Agriculture.

The APG has been operational since December 2014 with a backup of accessions housed in the Global Seed Vault located in Svalbard, Norway.

SARDI also manages the PIRSA Animal Ethics Committee (AEC) which is responsible for ensuring all research, teaching and experimentation using animals by PIRSA personnel or collaborators is compliant with the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. The AEC provides ethics approval and clearance to:

- conduct research, experimentation or teaching that involves animal interventions beyond routine animal husbandry procedures,
- use animals for teaching, research or experimentation,
- collaborate on work that includes the use of animals
- Hold animals on PIRSA premises.

SARDI Structure Description

SARDI corporate headquarters are located at the Plant Research Centre on the agri-science precinct at the Waite Campus, South Australia which provides facilities for research in crop breeding and evaluation, irrigated horticulture, sustainable resources management, entomology, plant pathology and soil health, molecular diagnostics, water utilisation, pasture research and associated disciplines.

⁷ http://www.pir.sa.gov.au/__data/assets/pdf_file/0010/284725/PIRSA_Annual_Report_2015-16_-_Part_A_web.pdf



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SARDI is organised into dedicated science programs in 3 key research areas and a unit providing business support.

- Aquatic Sciences
- Livestock and Farming Systems
- Sustainable Systems
- Business Support.

Metropolitan sites managed by SARDI or conducting research (and dates this began) include;

- The Plant Research Centre (1993)– supports services for climate applications and adaptation, entomology, plant pathology, field crops and new variety agronomy, molecular diagnostics, root disease, viticulture, feed and forage, food safety and innovation, plant and soil health, water resources and irrigated crops
- North Arm Store, (c.1995) Gillman is the main mooring of the Research Vessel Ngerin which provides Aquatic Sciences Research Support
- South Australian Aquatic Sciences Centre at West Beach (1994) which supports services for aquaculture, oceanography, fisheries, inland waters and catchment ecology, marine ecosystems, animal health and biosecurity.

Regional centres include:

- Aquatic Sciences Mount Gambier (2004) - support research in abalone and the rock lobster industry.
- Clare (1984) and Port Lincoln (1995) Field Crops units - support agronomy, tillage and seeding research.
- Loxton (1960) and Nuriootpa (1982) Research Centres - support the viticulture, irrigation and horticulture industries.
- Lincoln Marine Science Centre (c.2005) - conducts research in aquatic industries, aquaculture and the aquatic environment.
- Minnipa Agricultural Centre (c.1995) - supports development of farm management practices for low rainfall environments and the cereal growing areas of the Eyre Peninsula.
- Roseworthy Campus (2012) – supports pig and poultry program research.



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- Struan (c.1977) and Turretfield (c.1908) Research Centres - support livestock, pasture and crops research.

Aquatic Sciences

The SARDI Aquatic Sciences programs helps to deliver the sustainable growth of South Australian aquaculture industries and protects our wild fisheries and freshwater resources and their environments through innovative science. Staff are located at the South Australian Aquatic Sciences Centre at West Beach in Adelaide, the Lincoln Marine Science Centre at Port Lincoln and a research centre at Mount Gambier.

The major science programs cover:

- Fisheries – conducts biological, ecological and fisheries research and modelling and provides scientific advice to State and Commonwealth governments on issues related to the ecologically sustainable utilisation of Australia’s fisheries resources. The program includes the following fisheries – finfish, offshore and inshore crustacean, molluscan as well as fisheries modelling.
- Aquaculture – focuses on developing new technologies, species and sites for aquaculture, while enhancing the competitive advantage – and minimising the risks – of existing aquaculture industries in brackish, freshwater and marine environments. The five interacting subprograms cover Propagation and Systems, Nutrition and Feed Technology, Genetics, Reproduction and Biotechnology, Aquatic Animal Health and Welfare, and Algal Production.
- Marine Ecosystems – provides scientific and technical advice across government, industry and the community about key issues in the management of marine environments. Research activities are carried out by six subprograms: Oceanography, Aquaculture Environment, Benthic Ecology, Environmental Assessment, Mitigation and Rehabilitation, Marine Pests, and Threatened, Endangered and Protected Species.
- Inland Waters and Catchment Ecology – looks at the conservation and management of freshwater dependent systems, including native fish resources and habitats in the Lower Murray-Darling Basin. Four subprograms – Climate and Catchment Ecology, Fish Ecology, Invasive Species, and Plant Ecology – provide scientific and technical advice to government, industry and the community on key issues such as ecosystem processes, ecology and population dynamics of freshwater and estuarine fish, molluscs and crustaceans.

Livestock and Farming Systems



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

The Livestock and Farming Systems programs assists animal and mixed farming industries to achieve economic and sustainable levels of production of high-quality, competitively priced produce, by conducting research and encouraging technological improvement. The development and marketing of these industries and products, and the provision of science policy advice to government, are two key objectives. Science programs fulfil key roles in the plan for research, development and extension (RD&E) in Australia's pork, poultry and animal welfare sectors under the National RD&E Framework.

Livestock and Farming Systems employees are located at various sites cross South Australia, including Roseworthy Campus (divisional headquarters), Turretfield Research Centre, Waite Campus near Adelaide, Minnipa Agricultural Centre (Eyre Peninsula) and Struan Research Centre (South East).

The major science programs cover:

- Pigs and Poultry – provides research and development in nutrition, housing, reproduction, health and welfare and meat hygiene for the pork, chicken meat and egg industries in South Australia, Australia and internationally. SARDI experts lead and conduct innovative and practical research that enhances the economic growth of the Australian pork and poultry industries, as well as expands education and training capabilities as part of its national RD&E commitments.
- Animal Reproduction – aims to improve livestock reproduction, utilising cutting-edge techniques including molecular biology, embryo technologies, stem cells and genome editing. The program provides specialist services and innovative research capabilities in reproduction for sheep and cattle to enhance genetic improvement programs, breeding efficiency and to ensure animal welfare and product quality.
- Farming Systems – undertakes research and development focused on liaison with farmers and advisers in South Australia, especially in low-rainfall environments. The science program is widely recognised for its ability to assess new and existing information in a whole-farm context, using knowledge from a range of areas including soil science, plant physiology, agronomy, animal science and sustainable farming techniques.
- Food Safety and Innovation – provides scientific and technical advice to government and industry that aims to protect public health and market access and assist the growth and economic development of South Australia's and Australia's food industries. The program is run by specialists in a broad range of disciplines, from food science, chemical engineering, sensory science, human and veterinary public health, toxicology, microbiology, and virology and risk management.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Sustainable Systems

SARDI's Sustainable Systems science programs support improved productivity and sustainability of primary industries. The programs work collaboratively at national and regional levels to deliver targeted research outcomes and cover a range of industries, including broadacre crops such as cereals, oats, vetch, pulses and oilseed, viticulture and horticulture. Scientific teams work in pest and disease management, climate adaptation and improved cropping systems, including specialised expertise in molecular diagnostics and plant genetics.

Employees at seven locations around SA conduct research in a range of conditions, from Port Lincoln and Minnipa on Eyre Peninsula and Loxton, Turretfield and Roseworthy, north of Adelaide, to higher rainfall zones at Clare, Struan and the Waite Research Precinct.

The major science programs cover:

- Climate Applications – addresses both short and long-term climate variability, delivering information on climate risk management to managers of agricultural and natural systems in South Australia.
- Water Resources, Viticulture and Irrigated Crops – addresses water and nutrient management across South Australia's wine grape and irrigated horticulture production regions, as well as research to reduce the impacts of salinity.
- Crop Improvement – molecular genetic tools are used to understand key traits in species of importance to cereal and legume improvement. The main focus is on identification of genes and linked molecular markers for quality, disease resistance and abiotic stress traits. A pasture improvement program is also developing improved varieties, agronomic practices and management systems for farming and the environment in South Australia.
- Crop Diagnostics – services are provided to industry and the research community covering horticulture pathology, nematode screening, plant quarantine, seed and crop testing and Insect identification. The Quarantine unit conducts Post Entry Plant Quarantine (PEPQ) screening for low and medium risk nursery stock and seeds of ornamentals, pulses, cereals and some grasses on under a compliance agreement with the Australian Government Department of Agriculture. This group also provide Mandatory pathogen screening for significant quarantine pests and diseases, multiplication of plants undergoing quarantine, cleaning of seed consignments that have failed Department of Agriculture inspection due to soil or prohibited seed contamination, and seed treatments required by Department of Agriculture with import release.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- New Variety Agronomy – integrates new variety evaluation, pulse pre-breeding, breeding, agronomic research and market quality evaluation capabilities to facilitate adoption of high-yielding and profitable grain varieties which are well adapted. The group has a network of regional research teams based at Struan, Clare, Port Lincoln and Waite.
- Entomology – develops integrated pest management solutions for grains industries, horticulture and viticulture as well as for forestry and urban settings. The group has expertise in insect taxonomy, ecology and molecular biology, and works closely with state and national plant biosecurity programs.
- Soil Biology and Diagnostics – develops strategies to better manage soil borne pathogens and understand the role of beneficial soil microflora in cropping, horticulture and pasture industries. This includes development of world-leading DNA-based testing services for quantification of fungal and nematode pathogens, weed seeds, beneficial soil microflora and plant roots in soil. The technology delivered includes the PreDicta B® root disease test for cereal and pulse crops and PreDicta Pt® for potatoes, and associated training programs in root disease management.
- Plant Health and Biosecurity – provides targeted research and development to reduce losses from plant disease across cereal, pulse, pasture, viticulture and horticulture industries. This includes delivery of plant health diagnostic services to growers, consultants, state and national plant biosecurity authorities. The group collaborates closely with breeding companies, pre-breeding programs and the private sector to develop disease resistant plant varieties.⁸

Business Support

The Business Support unit manages research infrastructure services, farm networks, and contracts, with support from PIRSA Corporate Services for marketing and communications, procurement, asset management, financial management, human resources, facilities management and correspondence activities.

Appendix 1 contains an organisation chart showing the current structure of SARDI.

Predecessor Agencies

SARDI was established from the research divisions within the Departments of Agriculture, Fisheries, and Woods and Forests.

- GA264 Woods and Forests Department (1882-1992)

⁸ http://pir.sa.gov.au/_data/assets/pdf_file/0004/234139/general_SARDI_capabilities_smallest_file_size.pdf



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- GA 204 Department of Agriculture (III), (1908-1975)
- GA422 Department of Agriculture and Fisheries (1975-1979)GA2 Fisheries Division, Department of Agriculture and Fisheries (1975-1979)
- GA 241 Department of Agriculture (IV), (1976-1992)
- GA1 Department of Fisheries (III) (1979-1992)

Successor Agencies

There are no successor agencies.

Legislation

There is no legislation administered by SARDI that is relevant to this RDS.

Relevant legislation not administered by PIRSA that may have a direct impact on the operational or record-keeping requirements of SARDI:

- *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*
- *Adelaide Dolphin Sanctuary Act 2005*
- *Agricultural and Veterinary Chemicals (South Australia) Act 1994*
- *Agricultural and Veterinary Chemicals Act 1994 (Cth)*
- *Agricultural and Veterinary Chemicals Code Act 1994 (Cth)*
- *Agricultural and Veterinary Products (Control of Use) Act 2002*
- *Animal Welfare Act 1985*
- *Aquaculture Act 2001*
- *Biological Control Act 1986*
- *Branding of Pigs Act 1964*
- *Brands Act 1993*
- *Business Names Act 1996*
- *Coast Protection Act 1972*
- *Copyright Act 1968 (Cth)*



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- *Designs Act 2003 (Cth)*
- *Electronic Communications Act 2000*
- *Environment Protection (Sea Dumping) Act 1981 (Cth)*
- *Environment Protection (Sea Dumping) Act 1984*
- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
- *Explosives Act 1936*
- *Firearms Act 1977*
- *Fisheries Management Act 2007*
- *Freedom of Information Act 1991*
- *Gene Technology Act 2000 (Cth)*
- *Genetically Modified Crops Management Act 2004*
- *Harbors and Navigation Act 1933*
- *Historic Shipwrecks Act 1981*
- *Irrigation Act 1994*
- *Marine Parks Act 2007*
- *Motor Vehicles Act 1959*
- *National Parks and Wildlife Conservation Act 1975 (Cth)*
- *Natural Resources Management Act 2004*
- *Patents Act 1990 (Cth)*
- *Plant Breeder's Rights Act 1994 (Cth)*
- *Plant Health Act 2009*
- *Prevention of Cruelty to Animals Act 1985*
- *Protection of the Sea (Prevention of Pollution from Ships) Act 1983 (Cth)*



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- *Public Sector (Data Sharing) Act 2016*
- *Public Sector (Honesty and Accountability) Act 1995*
- *Public Sector Act 2009*
- *Quarantine Act 1908 (Cth)*
- *River Murray Act 2003*
- *Road Traffic Act 1961*
- *Shipping Registration Act 1981 (Cth)*
- *Stamp Duties Act 1923*
- *State Records Act 1997*
- *Therapeutic Goods Act 1989 (Cth)*
- *Trade Marks Act 1995 (Cth)*
- *US Free Trade Agreement Implementation Act 2004 (Cth)*
- *Veterinary Practice Act 2003*
- *Water Resources Act 1997*
- *West Beach Recreation Reserve Act 1987*

Context of the Records Covered by the Schedule

Coverage of RDS 2019/08 Version 1

This RDS provides comprehensive coverage to closed and current operational records created by business units within the PIRSA SARDI Division, research records inherited from the Department of Agriculture prior to 1992, including functions that have ceased. This includes records that have been inherited due to the transfer of responsibilities to PIRSA from other government agencies.

These records are currently located on site at The Plant Research Centre, Waite, SA Aquatic Sciences Centre, West Beach, and PIRSA regional offices. Some records



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

may also be stored off site at PIRSA's Approved Service Provider (ASP) for temporary records storage (currently Grace Information and Records Management).

Coverage of this RDS applies to:

- un-sentenced records, and incorporates all functions of PIRSA SARDI Division and related predecessor agencies, current and ceased
- records and case files located in regional centres relating to SARDI research, management and compliance
- Objective or successor files with various other alpha prefixes as relevant to successor SARDI related Divisions within PIRSA
- Un-sentenced or temporary records and files created and maintained by PIRSA and arranged within PIRSA Record Series (PRS P).

GRS numbers this RDS may also apply to:

- GRS 525 General Correspondence, 1972 - 1998
- GRS 10592 General Correspondence Files, 1998 - 2006
- GRS 11615 Trust fund files, annual three-tiered number series, 1990 - 2000
- GRS 11616 Correspondence files, annual single number with `S` (SARDI) prefix, 1992 - 1998
- GRS 11620 Correspondence files, two-tiered number series - Department of Fisheries and successors, 1967 - 1998
- GRS 12372 Correspondence files, annual single number with `RD` prefix - South Australian Research and Development Institute, 1998 - 2008
- GRS 14181 Objective` files, annual single number series with `SARDI` prefix - South Australian Research and Development Institute, Primary Industries and Regions South Australia, 2008 - ct
- GRS 15247 South Australian Crop Variety Sowing Guide` - South Australian Research and Development Institute, 2001 - ct
- GRS 15330 Annual reports - South Australian Research and Development Institute (SARDI), 1992 - ct
- GRS 15331 Research reports - South Australian Research and Development Institute (SARDI), 1994 - ct



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- GRS 15353 Externally funded project reports, artificial series - South Australian Research and Development Institute (SARDI), 1998 - ct
- GRS 15354 Reports and records of official travel and visits - South Australian Research and Development Institute (SARDI), 1998 – ct

RDS 2019/08 Version 1 does not cover permanent records already in the custody of State Records as part of Government Record Group (GRG) or Government Record Series (GRS). These records have been deemed permanent in accordance with predecessor agency disposal schedules.

Related Series Affected by RDS 2019/08 Version 1

There are no related series affected by this RDS.

Complementary Schedules to RDS

- RDS 2006-09 v2 Primary Industry External Boards Advisory Groups Commissions and Trust Funds (Approved 22 February 2011)
- RDS 2011-03 v1 Department of Primary Industries and Resources of South Australia - Biosecurity SA (and predecessor agencies) (Approved 12 April 2011)
- RDS 2012/20 v1 Department of Primary Industries and Regions SA - Divisions responsible for Agribusiness and Regions (and predecessor agencies) (Approved 19 August 2014)
- RDS 2017/06 v1 Department of Primary Industries and Regions SA – Fisheries & Aquaculture Division (and predecessor agencies) (Approved 11 April 2017)

Existing Disposal Schedules Superseded by RDS

There are no existing Disposal Schedules superseded by this RDS.

Records Structure within SARDI

Correspondence and Corporate Business Records

Files from 1992 to 1998 were annual single number with 'S' prefix (S1/93 - S106/98). This was the main general correspondence recordkeeping system for SARDI from its commencement until 1998 when the Department of Primary Industries consolidated its recordkeeping system in a distributed series maintained by RecFind.

Correspondence relating to current research projects from 1993-1998 were maintained within an annual three number for trust fund, file number and part; some parts may have letters instead of numbers (89/0807/024/00 - 98/0896/000/00). The files were generally white with a black stripe down the spine.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

SARDI also inherited correspondence files from the Department of Agriculture controlled by annual single number and correspondence files from the Department of Fisheries controlled by two number system, with part numbers for continuation files. (e.g. 1/1 - 22/54) when research activities were consolidated in 1993.

From 1997 to 2006, PIRSA consolidated its recordkeeping system in a distributed series maintained by RecFind to manage its administrative records. This system was two-tiered annual numerical system (e.g. 04/0981 P01).

Beginning in 1998, SARDI internal activities (commercialisation, collaboration with professional and scientific bodies and project management (funding) of trust fund research projects) were controlled within a recordkeeping system of annual single number with 'RD' prefix. These files were maintained and used in conjunction with the PIRSA Recfind system.

In 2006 PIRSA implemented Objective, an electronic document and records management system to manage the administrative and operational records of all its Divisions. Corporate records (from 2006-ongoing) are managed using an EDRMS and arranged in annual single number with an alpha prefix and (F) infix.

Files created by each PIRSA Business Division have their own numbering pattern of Business Division Name Acronym F (file) YYYY/NNNNNNP (part) NN, eg SARDI F2008/000001 01.

Changes made to the security model in 2013 reflects the changing nature of the organisation, the increase in work done by cross divisional teams and the requirement for access across the organisation. Files are still assigned to a business division however, the records produced may be by staff across all business divisions within PIRSA.

In addition to these corporate systems, research areas and research centres have also used annual and subject based independent systems to manage their correspondence and corporate records.

Research Records

Research records and data are controlled within a research project but there is no controlling system maintained across this class of records. Research records are generally managed and maintained by individuals or teams using control methods they consider appropriate to manage their holdings. This is generally within alphabetical or annual subject based systems using a research area, topic or project as a qualifier. Each researcher maintains their own, and their predecessors operational research records.

Research data generated is generally maintained on network drives in various discrete databases on various platforms. A program of work is underway to move



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

these databases onto a managed database platform. **Quarantine and Accreditation Records**

Since 2003, quarantine consignment and associated records relating to waste disposal, importation permits and equipment calibration are maintained as paper records and filed by consignment number allocated through the Post Entry Quarantine (PEQ) database. Consignment records relating to the treatment and storage of seeds are stored in yellow coloured files. Consignments of other laboratory work are stored in blue files.

Quarantine treatment records created prior to this (1996-2002) were retained within notebooks. Each consignment was allocated a Quarantine Entry (QE) Number (QE S NNNNNNNN). This was an alpha-numerical nine-digit numbering system where S denotes the port of entry into the country (S relates to South Australia).

Quarantine treatment records created by SARDI are based on the import permit and biosecurity direction issued by Department of Agriculture and Water Resources (DAWR). SARDI is required to keep these records for a minimum of 24 months.

Records received electronically are also maintained within PIRSA Objective/ stored on network drives. The PEQ database is maintained by PIRSA ICT business group.

Other Information Management Systems

SARDI uses a variety of other information management systems to manage its data. Systems maintained and managed by SARDI or PIRSA ICT on behalf of SARDI include:

- Aquatic Sciences Catch and Effort Systems supports the recording of mandatory catch and effort logbook data for South Australian fisheries. This data provides information to support fisheries management.
- Database Diagnostic Centre System supports the management of soil sample diagnostic testing and related information. Includes registration, processing reporting and invoicing.
- Primary Industries Information Management System (PIIMS) supports the administration of registrations, certifications, programs and licenses for properties held by owners and related stakeholder information regulated by PIRSA
- Inteum supports SARDI staff in the development and processing of research and development contracts, non-research contracts which include fee for service and related contracts, commercialisation licences, confidentiality agreements, and material transfer agreements.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- GRIN-Global is a genebank management system that supports the accessions of Australian Pastures Genebank and captures passport, inventory, ecological and characterisation data.

Broad Description and Purpose of the Records

These records primarily cover research and related activities within but not limited to marine and fresh-water resource management, new crop varieties and production technologies, biosecurity, food safety and innovation, sustainable use of resources, adaptation to climate variability in regional South Australia, innovation capability and enabling technologies, animal health and welfare.

Records cover various activities as listed in this Schedule and summarised as follows:

- applications, successful proposals for grants to various bodies and the contracts and agreements required to conduct research
- the conduct and results of research, progress, summary and final reports, publishing of results or findings
- commercialisation and patenting of derived benefits
- diagnostic and laboratory testing services
- advice to the Minister or other bodies on policy issues or specific matters affecting the State related to the activities conducted within SARDI
- the review and maintenance of research frameworks including the maintenance of management plans, policies and operational manuals
- development and administration of compliance frameworks and systems to ensure the documentation of research results, auditing, accreditation, , maintenance or other responsibilities are upheld
- Contribution to national policy issues or services that affect research, primary industries, food safety and primary industry development in South Australia.

Functions and Activities Documented by the Records

The terms used in the RDS are based on the PIRSA Business Classification Scheme. The records document main functional responsibilities of SARDI, namely:

- AQUACULTURE & AQUATIC SCIENCE MANAGEMENT
- GOVERNANCE [SARDI]



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- LIVESTOCK & FARMING SYSTEMS MANAGEMENT
- PROCUREMENT & ASSET MANAGEMENT
- SUSTAINABLE SYSTEMS MANAGEMENT

To support these functions, the following activities occur under one or more functions:

- Accreditation & Market AssuranceAcquisition
- Advice (PIRSA)
- Asset Disposal
- Asset Maintenance
- Audits & Inspections
- Awards & Recognition
- Boards & Committees
- Client Files
- Commercialisation
- Compliance & Monitoring
- Consultancy Services
- Contract Management
- Cost Recovery
- Customer Service & Support
- Diagnostic & Laboratory Testing
- Environmental Protection
- Forms & Templates
- Grants & Industry Levies
- ICT Systems



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- Industry Development
- Information Management
- Intellectual Property(KAAA)
- Investigations
- Media Releases & Public Relations
- Natural Resource Management
- Partnerships
- Planning (PIRSA)
- Policies & Procedures
- Program Operations
- Project Management
- Prosecutions Litigation & Offences
- Publications
- Quality Management
- Quarantine
- Reports
- Reviews & Evaluations
- Risk Management (KAAA)
- Scientific Research
- Sponsorships & Donations

Arrangement of the Records

The arrangement of the records varies dependant on where the records were created or inherited from. The section titled Records Structure Within Division (pages 25-26) contains further detail on the arrangement of various types of records created by PIRSA and covered in this RDS.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Agency Creating the Records

SARDI that administers the records covered by this RDS also created them.

Agency Owning or Controlling the Records

SARDI that administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: 1901 to **Ongoing**

Volume of the Records

Since the introduction of an Electronic Document and Records Management System (EDRMS) in 2006, the volume of physical records produced by the organisation has steadily declined. PIRSA estimates that hardcopy corporate files relating to SARDI are currently accumulating at rate of approximately 5 metres per annum.

PIRSA currently has approximately six terabytes dedicated to Objective document stores. Accumulation rates for digital records are approximately 100 gigabytes per annum.

Records belonging to SARDI and held by PIRSA in various known record storage compactuses within metropolitan SARDI facilities are approx. 180 linear metres. Records held at Grace Information and Records Management are approx. 20 linear metres and there are approximately 40 linear metres held at State Records.

Non-current research records are also stored within the offices of current staff. The volume of these records for disposal is unknown.

Research records are also stored in regional centres and facilities. An approximate estimate of the volume of records for disposal is 100 linear metres.

The rate of accumulation for hard copy research records per annum varies according the research projects conducted.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed permanent are those that have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this schedule are:

Objective 1 - *To identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies.*

SARDI records that meet this objective contain registers, summary and final reports that establish the organisation as the authority for:

- certification and declarations with regard to its services for compliance and monitoring activities (1.3.1, 2.8.1, 2.8.3, 3.3.1, 5.3.1,)
- the development of policies (2.25.1),
- evidence of ownership or authority to undertake actions as an organisation (2.1.1) or on behalf of a third party through commercialisation activities (2.7.1, 2.7.2).

Objective 2 - *To identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the State of South Australia.*

SARDI records that meet this objective contain summary records and final reports that document the decisions and strategic direction of the organisation with regard to the:

- acquisition and disposal of significant assets (4.1.1, 4.2.1, 2.34.1)
- the establishment, evaluation, or cessation of key programs, services and systems (2.8.3, 2.11.1, 2.13.1, 2.26.2, 2.26.5, 2.30.1)
- Governance of key organisational programs and projects (1.10.2, 2.27.1, 3.9.2, 3.10.1, 5.8.3, 5.9.1)



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Objective 3 - *To identify and preserve official records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.*

SARDI records that meet this objective contain summary and foundation records providing:

- Departmental activities relating to legal proceedings (2.28.1).

Objective 4 - *To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

SARDI records that meet this objective contain summary and final reports documenting:

- significant advice to the public or other bodies (2.2.1,)
 - the establishment and management of grants or funding programs (2.16.1, 2.16.2)
 - the development and support of primary industry through research (1.7.1, 1.14.1, 2.4.1, 2.18.1, 3.6.1, 3.13.1, 3.13.11, 5.12.1, 5.12.3)
 - the delivery of outcomes through consultancy services and contract management (1.9.1, 2.9.1, 2.10.1, 3.8.1, 5.7.1)
- Objective 5** - *To identify and preserve official records that contribute to the protection and well-being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of government activities on them.*

SARDI records that meet this objective contain summary records and final reports documenting:

- the measures taken in regard to identifying and protecting the environment and the states natural resources to prevent degradation and promote rehabilitation (1.6.1, 2.14.1, 2.23.1)
- The identification of significant hazards or issues through commercial testing services (1.5.2, 5.5.2).

These records substantially contribute to the existing body of knowledge or understanding of significant aspects of the history, society, culture or people of South Australia as it relates to South Australia's scientific research, innovation and development history in primary industry by providing insight and summary or specific detail about the setting of research priorities, research outcomes and the resources applied to research to advance industry and knowledge across the continuum.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Temporary Records Rationale

Records nominated for temporary retention in this schedule document routine processes and transactions and are considered not to have continuing value to SARDI or PIRSA, the State Government nor to the community. Retention periods have been determined by assessing the legal, administrative, evidentiary and financial accountability requirements of PIRSA.

Unless otherwise proscribed by legislation or contractual obligation, audit and accreditation records relating to services performed by SARDI on a commercial basis use [General Accreditation Criteria ISO/IEC17025 Standard Application Document](#) guideline outlined by the National Testing Authority (NATA) which requires retention times to be kept for a minimum of four years or the maximum recalibration interval (in the case of equipment records).

Retention timeframes for specimen samples have been based on either NATA or National Pathology Accreditation Advisory Council ([NPAAC](#)) retention guidelines as appropriate.

Temporary records include:

- Routine operational records providing interim operational information
- Applications and responses relating to acquiring permits, licences, accreditation or other approvals for prescribed purposes
- Routine operational records relating to design, delivery, maintenance, management or disposal of equipment, objects, specimens, samples, substances, systems or programs
- Routine advice and administrative reporting

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

There are no known alternative record formats for the records in this schedule.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within *RDS 2019/08* Version 1 are consistent with Recommendation 21 of the ***National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families***.

The principles outlined in ***GDS 16***, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2019/08 Version 1 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Scope Note

Records Covered by this Schedule

This RDS 2019/08 Version 1 applies to the operational records documenting the functions and activities related to the management of SARDI within PIRSA. This includes all functions transferred or inherited by this organisation or its predecessors that are current or defunct. Refer to the 'Coverage' section (page 20) for further details.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30**, as amended, or its successor. Cross-references to the **GDS 30** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline **Identifying documents which may be relevant to Native Title** attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to **Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care**, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records that may be potentially relevant to the **Royal Commission into Institutional Responses to Child Sexual Abuse**, please refer to **GDS 32**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records **in relation to Child Abuse or Alleged Child Abuse**, please refer to **GDS 36**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records that may be potentially relevant to the **Royal Commission into Aged Care Quality and Safety**, please refer to **GDS 37**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

To identify records that may be potentially relevant to the **Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability**, please refer to **GDS 38**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

Use in conjunction with, or complementary to, other RDS

- RDS 2006-09 v2 Primary Industry External Boards Advisory Groups Commissions and Trust Funds (approved 22 February 2011).
- RDS 2011-03 v1 Department of Primary Industries and Resources of South Australia – Biosecurity SA (and predecessor agencies) (Approved 12 April 2011)
- RDS 2012/20 v1 Department of Primary Industries and Regions SA - Divisions responsible for Agribusiness and Regions (and predecessor agencies) (approved 19 August 2014)
- 2017/06 v1 Department of Primary Industries and Regions SA – – Fisheries & Aquaculture Division (and predecessor agencies) (approved 11 April 2017)

Other RDS superseded by RDS 2019/08 Version 1

This RDS does not supersede any existing schedules.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

In this instance, the re-sentencing of records is not required.

Records excluded from RDS 2019/08 Version 1

RDS 2019/08 Version 1 does not cover permanent records already in the custody of State Records as part of Government Record Group (GRG) or Government Record Series (GRS). These records have been deemed permanent in accordance with predecessor agency disposal schedules.

PIRSA acknowledges that specimen samples are not considered official records under the State Records Act 1997. These classes have been included to provide direction to employees for official records and related samples. This includes specimen samples (1.5.7, 3.5.7, 3.5.8, 3.13.16, 3.13.17, 3.13.18, 3.13.19, 5.5.7, 5.5.8, 5.12.16, 5.12.17), the Otolith Collection (1.14.17, 1.14.18) and the Insect Collection (3.3.16). While listed here in the schedule they are deemed not to be official records.

Application to records in all formats

RDS 2019/08 Version 1 applies to records in all formats, including databases and other electronic records. SARDI is required to ensure that records remain accessible for the duration of designated retention periods.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in *RDS 2019/08* Version 1 are minimum retention periods for which records need to be retained. It is at the discretion of SARDI as to whether records are kept for longer than the minimum period.

Acronyms

• ADModel Builder	A free and open source software suite for non-linear statistical modelling
• AEsOP	Australian-waters Earth Observation Phytoplankton-type database
• ACPFG	Australian Centre for Plant Functional Genomics
• AEC	Animal Ethics Committee
• APG	Australian Pastures Genebank Genome
• DMP	Data Management Plan
• DAWR	Department of Agriculture and Water Resources (formerly AQIS – Australian Quarantine Inspection Service)
• EDRMS	Electronic Document and Records Management System
• GMO	Genetically Modified Organisms
• GPS	Global Positioning System
• JIVET	Juvenile in-vitro embryo transfer
• MISA	Marine Innovation Southern Australia
• MIVET	Mature in-vitro embryo transfer (MIVET)
• NATA	National Association of Testing Authorities
• NPAAC	National Pathology Accreditation Advisory Council
• OGTR	Office of Gene Technology Regulator
• PEPQ	Post Entry Plant Quarantine
• PreDicta B®	A DNA based soil test which detects levels of a range of cereal pathogens that is commercially available to growers through SARDI
• SAIMOS	Southern Australian Integrated Marine Observing System
• SARDI	South Australian Research and Development Institute
• SARL	Software Architecture Representation Language
• SMTA	Standard Material Transfer Arrangements



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

• TREND	Transect for Environmental Decision
• WINC	Waite Insect Nematology Collection

Definitions of terms specific to RDS 2019/08

- **Analysed data** is raw data that has undergone a process of inspecting, cleansing, transforming, and modelling to answer questions, test hypotheses or disprove theories. The analysis process may be statistical, graphical, textual etc. Analysed data is usually produced using data analysis software.
- **Aquatic organism** is any species that lives some or all of its life in water, and includes the reproductive products and body parts of the organism.
- Biosafety in agriculture comprises reducing the risk of alien viral or transgenic genes, genetic engineering or prions such as BSE/"Mad Cow Disease", reducing the risk of food bacterial contamination.
- **Australian Pastures Genebank (APG)** is Australia's first national pasture and forage genetic resource centre housing pasture and forage genetic resources. Officially launched in December in 2014 at the South Australian Research and Development Institute's Waite Campus in Adelaide.
- **Cleanroom** is an environment, with a low level of environmental pollutants such as dust, airborne microbes, aerosol particles, and chemical vapours. A cleanroom has a controlled level of contamination that is specified by the number of particles per cubic meter at a specified particle size.
- **Controlled environment room** is an environment which is artificially regulated to ensure conditions such as temperature, air quality, etc., remain stable at the condition or state of such an environment is determined to be.
- **Data Management Plan** is a formal document that outlines what research data will be created during the course of a research project, how it will be created, plans for sharing and preserving the data and any restrictions that may need to be applied both during a research project, and after the project is completed.
- **Dataset** is defined as research data, primary material and research records as they relate to a research project. A dataset should be considered as the full set of data and metadata that will be collected, used and generated during the life of the research project.
- **Desktop studies** is a method of research used to gather facts and existing research data from existing resources. It is carried out purely through research, rather than physical investigations is often considered a low cost technique as compared to field research.
- **Entomology** is the scientific study of insects.
- **Exempt Dealing and Notifiable Low Risk Dealings** is contained research involving well understood organisms and processes for creating and studying GMO's.
- **Fish otolith** is special type of ear bone that keeps a record of a fish's entire life.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- **Germplasm** are living genetic resources such as seeds or tissues that are maintained for the purpose of animal and plant breeding, preservation, and other research uses.
- **Hazards** include pathogens, heavy metals, natural toxicants or chemical residues.
- **Host specificity** is the natural adaptability of a particular parasite to a certain species or group of hosts or the restricted infectivity of a particular parasite to a certain species or group of hosts. It can determine whether a parasite can survive the extinction of a host species, has the potential to invade new habitats or can become established and spread following its introduction to a new geographical area.
- **Inteum** is a technology transfer software solution for managing Intellectual Property and licensing operations.
- **Lethality test** is an animal research procedure in which any material or substance is administered to animals for the purpose of determining whether any animals will die or how many animals will die.
- **Major research** is considered to be PIRSA projects with outcomes that are or become
 - of high interest, or the subject of public debate or contention
 - of major national or international significance
 - change the commonly held view, vary or alter the typical example
 - where the principle investigator has a widely acknowledged influence in the area of scholarship
 - representative case for a subject
 - involves new or innovative techniques
 - have potential long term impacts on the environment, heritage, society or human health.
- **Master data** is a single source of data that may be used across multiple systems, applications, and/or processes.
- **Mathematica** is a modern technical computing system spanning most areas of technical computing. The system is used in many technical, scientific, engineering, mathematical, and computing fields.
- **Other (non-significant) records** are also known as not significant, minor, low value, low risk, routine, and can be determined as follows,
 - lesser in size, scope or importance
 - represents one individual's opinion on topic of low value to community
 - not serious i.e. routine, duplicable, low value, short applicability, short term relevance



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- not resulting in changes to Government or agency policy, or minor changes only
 - not generating or outlaying significant funds
 - not substantial public interest in the context of the definitions of 'significant' above
 - low value to community
 - minor operational details, routine matters, working papers, audio, video or other recordings used as working notes only.
- **PCR Machine** is a laboratory apparatus most commonly used to amplify segments of DNA via the polymerase chain reaction and used for molecular biology research.
 - **Pedigree data** records varieties and breeding lines, their ancestors, and various names that have been applied to them. This is valuable for crop/livestock improvement and genetic studies.
 - **Passport data** can include details of accession name and number, pedigree, botanical species and variety, growth habit, geographical origin, identified gene alleles, synonym, genetic status, year of registration, originator, recommended region for cultivation, years of use, maturing, market class, milling and baking quality, reaction to biotic and abiotic stressors (resistance/ tolerance/ moderate resistance/ susceptibility), sensitivity/ insensitivity (to day length, gibberellic acid etc., morphological traits.
 - **Phenology** is the study of periodic plant and animal life cycle events and how these are influenced by seasonal and inter-annual variations in climate, as well as habitat factors (such as elevation).
 - **PIRSA Record Series** are control records for the registration and indexing of groupings of records created or maintained by PIRSA, that are in the same numerical, alphabetical, chronological, or other identifiable sequence or result from the same accumulation or filing process and are of similar function, format or informational content.
 - **PIRSA research datasets** include records relating to:
 - research records
 - research data, which can be;
 - raw (referred to as Research Data) or
 - analysed (referred to as Analysed Data)
 - derived from primary material
 - primary material, which is;
 - based on pre-existing research data
 - usually collected/identified using master and/or reference data values.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- **Phytosanitary** measures relate to specific treatments undertaken for the control of plant diseases especially in agricultural crops.
- **Public science** is an approach used to connect people to science and scientists and engage the public in the process and outcomes of research.
- **R** is a free software environment for statistical computing and graphics.
- **Reference data** refers to sets of permissible values to be used by data fields.
- **Research data** is a generic research term referring to facts, observations or experiences on which an argument, theory or test is based. Data may be numerical, descriptive or visual. Research data may be raw or analysed, experimental or observational. Research data may derive from primary materials such as assays, test results, lab or field notes.
- **Research Protocol** is a document that describes the background, rationale, objectives, design, methodology, statistical considerations, and organisation of a research project.
- **Sample** means a representative of the total composition. E.g. a handful of oyster bands or water from different areas within a body of water.
- **Service level agreement** is a contract between a service provider (either internal or external) and the end user that defines the level of service expected from the service provider.
- **Sheep Genomes Database** provides the sheep genomics research community with a genomes hub.
- **Significant records** can be determined by a number of factors,
 - department is the lead agency with other government agencies or private organisations
 - substantial changes or influences government policy or direction
 - results in a significant government project or program
 - significant contribution to the body of knowledge on a particular subject
 - considerable economic impact (e.g. major government contracts, corporatisation of government assets)
 - notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
 - extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
 - public reaction or sensitivity
 - serious impact or consequence (e.g. deaths, a large case)
 - precedent setting prosecutions, court cases (e.g. first of its kind)
- **Silviculture** is the practice of controlling the establishment, growth, composition, health, and quality of forests to meet diverse needs and values.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

- **Specimen sample** means a sample of one thing e.g. a part of an oyster
- **Stock Synthesis** provides a statistical framework for calibration of a population dynamics model using a diversity of fishery and survey data.
- **Teratogen** is any agent that can disturb the development of an embryo or foetus.
- **Testing Protocol** is a predefined written procedural method in the design and implementation of experiments. Protocols are written whenever it is desirable to standardise a laboratory method to ensure successful replication of results by others and includes information on safety precautions, the calculation of results and reporting standards, including statistical analysis and rules for predefining and documenting excluded data to avoid bias.
- **Transgenic transformation** a process where a gene or genetic material has been transferred naturally, or by any of a number of genetic engineering techniques from one organism to another. Transgenic organisms are used in research to help determine the function of the inserted gene, while in industry they are used to produce a desired substance.

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where SARDI is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.

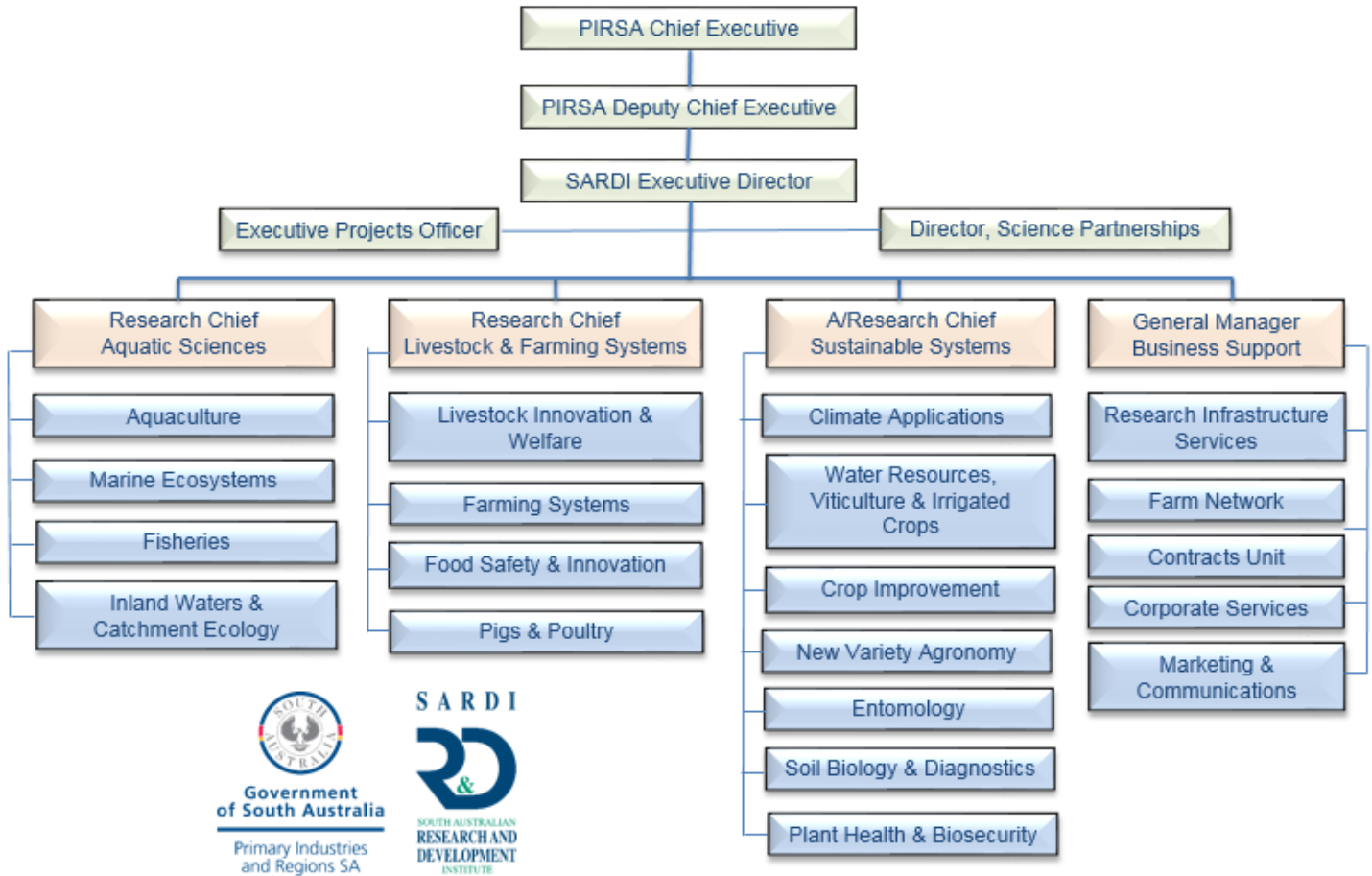
Approved by SRC



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Appendix 1 - SARDI Organisation Chart

June 2019





Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

List of Functions and Activities

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT 49
Accreditation & Market Assurance 49
Audits & Inspections 50
Compliance & Monitoring 52
Consultancy Services 53
Diagnostic & Laboratory Testing 54
Environmental Protection 56
Industry Development 57
Information Management 58
Partnerships 58
Program Operations 59
Project Management 61
Quality Management 62
Quarantine 63
Scientific Research 64
GOVERNANCE (SARDI) 71
Accreditation & Market Assurance 71
Advice (PIRSA) 73
Audits & Inspections 74
Awards & Recognition 75
Boards & Committees 76
Client Files 77
Commercialisation 78
Compliance & Monitoring 80
Consultancy Services 81
Contract Management 82
Cost Recovery 84
Customer Service & Support 85
Diagnostic & Laboratory Testing 85



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Environmental Protection 86
Forms & Templates 87
Grants & Industry Levies 87
ICT Systems 89
Industry Development 90
Information Management 91
Investigations 91
Intellectual Property(KAAA) 92
Media Releases & Public Relations 93
Natural Resource Management 94
Planning (PIRSA) 95
Policies & Procedures 95
Program Operations 96
Project Management 99
Prosecutions Litigation & Offences 100
Publications 101
Quality Management 102
Reports 103
Reviews & Evaluations 104
Risk Management (KAAA) 105
Sponsorships & Donations 106
LIVESTOCK & FARMING SYSTEMS MANAGEMENT 108
Accreditation & Market Assurance 108
Audits & Inspections 109
Compliance & Monitoring 110
Consultancy Services 111
Diagnostic & Laboratory Testing 112
Industry Development 115
Information Management 116
Partnerships 116
Program Operations 117



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Project Management.....	119
Quality Management.....	120
Quarantine	121
Scientific Research	122
PROCUREMENT & ASSET MANAGEMENT.....	128
Acquisition.....	128
Asset Disposal	129
Asset Maintenance	130
SUSTAINABLE SYSTEMS MANAGEMENT.....	131
Accreditation & Market Assurance	131
Audits & Inspections	132
Compliance & Monitoring.....	134
Consultancy Services	135
Diagnostic & Laboratory Testing.....	137
Information Management	140
Partnerships.....	141
Program Operations.....	141
Project Management.....	144
Quality Management.....	145
Quarantine	146
Scientific Research	148



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1	AQUACULTURE & AQUATIC SCIENCE MANAGEMENT	The function of research into the breeding, farming, producing, protecting and ecological sustainable management of marine resources, aquatic environments, inland waters and catchment ecology to promote sustainable growth of South Australian marine industries. Includes aquaculture nutrition, aquatic biosecurity animal health and biology, environmental assessment genetics and propagation, marine and freshwater ecological research, micro and macro-algal production, oceanography, stock assessment and harvest strategies, threatened, endangered and protected species assessment in natural land-based and marine environments.	
1.1	Accreditation & Market Assurance	<i>The activities associated with achieving recognition that natural resources, products and/or services meet a specific accreditation requirement, standard or grading, and/or are market assured. Examples of activities include seed accreditation and certification; health, disease and chemical residue free accreditation of aquatic animals, livestock, fish, plant, crops, meat, produce manufacturing; biological control organism declarations; and accreditation of seed crop inspectors, veterinarians and veterinary laboratories.</i>	
		See Also: 2.1 GOVERNANCE (SARDI) - Accreditation & Market Assurance for accreditation records relating to facilities, programs or not specific to a research project.	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.1.1	Accreditation & Market Assurance	Accreditation records relating to the acquisition, management, maintenance, care, transport, handling, housing/storage and disposal of aquatic biosecurity or genetic material, marine life, propagation, testing or other systems, or related commodities. Includes import or export records for specific products, species, specimens, organisms or services in accordance with codes of practice and quarantine legislation, both Commonwealth and State. Includes industry accreditation.	TEMPORARY Destroy 10 years after expiry of accreditation period
1.2	Audits & Inspections	<i>The activities associated with officially checking, inspecting and/or reporting on processes and systems, including audit and inspection reports and recommendations to ensure that adequate processes have been undertaken, and/or that information has been created, and maintained in accordance with agreed or legislated standards and objectives. Includes regulatory audits and processor inspections.</i>	
		See Also: GDS 30 v1.1 13.3 STRATEGIC MANAGEMENT – Audit 1.12.2 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT - Quality Management for audit data and monitoring of certified quality management systems 2.3 GOVERNANCE (SARDI) Audit & Inspections for records related to the establishment of audit framework	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.2.1	Audits & Inspections	External and internal audit reports relating to the conduct of research and inspection of aquatic research, production or breeding facilities. Includes records relating to auditing genetics, reproduction, or biotechnology practices and individual projects through audits, annual review of activities, internal reports to governing body, summary reports and compliance reports to external bodies. Includes audits for SARDI facilities to operate as quarantine approved premises.	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later
1.2.2	Audits & Inspections	Records relating to the development of reports and scheduling of audits. Includes meeting and travel, attendance lists, booking information or confirmations made or received.	TEMPORARY Destroy 2 years after action completed
1.2.3	Audits & Inspections	Daily or other periodic monitoring sheets or logs.	TEMPORARY Destroy 5 years after action completed or 2 years after completion of next audit, whichever is the later
1.2.4	Audits & Inspections	Records of results relating to the calibration, alignment and maintenance of diagnostic and laboratory equipment.	TEMPORARY Destroy 5 years after action completed or 2 years after completion of next audit, whichever is the later



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.3	Compliance & Monitoring	<i>The processes associated with general compliance and monitoring activities to regulate, monitor and report on industry activities, events, identify trends and gather information relating to compliance. Examples include notifications, declarations and registers for radioactive substances, specimens, use of animals.</i>	
		<p style="text-align: right;">See Also:</p> <p>2.9 GOVERNANCE (SARDI) - Compliance & Monitoring for records relating to commercialisation</p> <p>See Also: Scientific Research under the relevant function</p> <p>1.14 AQUACULTURE & AQUATIC MANAGEMENT</p> <p>3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or</p> <p>5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	
1.3.1	Compliance & Monitoring	Summary registers or annual reporting of health statements, inspection certificates or other declarations where SARDI is the organisation responsible for certifying chemical treatments, freedom from bacteria or disease and produced from results or other information. Includes ethical practices.	PERMANENT
1.3.2	Compliance & Monitoring	Health statements, inspection certificates or other declarations issued where SARDI is the organisation responsible for certifying chemical treatments, free from bacteria or disease.	TEMPORARY Destroy 20 years after action completed
1.3.3	Compliance & Monitoring	Health statements, inspection certificates or other declarations where SARDI is not the organisation responsible for certifying chemical treatments, freedom from bacteria or disease.	TEMPORARY Destroy 2 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.4	Consultancy Services	<i>The activities associated with employees providing paid expert departmental advice to clients on a fee for service or commercial basis (such as the consultancy services provided by Rural Solutions SA). Includes the development of customised products, services or programs tailored to meet individual client requirements.</i>	
			See Also:
1.4.1	Consultancy Services	Summary Register containing details of consultancy services. Contains organisation, contact officer/contact details, timeframes and summary specifications, outcomes or terms for engagement.	PERMANENT
1.4.2	Consultancy Services	Final reports and summary records relating to the provision of technical data or other expert services performed by PIRSA employees on behalf of a third party for a fee and / or under a service level agreement. Includes environmental impact, water and nutrient quality assessments. Includes administration and management, interim evaluations, progress reports, final reports, analysis, recommendations, testing/technical surveys, results, or the development of innovative technologies or techniques. Includes advice, opinions and testimony.	TEMPORARY Destroy 20 years after conditions have been satisfied or contract has expired



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.4.3	Consultancy Services	Records relating to the preparation, establishment and management of technical data or other information that is part of a consultancy service. Includes preliminary correspondence concerning negotiations, agreements, deeds of indemnity, costings, and conditions of use, confidentiality, letter and acceptance of offer, work plan and objectives, raw data.	TEMPORARY Destroy 20 years after action completed
1.4.4	Consultancy Services	Records relating to the development and identification of opportunities for consultancy services. Includes proposals for consultancy services that were not accepted.	TEMPORARY Destroy 5 years after action completed
1.5	Diagnostic & Laboratory Testing	<i>The processes associated with processing and managing diagnostic and laboratory submission forms, specimens, sampling, testing and results to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, diseases, medicines, toxins or viruses in livestock, field crops, pastures, plants, seed and produce, land, soil and water, aquatic organisms, animals and fish, etc. Includes laboratory, entomology and pathology tests.</i>	
		<p>See Also: Program Operations under the relevant function 1.10 AQUACULTURE & AQUATIC MANAGEMENT 3.9 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.8 SUSTAINABLE SYSTEMS MANAGEMENT for other data or results relating to SARDI programs</p> <p>See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.5.1	Diagnostic & Laboratory Testing	Test results and related information from databases or systems used to record SARDI commercial testing services results.	TEMPORARY Destroy 50 years after system superseded or is abandoned
1.5.2	Diagnostic & Laboratory Testing	Printed final reports recording results of commercial diagnostic or molecular testing that identify significant micro or macro algal physiology or associated environmental issues that cannot be re-created from an existing database. Includes testing of wastewaters, bioenergy, microalgae and microalgae.	PERMANENT
1.5.3	Diagnostic & Laboratory Testing	Printed final reports recording routine or results of commercial diagnostics or molecular testing identifying other (non-significant) results relating to micro or macro algal physiology that cannot be re-created from an existing database. Includes testing performed to provide export or other certification.	TEMPORARY Destroy 20 years after action completed
1.5.4	Diagnostic & Laboratory Testing	Printed final reports recording results of commercial diagnostic or molecular testing that identify micro or macro algal physiology that can be re-created from original results stored within a current database. Includes testing performed to provide export or other certification.	TEMPORARY Destroy 1 month after action completed
1.5.5	Diagnostic & Laboratory Testing	Non-commercial printed test results conducted outside of a research program or project.	TEMPORARY Destroy 5 years after last action
1.5.6	Diagnostic & Laboratory Testing	Specimen Sample Registers.	TEMPORARY Destroy 20 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.5.7	Diagnostic & Laboratory Testing	Specimen samples. Includes algae, fish. Includes pathology samples	TEMPORARY As per NPAAC /NATA requirements (generally 7 days from date of receipt or until 3 days after the date of the issued report (whichever is appropriate))
1.5.8	Diagnostic & Laboratory Testing	Records relating to the processing of diagnosis and testing activities. Includes request, transport arrangements, processing, storage and disposal of specimen or other information made or received as part of the operation and delivery of testing services, processes, products and services. Includes Specimen Forms. Includes records relating to the scheduling of diagnosis and testing activities. Includes equipment bookings and disposal of specimen sample containers.	TEMPORARY Destroy 2 years after action completed
1.6	Environmental Protection	<i>The activities involved in the management, control and protection of the environment and ecosystems to ensure sustainable and responsible resource development efforts over a long-term basis.</i>	
1.6.1	Environmental Protection	Summary reports relating to management, conservation and rehabilitation of environmental, oceanic, and marine ecosystem degradation. Includes endangered and protected species, freshwater and estuarine fishes, and management of invasive species.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.6.2	Environmental Protection	Records relating to the development and preparation of reports for management, conservation and rehabilitation of environmental or ecosystem degradation and ecological sustainability. Includes working papers, raw data, surveys and results. Includes background research papers and information from other organisations.	TEMPORARY Destroy 10 years after action completed
1.7	Industry Development	<i>The processes associated with the development of industries, markets and trade opportunities. Includes industry policy, resource and trade development, industry structure, competition and structural adjustments, investment attraction, opportunities and packs, industry sustainability, and development of new business opportunities.</i>	
1.7.1	Industry Development	Final or summary reports relating to the identification, development, optimisation and management of breeding, rearing nutrition, production, species, sites, cost effective techniques, product safety or other aspects to support or develop sustainable fisheries and aquatic primary industries. Includes state, national and international development.	PERMANENT
1.7.2	Industry Development	Records relating to the development of reports detailing the identification, development, optimisation and management or other aspects to support sustainable fisheries and aquatic primary industries. Includes statistical analysis, surveys or other data gathering and modelling information to support outcomes.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.8	Information Management	<i>Business division activities associated with locally managing data, documents, records, library, spatial and other information assets. Includes acquisition, creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of information assets, and developing related local processes.</i>	
		See Also: GDS 30 v1.1: 9 INFORMATION MANAGEMENT for records relating to managing collections	
1.8.1	Information Management	Registers or master records relating to the management of SARDI Collections. Includes registers used to record and manage information where the data has not been migrated to a successor system. Includes maps or other records that cannot be recreated. Includes catalogues and inventories. Includes management of fish otolith collection.	PERMANENT If in electronic form actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
1.8.2	Information Management	Supplementary records or point in time lists for collections such as subsidiary catalogues, indexes or inventories located in regional offices.	TEMPORARY Destroy 2 years after action completed
1.9	Partnerships	<i>The activities involved with negotiating and managing formal joint partnership, business venture operations and/or agreements between federal, state or local government departments, or with other organisations - where there is an agreement, contract, memorandum of understanding, service level agreement, or joint contribution of funds and/or time.</i>	
		See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.9.1	Partnerships	Final reports and summary records related to the delivery of partnership outcomes. Includes frameworks, products, applications, standards, regulations or other capabilities. Includes Southern Australian Integrated Marine Observing System (SAIMOS), Marine Innovation Southern Australia (MISA), Transect for Environmental Decision making project (TREND).	PERMANENT
1.9.2	Partnerships	Operational records relating to the day-to-day management and coordination of partnerships and their outcomes. Includes schedules, methods and delivery, contact lists, budgetary and administrative records, routine reporting.	TEMPORARY Destroy 10 years after action completed
1.10	Program Operations	<i>The activities associated with the general day-to-day administration, operation, management and delivery of departmental and business division / workgroup programs, business processes, products and services, research facilities, areas and centres, and regional office sites.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
		<p style="text-align: center;">See Also: 2.26 GOVERNANCE (SARDI) - Program Operations for records relating to the day to day management of experimental farms, research centres or research facilities</p> <p style="text-align: center;">See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p style="text-align: center;">1.5 AQUACULTURE & AQUATIC MANAGEMENT 3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.5 SUSTAINABLE SYSTEMS MANAGEMENT for commercial testing records</p> <p style="text-align: center;">See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	
1.10.1	Program Operations	Data recording testing, modelling or research results related to SARDI operational programs. Includes data in operational system databases or printed data. Includes predecessor databases developed by SARDI. Database products include ADMB, Mathematica, R, and Stock Synthesis. Includes data obtained from or relating to results, datasets, observations, field notes, diagrams, graphs, conclusions, Lab notebooks.	TEMPORARY Destroy 20 years after date of publication or program concludes or is abandoned



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.10.2	Program Operations	Outcome Registers, internal reports or summary records relating to SARDI aquaculture and aquatic science research programs. Includes population dynamics, fisheries biology and modelling of marine crustacean, mollusc and scalefish fishery, production and farming of aquatic organisms, management, conservation and rehabilitation of inland waters and catchment ecosystems, marine ecosystems and pelagic shark research programs and subprograms.	PERMANENT
1.10.3	Program Operations	Records relating to the development of reports or summary records documenting aquaculture and aquatic science research programs and subprograms.	TEMPORARY Destroy 10 years after action completed
1.10.4	Program Operations	Notebooks, summary labour record volumes or operational loose papers and lists recording administrative or operational tally data used for managing and documenting research sector programs.	TEMPORARY Destroy 5 years after action completed
1.11	Project Management	<i>The activities associated with the management of projects. Includes project implementation strategies, management framework arrangements, schedules, resources, project stages, issues register, communication and change management strategies, pre- and post-implementation support, project status and progress reporting. Includes projects related to commercial investment.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
		<p>See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT records relating to SARDI research projects</p> <p>2.19.3 GOVERNANCE (SARDI) - Information Management for the data management plan (DMP) relating to a research project</p>	
1.11.1	Project Management	Final reports for projects that are not scientific research projects. Includes projects relating to the monitoring of practices or progress through annual review of activities, the provision of summary and compliance reports to external or governing bodies.	PERMANENT
1.11.2	Project Management	Records relating to the development and establishment of project requirements, conditions and datasets under which the project/research project operates. Includes reports, dataset, protocol identification, trial plans, expectations, and boundaries.	TEMPORARY Destroy 20 years after project concludes or is abandoned
1.12	Quality Management	<i>The process of implementing and evaluating industry, government or departmental quality management benchmarks, systems and standards for internal business processes to enhance the quality and efficiency of products and services.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
		<p>See Also: 2.3 GOVERNANCE (SARDI) - Audits & Inspections for records relating to the establishment of audit frameworks</p> <p>2.30 GOVERNANCE (SARDI) - Quality Management for records relating to the establishment of programs monitoring quality assurance</p> <p>1.2.1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT – Audit & Inspections for records not relating to the monitoring of certified quality management systems</p>	
1.12.1	Quality Management	Records relating to the setup and management of specific quality management systems in use within the organisation. Includes initial accreditation and certification records, operational plans, and any other records. Includes internal quality assurance programs for laboratories.	TEMPORARY Destroy 20 years after action completed
1.12.2	Quality Management	Records relating to the monitoring of specific quality management systems in use within the organisation. Includes internal and external audit data produced as part of Quality Management System audit. Includes documentation, proficiency testing or other controls, instrument checks, schedules, action and non-conformance registers, training records, certification and any other records required to achieve certification. Includes audit of internal services and processes against other organisations.	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later
1.13	Quarantine	<i>The activities involved with the prevention of the spread of diseases and pests into the environment through the use of confined or enclosed quarantine systems to isolate livestock, aquatic animals, fish, plants, crops, seeds and produce suspected of or found carrying diseases or pests.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
		See Also: 1.2 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT – Audits and Inspections for records relating to auditing of SARDI facilities to operate as quarantine approved premises	
1.13.1	Quarantine	Results, notification records or other market assurance documentation issued to SARDI to satisfy quarantine requirements. Includes notifications where requirements have not been met.	TEMPORARY Destroy 20 years after action completed
1.14	Scientific Research	<i>The activities involved in undertaking scientific research and development for the purpose of developing new ideas, concepts, designs, products, technologies or outcomes. Includes research relating to production, handling, storage, quality, disease and pest management, biochemistry, epidemiology, microbiology and pathology, genetic improvement, silviculture utilisation, nutrient, herbicide and water usage, genetics, reproduction, housing, nutrition, disease resistance, sustainable resourcing, farming systems and climate variability for aquatic, fish or livestock species, crop, pasture, seed, horticulture, food, forestry, pests and weeds.</i>	
		<p>See Also: 2.39 GOVERNANCE (SARDI) - Publications for images, published manuscripts or other published research</p> <p>See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p>1.5 AQUACULTURE & AQUATIC MANAGEMENT 3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.5 SUSTAINABLE SYSTEMS MANAGEMENT for commercial testing records</p>	
1.14.1	Scientific Research	Final reports of all PIRSA research findings outcomes or results produced at the conclusion of the research project. Includes unpublished research. Includes summary reports.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.14.2	Scientific Research	Registers related to tracking information for research projects. Includes grant-funding, permits to possess noxious species, import or export from interstate or overseas, materials, ethics, collection or release of organisms or species, or other research permits or approvals. Includes Prescription, Controlled and Restricted Drug Registers.	TEMPORARY Destroy 20 years after date of publication or project concludes or is abandoned
1.14.3	Scientific Research	Final versions of the entire research dataset. Includes all research. Includes the data management plan and records related to the design and development of laboratory tests and testing protocols. Includes sampling, testing, processing information, methodology and calculations. Includes laboratory records of analysis, calculations and observations from which the resulting test is derived. Includes results, sub-datasets, observations, field notes, diagrams, graphs, conclusions Lab Books and lab notebooks. Includes records relating to the analysis or modelling of data where the analysis is necessary to validate or defend research outcomes against challenge or provide an understanding of the project. Includes Counts and Length data, Weights and Length, Fish Egg and Adult Fish counts, Water temperature and GPS data, intensive production system data.	TEMPORARY Retain as specified in the Research Project Data Management Plan. Destroy 20 years after date of publication or project concludes or is abandoned if no Data Management Plan exists.



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.14.4	Scientific Research	Records relating to the analysis or modelling of data where the analysis is not necessary to validate or defend research outcomes against challenge or provide an understanding of the project and has no potential for reuse. Includes significant, major or other (non-significant) projects. Includes unpublished research.	TEMPORARY Destroy 10 years after action completed
1.14.5	Scientific Research	Records relating to the acquisition and management of funding for research. Includes proposal, agreements with research or grant partners for payments and compliance reports. Includes funding related to infrastructure, laboratory or other equipment to support research activities.	TEMPORARY Destroy 10 years after project concludes or is abandoned



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.14.6	Scientific Research	Records of successful applications for licences or permits relating to the collection, handling, storage or transport of flora or fauna/marine life for specific scientific research projects or other prescribed purposes. Includes licences to collect or use marine species or fisheries exemptions for research or breeding purposes under an organisational scientific licence. Includes permits or other approvals for marine park collection. Includes Exempt Dealing and Notifiable Low Risk Dealings (GMO) research. Includes biosafety or ethical clearance applications and assessments (approval, amendment or rejection). Includes records relating to the management of specimens or imported quarantine risk materials that require clearance under Australian quarantine specifications and associated legislation. Includes notification that the quarantine period has concluded.	TEMPORARY Destroy 10 years after expiry or termination of licence/permit or disposal of GMO, or project concludes whichever is the later
1.14.7	Scientific Research	Unsuccessful applications submitted to research or regulatory organisations. Includes applications for research or infrastructure funding. Includes applications for, licences or permits relating to the use of flora or fauna/marine life for specific scientific research projects or other prescribed purposes. Includes research proposals that did not proceed.	TEMPORARY Destroy 5 years after action completed
1.14.8	Scientific Research	Records relating to the acquisition, care, maintenance, use and disposal of radioactive or toxic substances and equipment.	TEMPORARY Destroy 100 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.14.9	Scientific Research	Records relating to the acquisition, care, maintenance, use and disposal of non-radioactive or other substances, chemicals, drugs, poisons, equipment, inorganic or organic specimens or samples used for research purposes. Includes animal anatomy or tissue specimens, genetically modified organisms and other regulated biological agents, farm animals in accordance with codes of practice. Includes registers used for acquisition, transport, inspection, treatment and care (including veterinary medical records), handling, housing/storage documentation, surgery, pathology, post mortem reports, and disposal of marine animal remains. Includes clinical waste.	TEMPORARY Destroy 10 years after action completed
1.14.10	Scientific Research	Applications or associated records related to researchers conducting research activities at external locations, private farms, other non-SARDI sites or on individuals (food or sensory research). Includes consent notices and signed consent to participate in research by individual or organisations to participate in focus groups.	TEMPORARY Destroy 10 years after project concludes or is abandoned
1.14.11	Scientific Research	Catch and Effort Data. Includes fishery log books and Fishery Surveys used to produce industry Stock Assessment Reports.	TEMPORARY Destroy 50 years after action completed
1.14.12	Scientific Research	Records relating to the breeding and monitoring of fish for research purposes. Includes monitoring of progress and water treatments.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.14.13	Scientific Research	Other (non-permanent) research data stored outside of the PIRSA EDRMS that has been converted to electronic format through data entry or imaging.	TEMPORARY Destroy 1 month after entry/imaging results verified and data is migrated to PIRSA EDRMS
1.14.14	Scientific Research	Records relating to the development of documentation. Includes drafts of proposal development, research conduct and protocol development, experiment or data modelling and collection design, interim/draft versions of data analysis formulae and results.	TEMPORARY Destroy 5 years after action completed
1.14.15	Scientific Research	Records relating to administrative arrangements for technical services. Includes spreadsheets or other records relating to resource allocation, annual or interim grant calculations related to scientific research projects.	TEMPORARY Destroy 2 years after action completed
1.14.16	Scientific Research	Input datasets acquired from other organisations or bodies. E.g. Ocean Data, Water Quality Data.	TEMPORARY Destroy 1 year after date of publication or project concludes or is abandoned
1.14.17	Scientific Research	Fish otolith specimens, tissue specimens or samples retained for genetic material, organic or inorganic specimens or samples used as reference material in official Collections. E.g. Fish Otolith Specimen Collection. While listed here in the schedule they are deemed not to be official records.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 AQUACULTURE & AQUATIC SCIENCE MANAGEMENT			
1.14.18	Scientific Research	Fish otolith specimens, tissue specimens or samples retained for genetic material, organic or inorganic specimens or samples used as working samples. While listed here in the schedule they are deemed not to be official records.	TEMPORARY Dispose once diagnosis is made/results recorded

Approved by SRS



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2	GOVERNANCE (SARDI)	The function of providing governance, administration, coordination and support processes, systems and services across the entire PIRSA South Australian Research and Development Institute (SARDI). This includes the development, monitoring and review of SARDI business and strategic plans, policies, strategies and standards within the context of the governing legal framework, quality management, industry and investment, scientific research analysis, commercialisation opportunities and research sustainability relating to SARDI.	
2.1	Accreditation & Market Assurance	<i>The activities associated with achieving recognition that natural resources, products and/or services meet a specific accreditation requirement, standard or grading, and/or are market assured. Examples of activities include seed accreditation and certification; health, disease and chemical residue free accreditation of aquatic animals, livestock, fish, plant, crops, meat, produce manufacturing; biological control organism declarations; and accreditation of seed crop inspectors, veterinarians and veterinary laboratories.</i>	
		See Also 2.8 GOVERNANCE (SARDI) - Compliance & Monitoring for records relating to monitoring compliance as a provider of services Refer to Accreditation & Market Assurance under the relevant function for additional accreditation records relating to a specific to a research project	
2.1.1	Accreditation & Market Assurance	Records documenting the accreditation of SARDI as an accredited research and scientific organisation. Includes application, supporting documentation, registration certificate and replacements, variations and amendments. Includes accreditation to conduct biotechnology research.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.1.2	Accreditation & Market Assurance	Records relating to accreditation associated with high-risk material. Includes teratogens and carcinogens, ionising radiation and dangerous drugs. Includes application, supporting documentation, assessment and decision (approval, amendment or rejection).	TEMPORARY Destroy 20 years after accreditation lapses, expires or is revoked
2.1.3	Accreditation & Market Assurance	Accreditation, declarations or other records documenting mandatory or optional accountability requirements for accreditation of PIRSA flora, fauna, research, testing, holding or other facilities. Includes certification of processes or licences required under legislation, e.g. registration under the Animal Welfare Act (as amended). Includes certification for Office of the Gene Technology Regulator (OGTR) facilities, certification of other biotechnology practices or procedures. Includes records providing evidence of training or accreditation from the National Association of Testing Authorities (NATA), quarantine approved premises.	TEMPORARY Destroy 10 years after accreditation lapses, expires or is revoked
2.1.4	Accreditation & Market Assurance	Records relating to substantiating organisation's certification as a provider of accreditation and market assurance services. Includes audits, statistics, surveys, forms, and other data, results or information collected as part of monitoring accreditation.	TEMPORARY Destroy 5 years after action completed
2.1.5	Accreditation & Market Assurance	Unsuccessful applications for accreditation or registration of research, testing or holding facilities.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.1.6	Accreditation & Market Assurance	Records relating to the development of submissions or arrangements for receipt of documentation appointing or prescribing authority for accreditation or market assurance purposes.	TEMPORARY Destroy 5 years after action completed
2.2	Advice (PIRSA)	<i>The activities associated with providing or receiving free advice, offering opinions and providing general information without charge, to or by the department to clients, industry, investors and/or the general public. Such advice and information may relate to licencing, leases and permits, maps, production, nutrition, species, varieties and/or farming technologies, properties, registration, restrictions. Includes legal advice received from in-house consultants and external sources including the Crown Solicitor's Office.</i>	
		See Also: GDS 30 v1.1: 3.7.1 COMMUNITY RELATIONS – Liaison GDS 30 v1.1: 11 LEGAL SERVICES	
2.2.1	Advice (PIRSA)	Records relating to the provision and/or receipt of information, advice or correspondence relating to research or developments considered significant, controversial or likely to generate social or health concerns. Includes significant policy issues affecting research, biosafety, innovation, industry development, sustainability or major policy direction changes from/to national bodies/private organisations, research community.	PERMANENT
2.2.2	Advice (PIRSA)	Registers of correspondence and enquiries.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.2.3	Advice (PIRSA)	Records relating to detailed information, advice or correspondence which is not considered significant, controversial or likely to generate social or health concerns. Includes genetic modification, research or testing protocols, teaching, research, biosafety, foundations or trust fund operations from/to national bodies/private organisations, research community.	TEMPORARY Destroy 10 years after action completed
2.2.4	Advice (PIRSA)	Requests for basic or routine information for information. Includes advice relating to requests generating a form letter response. Includes calls for nominations or requests for information on volunteering, committee membership, introduction letters, and requests for information for administrative matters. Includes requests for insect identification.	TEMPORARY Destroy 2 years after action completed
2.3	Audits & Inspections	<i>The activities associated with officially checking, inspecting and/or reporting on processes and systems, including audit and inspection reports and recommendations to ensure that adequate processes have been undertaken, and/or that information has been created, and maintained in accordance with agreed or legislated standards and objectives. Includes regulatory audits and processor inspections.</i>	
		<p>See Also: GDS 30 v1.1 13.3 STRATEGIC MANAGEMENT – Audit</p> <p>See Also: Audits & Inspections under the relevant function</p> <p>1.2 AQUACULTURE & AQUATIC MANAGEMENT</p> <p>3.2 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or</p> <p>5.2 SUSTAINABLE SYSTEMS MANAGEMENT</p> <p>for audit and monitoring records specific to that function</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.3.1	Audits & Inspections	Audit framework development, reports and associated records relating to all auditing under the various acts and regulations related to research or the operation of SARDI.	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later
2.4	Awards & Recognition	<i>The activities associated with issuing and receiving awards and prizes, and recognising employee, industry and community body achievements. Includes management and presentation of awards and prizes, profiling of employees, industry and community bodies, and public and private recognition of achievements and work.</i>	
		See Also: GDS 30 v1.1 13.21 STRATEGIC MANAGEMENT - Recognition	
2.4.1	Awards & Recognition	Summary Registers detailing staff or individuals/teams external to the organisation receiving recognition or awards from the organisation for a particular or outstanding achievement. Includes volunteers. Includes fellowships, honorary appointments, senior honorary research fellows, visiting fellows, visiting research associates, thinkers in residence scholarships and cadetships.	PERMANENT
2.4.2	Awards & Recognition	Records relating to the selection, approval and administration of finalists, and winners of awards or recognition ceremonies or bestowed with an honorary appointment managed within the organisation. Includes fellowships scholarships and cadetships.	TEMPORARY Destroy 30 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.4.3	Awards & Recognition	Records relating to nominations or finalist selections for awards or recognition by the organisation that are not managed by the organisation. Includes applications that did not make finalist selections managed within the organisation.	TEMPORARY Destroy 2 years after action completed
2.4.4	Awards & Recognition	Records relating to the organisation of award or recognition ceremonies for staff or other participants to receive awards. Includes scholarships and cadetships.	TEMPORARY Destroy 5 years after action completed
2.5	Boards & Committees	<i>The activities associated with the arranging and administration of and attendance at internal or external boards, committees, task forces and working parties. Includes establishment, appointment of members, terms of reference, meeting agendas, papers, proceedings, minutes, and lists of members. Includes National and State committees, e.g. SARDI Animal Ethics Committee, SARDI Data Governance Committee (DGC) and Data Technical Advisory Group (DTAG), Australian Pastures Genebank (APG) Steering Committee.</i>	
		See Also: GDS 30 v1.1: 2 BOARD & COMMITTEE MANAGEMENT GDS 30 V1.1: 13.24 STRATEGIC MANAGEMENT – Restructuring for records relating to the establishment of boards and committees.	
2.5.1	Boards & Committees	Registers relating to the operational responsibilities of the SARDI Animal Ethics Committee. Includes applications or approvals for animal use in research.	PERMANENT
2.5.2	Boards & Committees	Records relating to applications, notifications or other documentation relating to the operational responsibilities of the SARDI Animal Ethics Committee.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.5.3	Boards & Committees	Tapes, sound recordings or other records related to the recording of proceedings in the master set of meeting papers.	TEMPORARY Destroy 5 years after action completed
2.6	Client Files	<i>Files holding documents, records and other information that relate to the relationship between the department and individual clients, client properties or accounts, prior to and throughout the delivery of products or services managed by the department. Includes communicating with clients regarding product or service arrangements, developing individual client action plans, and responding to client feedback.</i>	
2.6.1	Client Files	Case files containing documentation or analysis maintained in a summary file to document the development history or sequence of events within the organisation. Includes industry, product, and service or species development summaries. Includes development history from concept to commercialisation.	TEMPORARY Destroy 50 years after action completed
2.6.2	Client Files	Case files used to manage the relationship between PIRSA and other organisations, industries, products, certification, customers or property documented on the one file to meet business requirements. Excludes commercial testing. Refer to 2.6.3 and 2.6.4 for case files documenting commercial testing.	TEMPORARY Destroy 10 years after action completed
2.6.3	Client Files	Case files containing test results or reports for SARDI testing services that cannot be re-printed or re-created from original results stored within a current database.	TEMPORARY Destroy 50 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.6.4	Client Files	Case files containing test results or reports for SARDI testing services that can be re-printed or re-created from original results stored within a current database.	TEMPORARY Destroy 2 years after action completed
2.7	Commercialisation	<i>The activities involved in developing and managing commercial arrangements relating to applied solutions, services, technologies, platforms and knowledge for transfer to industry. Commercial products include diagnostic services to the research and commercial sectors, animal reproductive and cloning technologies, transgenic transformation services, spray technologies for the broad acre cropping, horticulture and viticulture sectors.</i>	
		See Also: GDS 30 v1.1: 6 FINANCIAL MANAGEMENT for records relating to scheduled payments related to commercialisation GDS 30 v1.1: 9.7 INFORMATION MANAGEMENT - Intellectual Property for records related to managing intellectual property 2.24.3 GOVERNANCE (SARDI) - Planning for records relating to planning and feasibility studies	
2.7.1	Commercialisation	Foundation records associated with the formation and establishment of SARDI, its controlled entities and affiliated companies. Includes business registration, constitution and other associated documentation.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.7.2	Commercialisation	Final submissions and associated records relating to the commercialisation of a product, organism or technology that has been certified. Includes certifications. Includes plant breeders rights for lucerne, vetch or other plant, grain or seed varieties, technology, technique or other invention developed by the organisation and licensed for commercial use. Includes the transfer of commercialised products, organisms or technology to industry or other organisations.	PERMANENT
2.7.3	Commercialisation	Final submissions and associated records to bodies for commercialisation that are not approved. Includes records relating to the final product that are unsuccessful or do not satisfy the terms of the formal agreement or contract.	TEMPORARY Destroy 10 years after action completed
2.7.4	Commercialisation	Records relating to the development and submission of commercialisation records to various bodies. Includes statistics, surveys, forms, field trial plans or other data, results or information collected to substantiate a submission. Includes expressions of interest	TEMPORARY Destroy 10 years after action completed
2.7.5	Commercialisation	Records relating to the development of opportunities for commercial ventures. Includes market research and sales forecasting	TEMPORARY Destroy 5 years after action completed
2.7.6	Commercialisation	Records relating to administrative arrangements. Includes meeting and travel, attendance lists, booking information or confirmations made or received.	TEMPORARY Destroy 2 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.8	Compliance & Monitoring	<i>The processes associated with general compliance and monitoring activities to regulate, monitor and report on industry activities, events, identify trends and gather information relating to compliance. Examples include notifications and declarations regarding conflict of interest, student supervision, fit and proper persons declarations.</i>	
		<p style="text-align: center;">See Also: 2.8 GOVERNANCE (SARDI) - See Also: Compliance & Monitoring under the relevant function</p> <p style="text-align: center;">1.3 AQUACULTURE & AQUATIC MANAGEMENT 3.3 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.3 SUSTAINABLE SYSTEMS MANAGEMENT for records relating to specific compliance requirements for research programs</p> <p style="text-align: center;">See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	
2.8.1	Compliance & Monitoring	Declarations or final records documenting testing or other associated compliance required to ensure the standard of a commercialised product.	PERMANENT
2.8.2	Compliance & Monitoring	Records relating to the development of testing, recording of results or other associated compliance required to ensure the standard of a commercialised product.	TEMPORARY Destroy 10 years after action completed
2.8.3	Compliance & Monitoring	Final reports and summary records relating to the establishment, review and cessation of compliance responsibilities under legislation.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.8.4	Compliance & Monitoring	Operational records relating to the establishment, review and cessation of compliance responsibilities under legislation.	TEMPORARY Destroy 20 years after action completed
2.8.5	Compliance & Monitoring	Statistics, surveys, forms, and other data, results or information collected as part of monitoring compliance.	TEMPORARY Destroy 5 years after action completed
2.9	Consultancy Services	<i>The activities associated with employees providing paid expert departmental advice to clients on a fee for service or commercial basis (such as the consultancy services provided by Rural Solutions SA). Includes the development of customised products, services or programs tailored to meet individual client requirements.</i>	
		See Also: Refer to Consultancy Services under the relevant function for consultancy records relating to operational deliverables	
2.9.1	Consultancy Services	Summary records and final reports relating to the development, establishment, evaluation, review or cessation of consultancy services and facilities to industry or other clients. Includes the establishment, maintenance, charging, delivery, review and negotiation models for services, information or products relating to research, commercialisation, and extension or technology development.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.9.2	Consultancy Services	Operational records relating to the development, establishment, evaluation, review or cessation of consultancy services and facilities to industry or other clients. Includes feasibility data, schedules, delivery methods, budgetary and administrative records and routine reporting. Includes statistics, surveys, or other data, results or information collected to validate the decision making process.	TEMPORARY Destroy 20 years after action completed
2.9.3	Consultancy Services	Registers tracking information related to consultancy services.	TEMPORARY Destroy 10 years after action completed
2.10	Contract Management	<i>The activities involved in establishing and managing contracts relating to the performance of work or the provision of goods and services provided by an external contractor, consultant, vendor or bureau services. Includes contractor engagement, contracts, contract variations and renewals, contract registers and contract information disclosures, and outsourcing and privatisation of functions.</i>	
		See Also: GDS 30 v1.1: 6.5 FINANCIAL MANAGEMENT – Control for Contract Register GDS 30 v1.1: 6.10 FINANCIAL MANAGEMENT - Procurement (Goods & Services)	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.10.1	Contract Management	Records relating to the establishment, maintenance, review and negotiation of Memoranda of Understanding (MOU) deeds, contracts for services, information or products relating to significant research, commercialisation, extension or technology development. Includes Federal and State Agreements documenting the development and management of research, commercial activities or development within aquaculture, livestock or sustainable systems sectors within the State. Includes data release and agreements and deeds of indemnity. Refer to 2.10.3 for records relating to SLA's between divisions within PIRSA.	PERMANENT
2.10.2	Contract Management	Records relating to the establishment, maintenance, review and negotiation of deeds of indemnity, other deeds, or any other contract for services, information or products relating to non-significant research and development. Includes agreements supporting the management of research, commercial activities or development within aquaculture, livestock or sustainable systems sectors. Refer to 2.10.3 for records relating to SLA's between divisions within PIRSA.	TEMPORARY Destroy 20 years after action completed
2.10.3	Contract Management	Service level agreements between divisions within PIRSA outlining roles and services relating to operational support. Includes registers of service level agreements.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.10.4	Contract Management	Working papers relating to the preparation of agreements, deeds of indemnity, SLA's or other contracts.	TEMPORARY Destroy 5 years after action completed
2.10.5	Contract Management	Data agreements. Includes data request and approved paperwork defining requirements to provide external stakeholders permission to use SARDI data.	TEMPORARY Destroy 5 years after agreement expires
2.10.6	Contract Management	Confidentiality agreements.	TEMPORARY Destroy 5 years after agreement expiry
2.11	Cost Recovery	<i>The activities associated with recovering the cost of providing government services from relevant industry and other sectors and government departments. Includes the development, negotiation, application and administration of cost recovery models.</i>	
		See Also: GDS 30 v1.1: 6.1 FINANCIAL MANAGEMENT - Accounting for recovery of debts	
2.11.1	Cost Recovery	Summary or final reports relating to the description, justification, establishment or setup of cost recovery models relating to research and development functions or industries.	PERMANENT
2.11.2	Cost Recovery	Records relating to the development of sector cost recovery models. Includes consultation with industry for the delivery of compliance and data collection services. Includes schedule of fees.	TEMPORARY Destroy 20 years after last action
2.11.3	Cost Recovery	Records relating to research, investigation, modelling design and analysis into other costing models to set up cost recovery models for research and development functions or industries.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.12	Customer Service & Support	<i>The activities associated with planning, implementing, monitoring and evaluating customer services and support provided to internal and external clients regarding departmental products, services and programs. Includes management of customer service centres, front counters, helpdesks and information services.</i>	
		See Also: GDS 30 v1.1: 13.8 STRATEGIC MANAGEMENT – Customer Service for records relating to the planning evaluation and monitoring of customer services	
2.12.1	Customer Service & Support	Records relating to the opening or closure of research centres, research facilities or farms. Includes records describing the role and operations of the centre to the public.	PERMANENT
2.13	Diagnostic & Laboratory Testing	<i>The processes associated with processing and managing diagnostic and laboratory submission forms, specimens, sampling, testing and results to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, diseases, medicines, toxins or viruses in livestock, field crops, pastures, plants, seed and produce, land, soil and water, aquatic organisms, animals and fish, etc. Includes laboratory, entomology and pathology tests.</i>	
		<p>See Also: 2.3 GOVERNANCE (SARDI) - Audits & Inspections</p> <p>2.11 GOVERNANCE (SARDI) - Cost Recovery</p> <p>2.30 GOVERNANCE (SARDI) - Quality Management for records relating to the establishment of quality management systems</p> <p>See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p>1.5 AQUACULTURE & AQUATIC MANAGEMENT</p> <p>3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or</p> <p>5.5 SUSTAINABLE SYSTEMS MANAGEMENT</p> <p>for commercial testing records</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.13.1	Diagnostic & Laboratory Testing	Summary records and final reports relating to the development, establishment, evaluation, review or cessation of diagnostic and laboratory services and facilities to industry or other clients. Includes the cessation, merging or movement of labs or specific testing services.	PERMANENT
2.13.2	Diagnostic & Laboratory Testing	Operational records relating to the development, establishment, evaluation, review or cessation of diagnostic and laboratory services and facilities to industry or other clients. Includes feasibility data, schedules, delivery methods, budgetary and administrative records and routine reporting. Includes statistics, surveys, or other data, results or information collected to validate the decision making process.	TEMPORARY Destroy 10 years after action completed
2.14	Environmental Protection	<i>The activities involved in the management, control and protection of the environment and ecosystems to ensure sustainable and responsible resource development efforts over a long-term basis.</i>	
2.14.1	Environmental Protection	Summary reports relating to assessments on the State's marine, aquatic, climate, crop, farming, agribusiness, food, wine, livestock, pasture, seed or other environments to determine the current status or the effects of changes. Includes protection of aquatic reserves, assessment of damage to ecosystems and loss of habitat resulting from population, species, bacteria or other microorganism growth or decline, pollution etc. Includes performance reports, environmental studies.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.14.2	Environmental Protection	Records relating to the development and preparation of reports relating to environmental management or protection. Includes working papers, raw data, surveys, testing procedures and results. Includes background research papers and information from other organisations.	TEMPORARY Destroy 20 years after action completed
2.14.3	Environmental Protection	Records relating to the promotion of activities and programs designed to reduce the organisations environmental impact.	TEMPORARY Destroy 5 years after action completed
2.15	Forms & Templates	<i>The activities associated with establishing and maintaining masters and control mechanisms for creating, designing, using and revising forms and templates. Includes masters of departmental and business division forms, and templates for letterheads, minutes, faxes, compliments slips, publications and fact sheets.</i>	
		See Also: GDS 30 v1.1: 12.1 PUBLICATION – Corporate Style for records relating to the changes to corporate style	
2.15.1	Forms & Templates	Records relating to the development of registers, master forms or templates to meet compliance requirements against ISO 9001 2008 – Quality Management Standard or any other Standard.	TEMPORARY Destroy 5 years after superseded
2.15.2	Forms & Templates	Records related to the development of content for other operational forms or templates.	TEMPORARY Destroy 1 year after superseded
2.16	Grants & Industry Levies	<i>The activities associated with managing arrangements for administering grants, trust funds and industry levies, including industry adjustment, development, emergency, exceptional circumstances and other grants, subsidies and compensation. Includes arrangements for administering loans to cooperatives, grants and fellowships relating to research and development, travel and teaching provided by internal or external funding bodies. E.g. A.W Howard Memorial Trust.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
		<p>See Also: GDS 30 v1.1: 6.1 FINANCIAL MANAGEMENT - Accounting</p> <p>GDS 30 v1.1: 6.7 FINANCIAL MANAGEMENT - Grant Funding</p> <p>GDS 30 v1.1: 13.3 STRATEGIC MANAGEMENT - Audit</p> <p>GDS 30 v1.1: 3 COMMUNITY RELATIONS</p> <p>GDS 30 v1.1: 12 PUBLICATION for media releases</p>	
2.16.1	Grants & Industry Levies	Records relating to the establishment or maintenance of grants, trusts or other funding programs administered by PIRSA, including the development of funding formulae. Used for the whole program of the particular funding offer, not for individual applications. Includes initial setting or updating of grant allocations or contribution amounts or percentages.	PERMANENT
2.16.2	Grants & Industry Levies	Final or summary reports from funding or grant recipients and compensation or levy administrators.	PERMANENT
2.16.3	Grants & Industry Levies	Records relating to applications and disbursement of funds for research, investigation or industry development activities Includes monies distributed for education, control, industry development or research initiatives or activities. Records include applications, assessments, recommendations, financial returns or progress reporting from fund recipients. Includes applications and disbursement of funds for scholarships and internal discretionary fund allocation for research.	TEMPORARY Destroy 8 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.16.4	Grants & Industry Levies	Records relating to the collection of industry levies or other contributions and their management by PIRSA.	TEMPORARY Destroy 8 years after action completed
2.16.5	Grants & Industry Levies	Administrative records relating to the management of trust funds. Includes periodic or routine reporting on the administration of grants, levies, contributions or compensation funds.	TEMPORARY Destroy 8 years after action completed
2.16.6	Grants & Industry Levies	Records relating to enquiries from individuals and other organisations regarding grants, levies or funding programs administered by PIRSA.	TEMPORARY Destroy 5 years after action completed
2.17	ICT Systems	<i>The activities associated with operating, implementing and maintaining computer IT applications and database systems to meet business requirements. Includes business case and analysis, design, development and testing, pilots and deployment, local infrastructure management, system maintenance and administration, security, modifications and enhancements.</i>	
		<p>See Also: GDS 30 v1.1: 10 INFORMATION TECHNOLOGY for records relating to applications and databases</p> <p>GDS 30 v1.1: 6.10 FINANCIAL MANAGEMENT - Procurement (Goods & Services)</p> <p>GDS 30 v1.1: 9.7 INFORMATION MANAGEMENT - Intellectual Property for records relating to financial payments or royalties</p> <p>2.26.1 GOVERNANCE (SARDI) - Program Operations for results or other data contained within systems or databases owned/managed by SARDI</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.17.1	ICT Systems	Records relating to input by the organisation into the overall development, maintenance, management, distribution, control and disposal of Departmental, State or National systems used by SARDI but not managed by PIRSA.	TEMPORARY Destroy 5 years after action completed
2.18	Industry Development	<i>The processes associated with the development of industries, markets and trade opportunities. Includes industry policy, resource and trade development, industry structure, competition and structural adjustments, investment attraction, opportunities and packs, industry sustainability, and development of new business opportunities.</i>	
		See Also: GDS 30 v1.1: 10 INFORMATION TECHNOLOGY GDS 30 v1.1: 9.7 INFORMATION MANAGEMENT - Intellectual Property for records relating to the development of mobile applications	
2.18.1	Industry Development	Final or summary reports relating to the development of strategic and operational plans to support research and development within SARDI. Includes agribusiness, food, wine and other industries. Includes domestic and export markets. Includes the documentation of sector specific capabilities of SARDI.	PERMANENT
2.18.2	Industry Development	Records relating to the development of reports detailing the establishment, evaluation and review of strategic and operational plans to support research and development within SARDI. Includes agribusiness, food, wine and other industries. Includes domestic and export markets. . Includes the documentation of sector specific capabilities of SARDI.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.19	Information Management	<i>Business division activities associated with locally managing data, documents, records, library, spatial and other information assets. Includes acquisition, creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of information assets, and developing related local processes.</i>	
		See Also: GDS 30 v1.1: 9 INFORMATION MANAGEMENT GDS 30 v1.1: 10 INFORMATION TECHNOLOGY 2.26 GOVERNANCE (SARDI) - Program Operations for data within systems or databases owned/managed by SARDI	
2.19.1	Information Management	Registers, summary records or printouts from information systems that have been migrated to successor systems. Records contain information used to record, map and manage specific research, field trials, baseline surveys or other events, records or other requirements. Includes maps.	TEMPORARY Destroy 10 years after system superseded
2.19.2	Information Management	Flow charts or business process maps detailing or defining the sequence of SARDI activities, responsibilities, inputs and outputs. Includes process identification, information gathering, consultation, mapping and analysis.	TEMPORARY Destroy 2 years after process map is superseded
2.19.3	Information Management	The Data Management Plan (DMP) relating to each research project conducted.	TEMPORARY Destroy 10 years after data is destroyed
2.20	Investigations	<i>The activities associated with officially conducting examinations and investigations on particular incidents or events. These activities are designed to discover the cause of the incidents, and determine the sequence of events following an incident occurring.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.20.1	Investigations	Records relating to breaches of biosafety ethics and practice in significant, major or animal research that utilises high-risk material or dangerous drugs. Includes teratogens and carcinogens, ionising radiation.	TEMPORARY Destroy 50 years after date of publication or project concludes or is abandoned
2.20.2	Investigations	Records relating to investigations into other breaches of biosafety ethics or practice in research projects.	TEMPORARY Destroy 20 years after action completed
2.20.3	Investigations	Records relating to other investigations conducted into research methods, results or breaches of ethical practice.	TEMPORARY Destroy 10 years after investigation completed
2.21	Intellectual Property(KAAA)	<i>The activities involved in managing the agency's intellectual property, both published and unpublished. Includes copyright, patents, trademarks, royalties and matters of confidentiality such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.</i>	
			See Also: GDS 30 v.1.1: 9.7 INFORMATION MANAGEMENT - Intellectual Property GDS 30 v.1.1 5.10 EMPLOYEE MANAGEMENT - Infringements for infringements by employees GDS 30 v.1.1 11.2 LEGAL SERVICES - Litigation for records relating to legal cases
2.21.1	Intellectual Property(KAAA)	Records relating to permission to publish data produced by other parties. Includes records relating to infringement of agency intellectual property or permissions with regard to the publishing of data.	TEMPORARY Destroy 10 years after patent, breeders rights, embargo or IP licence expires



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.21.2	Intellectual Property(KAAA)	Records relating to the arrangements for the use of intellectual property. Includes correspondence between licensors and licensees, material or product transfer agreements. Includes Standard Material Transfer Agreements (SMTA) relating to the APG.	TEMPORARY Destroy 15 years after action completed
2.21.3	Intellectual Property(KAAA)	Records relating to the development of documentation to establish copyright, patents trademarks or other intellectual property by PIRSA.	TEMPORARY Destroy 5 years after action completed
2.22	Media Releases & Public Relations	<i>The activities associated with composing, presenting and managing departmental media releases and establishing a relationship between the media and the department. Includes managing community service announcements, media enquiries and responses and press cuttings. Incorporates dealing with the media and public information and policies, coordinating access to the media, authorising and issuing media press releases, articles and stories, and organising agency media briefings, speeches and interviews.</i>	
		See Also: GDS 30 v1.1: 3 COMMUNITY RELATIONS GDS 30 v1.1: 12 PUBLICATION GDS 30 v1.1: 10 INFORMATION TECHNOLOGY for records relating to the development of mobile applications	
2.22.1	Media Releases & Public Relations	Operational records relating to conducting consultative and engagement processes with external stakeholders where engagement reveals significant public interest matters, precedents or issues that have an impact on the initiation, development or operation of public science, commercialisation, extension or transfer of technology opportunities or initiatives. Includes reports, submissions, and correspondence.	TEMPORARY Destroy 20 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.22.2	Media Releases & Public Relations	Records relating to conducting other consultative and engagement processes with external stakeholders. Includes public calls in relation to research opportunities.	TEMPORARY Destroy 10 years after action completed
2.23	Natural Resource Management	<p><i>The activities involved in the general management, planning and control of natural resources to ensure sustainable and responsible resource development efforts over a long-term basis. Includes development and maintenance of natural resource species and management plans, discussion papers, stakeholder input and consultation with industry, and analysis of related data.</i></p> <p><i>The activities involved in the management, control and protection of the environment and ecosystems to ensure sustainable and responsible resource development efforts over a long-term basis.</i></p>	
2.23.1	Natural Resource Management	Final or summary reports produced by the organisation relating to the environment, conservation or any other natural resources and its effect on the agribusiness, food, wine, stocks or industries of the State. Includes environmental monitoring and rehabilitation programs.	PERMANENT
2.23.2	Natural Resource Management	Records relating to the development and preparation of reports produced by the organisation relating to the environment, conservation or any other natural resources and its effect on the agribusiness, food, wine, stocks or industries of the State. Includes working papers, raw data, surveys, testing procedures and results.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.24	Planning (PIRSA)	<i>The process of developing plans and strategies that match government and departmental objectives to specific strategies as a means of prioritising programs, services and resources and achieving planned outcomes within a given timeframe. Includes business and operational plans, charters and capability statements.</i>	
		See Also: GDS 30 v1.1: 13.16 STRATEGIC MANAGEMENT - Planning	
2.24.1	Planning (PIRSA)	Records relating to planning and feasibility studies for the commercialisation of a product, including arrangements for commercial manufacture or design of a product.	TEMPORARY Destroy 10 years after action completed
2.25	Policies & Procedures	<i>The activities associated with developing and implementing government, departmental and business division / workgroup administrative and operational policies (decisions and directions) and standard methods of operating (procedures) in accordance with government, industry and departmental directions and objectives</i>	
		GDS 30 v1.1: 13.17 STRATEGIC MANAGEMENT - Policy GDS 30 v1.1: 12.3 PUBLICATION - Production	
2.25.1	Policies & Procedures	Records relating to the formulation of PIRSA policies relating to the organisations statutory and regulatory requirements. Records include policy proposals, research papers, and results of consultations, supporting reports, annotated versions of drafts, final policy documents, and National and State policy statements. Includes manuals produced by the organisation. Includes data management within research, ethics standards, and research protocol applications.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.25.2	Policies & Procedures	Supplementary records and background material relating to development of policies not maintained as part of 2.24.1	TEMPORARY Destroy 10 years after action completed
2.25.3	Policies & Procedures	Final documentation of procedures relating to the organisations regulatory requirements. Includes consultation. Includes manuals and codes of conduct produced by the organisation.	TEMPORARY Destroy 20 years after procedure superseded
2.25.4	Policies & Procedures	Administrative records relating to policy and procedure implementation. Includes internal audits of the implementation, schedules and implementation activities or project schedules.	TEMPORARY Destroy 2 years after action completed
2.26	Program Operations	<i>The activities associated with the general day to day administration, operation, management and delivery of departmental and business division / workgroup programs, business processes, products and services, research facilities, areas and centres, and regional office sites.</i>	
		<p>See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p>1.5 AQUACULTURE & AQUATIC MANAGEMENT</p> <p>3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or</p> <p>5.5 SUSTAINABLE SYSTEMS MANAGEMENT</p> <p>for commercial testing records</p> <p>See Also: Program Operations under the relevant function</p> <p>1.10 AQUACULTURE & AQUATIC MANAGEMENT</p> <p>3.9 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or</p> <p>5.8 SUSTAINABLE SYSTEMS MANAGEMENT for other data or results relating to SARDI programs</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.26.1	Program Operations	The data in operational system databases related to the governance or tracking of SARDI operations.	TEMPORARY Destroy 10 years after system superseded
2.26.2	Program Operations	Summary records and registers related to the establishment and history of research facilities, research centres and farms for primary industry development research projects in South Australia. Includes list of projects undertaken on the farm, managing land, cattle, crops, machinery and infrastructure, the use of fertilisers, irrigation, crop rotation, disease control, use of chemicals and pesticides. Includes APG	PERMANENT
2.26.3	Program Operations	Registers, journal books, ledgers or other summary performance or operational program or control record created prior to 1992 and inherited by SARDI. Includes Visitor Books, Inventory Records, Breeding, Mating or Insemination Registers, Plot Planting and Layout Plans, Produce Records and volumes recording results of Experimental Trials or Trial Plans. Includes ledgers and books containing summary financial, stores or farm management information.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.26.4	Program Operations	Operational or performance records and loose papers, lists or notebooks relating to the day to day management of Experimental Farms or Research Facilities or Research Centres. Records include program management, schedules, delivery methods, contact lists, budgetary and administrative records and routine reporting. Includes the recording of daily tasks in operational labour notebooks produced after 1992, records of farm activities. -	TEMPORARY Destroy 10 years after action completed
2.26.5	Program Operations	Summary records and final reports relating to the development, establishment, evaluation, review and cessation of public science, commercialisation, extension or transfer of technology programs. Includes the cessation, merging or movement of programs to other locations. Includes closure of research centres, facilities or farms, testing and treating facilities or other related commercial enterprises. Includes environmental monitoring and rehabilitation programs.	PERMANENT
2.26.6	Program Operations	Operational records relating to the development establishment, evaluation, review and cessation of public science, commercialisation, extension or transfer of technology programs. Includes feasibility data, schedules, delivery methods, contact lists, budgetary and administrative records and routine reporting. Includes statistics, surveys, or other data, results or information collected to validate the decision-making process.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.26.7	Program Operations	Records documenting routine monitoring of external developments and trends to inform the development of SARDI research programs.	TEMPORARY Destroy 2 years after action completed
2.27	Project Management	<i>The activities associated with the management of projects. Includes project implementation strategies, management framework arrangements, schedules, resources, project stages, issues register, communication and change management strategies, pre- and post-implementation support, project status and progress reporting. Includes projects related to commercial investment.</i>	
		See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for operational project specific records	
2.27.1	Project Management	Registers, final reports and summary project records relating to the governance of public science, commercialisation, extension, technology or sector research. Includes grant conditions or research protocols, e.g. progress reports, final reports, scoping or other approved project documents relating to governance of data management for research projects.	PERMANENT
2.27.2	Project Management	Records and supporting material relating to the development, implementation, review, etc. of projects. Includes research, project management, schedules, delivery methods, contact lists, methodology, design, development, selection or evaluation of datasets, periodic and routine reporting and expenditure.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.27.3	Project Management	Records and supporting material relating to projects conducted by the organisation to realise efficiencies within the department and that have no bearing on the primary industry sectors within the state. Includes Red Tape Reduction, Waste Management Utilisation projects.	TEMPORARY Destroy 10 years after action completed
2.27.4	Project Management	Statistics, surveys, forms, and other operational data, results or information collected as part of documenting governance projects.	TEMPORARY Destroy 10 years after action completed
2.27.5	Project Management	Records of project proposals (preliminary and full) where the project did not proceed.	TEMPORARY Destroy 5 years after action completed
2.28	Prosecutions Litigation & Offences	<i>The activities associated with management of civil litigation, prosecution processes and offences relating to the enforcement or breaches of operational legislative Acts and Regulations and government policies administered by the department. Includes management of lawsuits or legal proceedings, issuing of warnings, and legal enforcement and prosecution proceedings between the department and other parties in a court, tribunal or other formal hearing.</i>	
2.28.1	Prosecutions Litigation & Offences	Summary reports and registers containing information about the current status of cases under investigation or prosecution, statistics or other information related to prosecution or litigation required as a statutory obligation or by central control authorities on a regular basis.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.28.2	Prosecutions Litigation & Offences	Business Unit records relating to litigation of matters for which PIRSA maintains a central case file. Includes information that does not form part of a case file. E.g., research or information not required as a statutory obligation.	TEMPORARY Destroy 10 years after action completed
2.29	Publications	<i>Business division processes associated with producing, issuing, selling and disseminating departmental works for internal and external publication that aim to raise awareness. Publications include books, brochures, catalogues, circulars, conference and seminar proceedings, displays, fact sheets, information kits, web sites, journals, magazines, newsletters, posters, photographs, published articles, slides, research reports, scientific papers, and technical papers.</i>	
		See Also: GDS 30 v1.1: 12 PUBLICATION - Production GDS 30 v1.1: 9 INFORMATION MANAGEMENT for records relating to managing collections	
2.29.1	Publications	Original manuscripts, maps, graphs, or other visual image media produced by the department and not included in the organisation's official collection. May include photographic or other collections controlled by a register or inherited by PIRSA. Includes images with copyright.	PERMANENT If in electronic form actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
2.29.2	Publications	Loose photographs, slides, negatives or any other visual image media that have not been included within the official image collection and after identification and consultation with stakeholders, do not have enough metadata available to substantiate a location, topic, date range, individuals, purpose or other information of significance relating to the organisations core business.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.29.3	Publications	Manuscripts or proposals rejected or deemed unsuitable for publishing. Includes advice to author that the manuscript will not be published.	TEMPORARY Return to author or destroy 5 years after action completed
2.29.4	Publications	Significant interim versions and peer reviews of Stock Assessment Reports.	TEMPORARY Destroy 20 years after results published
2.29.5	Publications	Other peer reviews. Includes records relating to selection of individuals to conduct a peer review.	TEMPORARY Destroy 10 years after action completed
2.29.6	Publications	Records relating to the development of any Standards, Codes of Practice, Guideline, Technical or Research Reports, Departmental Circulars, Declaration Notices, Factsheets, newsletter or brochures. Includes records documenting external comments or peer reviews performed by SARDI employees on behalf of the organisation.	TEMPORARY Destroy 10 years after action completed
2.29.7	Publications	Records relating to the development and creation of maps or images. Includes maps produced by the Department of Lands or successor agencies.	TEMPORARY Destroy 5 years after action completed
2.30	Quality Management	<i>The process of implementing and evaluating industry, government or departmental quality management benchmarks, systems and standards for internal business processes to enhance the quality and efficiency of products and services.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
		<p>See Also: 2.3 GOVERNANCE (SARDI) - Audits & Inspections for records relating to the establishment of audit frameworks</p> <p>Quality Management under the relevant function for the management and monitoring of specific quality assurance programs</p>	
2.30.1	Quality Management	Summary records, final reports and registers relating to the development, establishment, evaluation or cessation of quality control and quality assurance systems.	PERMANENT
2.30.2	Quality Management	Records relating to the development of establishment, evaluation or cessation of quality control and quality assurance systems. Includes consultation with industry to assess quality assurance requirements. Includes schedule of fees. Includes the comparison of internal services and processes against other organisations.	TEMPORARY Destroy 10 years after last action
2.31	Reports	<p><i>The activities associated with initiation or preparation of general briefings, statements, proposals and reports to support a case or opinion held by the department - submitted either within the department or to another organisation for the purpose of gain or support.</i></p> <p><i>Refer to relevant activity for the disposal action covering reports created as part of that activity.</i></p>	
		See Also: GDS 30 v1.1: 13.22 STRATEGIC MANAGEMENT - Reporting	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.31.1	Reports	Summary reports to PIRSA Senior Executive Group and other reporting used to monitor and document the status of SARDI. Includes summary reports containing budget allocations, modelling, design or status, development activities, research, compliance, cost recovery or financial assistance. Includes reporting for commercialisation, extension or transfer of technology opportunities or sustainability. Includes annual submissions and statutory reporting to State or Commonwealth Government.	PERMANENT
2.32	Reviews & Evaluations	<i>The activities involved in assessing, surveying and determining the suitability of government, industry and departmental programs, departmental products, services and business processes, savings and efficiency measures, and policies, systems, projects etc. Includes scoping studies, post implementation reviews, and recommendations resulting from these activities.</i>	
		See Also: GDS 30v1.1: 13.10 STRATEGIC MANAGEMENT - Evaluation and Review	
2.32.1	Reviews & Evaluations	Final reports relating to significant reviews and evaluations of SARDI research. Includes reviews of legal compliance frameworks, regulations, summary reports of survey results . E.g. public science, commercialisation, extension or transfer of technology opportunities. Includes review and evaluation of ethical practice or research strategies.	TEMPORARY Destroy 30 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.32.2	Reviews & Evaluations	Final reports relating to other (non-significant) reviews and evaluations of SARDI research. Includes reviews of legal compliance frameworks, regulations, summary reports of survey results. E.g. public science, commercialisation, extension or transfer of technology opportunities reviews. Includes review and evaluation of ethical practice or research strategies.	TEMPORARY Destroy 20 years after action completed
2.32.3	Reviews & Evaluations	Records relating to comments or input into the development or review of research management plans or other documents related to the operational functions of SARDI and administered by other organisations. Includes external reviews. Includes comments to other federal, state, or international bodies.	TEMPORARY Destroy 10 years after action completed
2.33	Risk Management (KAAA)	<i>The processes involved in identifying risks and the implementation of appropriate practices and procedures that will reduce wastage and the impact of economic loss arising from an incident.</i>	
		See Also: GDS 30 v1.1: 13.25 STRATEGIC MANAGEMENT - Risk Management	
2.33.1	Risk Management (KAAA)	Records relating to tracking radiation and other high-risk material, biosafety, bio-ethics assessment and approval, including biotechnology or genetically modified plants and organisms. Includes logs or other operational or periodic records containing analysis of inspection results.	TEMPORARY Destroy 20 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.33.2	Risk Management (KAAA)	Video or other image surveillance records for facilities working with security sensitive biological agents.	TEMPORARY Destroy 2 years after action completed
2.34	Sponsorships & Donations	<i>The activities associated with donations or sponsorship received by the department, or donated to / sponsored by the department to a charity, the community, other organisations or individuals. Examples of sponsorships include exhibition displays at and sponsorship of the Royal Adelaide Show (such as trade pavilions, agriculture, and aquatic tank displays) industry awards, conferences, research prizes, regional field days and special events. Examples of donations include money, items, artefacts and property.</i>	
		See Also: GDS 30 v1.1: 13.9 STRATEGIC MANAGEMENT - Donations	
2.34.1	Sponsorships & Donations	Summary records documenting the acquisition and disposal of money, items, artefacts or property into and from organisations, special collections or events. Includes records documenting the acceptance, receipt or disposal of collections or of items where a summary record is not held. Includes donations or sponsorship of awards e.g. A. W. Howard Memorial Trust, Oliphant Science Awards	PERMANENT If in electronic form actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
2.34.2	Sponsorships & Donations	Operational records documenting the acquisition and disposal of money, items, artefacts, specimens or property into and from scientific or special collections or events.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE (SARDI)			
2.34.3	Sponsorships & Donations	Records relating to the development and preparation of documents to facilitate sponsorships or donations. Includes working papers. Includes A. W Howard Memorial Trust, Oliphant Science Awards	TEMPORARY Destroy 5 years after action completed

Approved by SRC



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3	LIVESTOCK & FARMING SYSTEMS MANAGEMENT	The function of researching, farming, producing, protecting and regulating the commercial production, processing and management of livestock and related products. Includes scientific research into livestock diet and nutrition; diseases, pests and integrated pest management systems; livestock genetics and reproduction; livestock housing and management; livestock artificial breeding; and dairy, meat, pig, poultry and wool farming production and husbandry technologies. Incorporates scientific research into food safety and meat hygiene biochemistry, epidemiology, microbiology and pathology; sampling and testing of biological and food borne organisms, residue or hazard levels; quality assurance programs; and ante and post mortem inspections.	
3.1	Accreditation & Market Assurance	<i>The activities associated with achieving recognition that natural resources, products and/or services meet a specific accreditation requirement, standard or grading, and/or are market assured. Examples of activities include seed accreditation and certification; health, disease and chemical residue free accreditation of aquatic animals, livestock, fish, plant, crops, meat, produce manufacturing; biological control organism declarations; and accreditation of seed crop inspectors, veterinarians and veterinary laboratories.</i>	
		See Also: 2.1 GOVERNANCE (SARDI) - Accreditation & Market Assurance for accreditation records relating to facilities, programs or not specific to a research project	
3.1.1	Accreditation & Market Assurance	Accreditation records relating to the acquisition, management, maintenance, care, transport, handling, housing/storage and disposal of livestock, feed, embryo, food testing, product or other systems or related commodities. Includes import or export records for specific products, species, specimens, organisms or services in accordance with codes of practice and quarantine legislation, both Commonwealth and State. Includes industry accreditation.	TEMPORARY Destroy 10 years after expiry of accreditation period



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.2	Audits & Inspections	<i>The activities associated with officially checking, inspecting and/or reporting on processes and systems, including audit and inspection reports and recommendations to ensure that adequate processes have been undertaken, and/or that information has been created, and maintained in accordance with agreed or legislated standards and objectives. Includes regulatory audits and processor inspections.</i>	
		See Also: GDS 30 v1.1 13.3 STRATEGIC MANAGEMENT – Audit 2.3 GOVERNANCE (SARDI) - Audit & Inspections for records related to the establishment of audit framework 3.11.2 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT - Quality Management for audit data and monitoring of certified quality management systems	
3.2.1	Audits & Inspections	External and internal audit reports relating to the conduct of research and inspection of animal reproduction, welfare or farming research facilities. Includes records relating to auditing for ethical practices and individual projects through audits, annual review of activities, internal reports to governing body, summary reports and compliance reports to external bodies. Includes audits for SARDI facilities to operate as quarantine approved premises.	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later
3.2.2	Audits & Inspections	Records relating to the development of reports and scheduling of audits. Includes meeting and travel, attendance lists, booking information or confirmations made or received.	TEMPORARY Destroy 2 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.2.3	Audits & Inspections	Daily or other periodic monitoring sheets or logs.	TEMPORARY Destroy 5 years after action completed or 2 years after completion of next audit, whichever is the later
3.2.4	Audits & Inspections	Records of results relating to the calibration, alignment and maintenance of diagnostic and laboratory equipment.	TEMPORARY Destroy 5 years after action completed or 2 years after completion of next audit, whichever is the later
3.3	Compliance & Monitoring	<i>The processes associated with general compliance and monitoring activities to regulate, monitor and report on industry activities, events, identify trends and gather information relating to compliance.</i>	
		<p>See Also:2.8 GOVERNANCE (SARDI) - Compliance & Monitoring for records relating to commercialisation</p> <p>See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for compliance data, results or other records relating to SARDI research projects</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.3.1	Compliance & Monitoring	Summary registers or annual reporting of health statements, inspection certificates or other declarations where SARDI is the organisation responsible for certifying chemical treatments, freedom from bacteria or disease and produced from results or other information. Includes ethical practices.	PERMANENT
3.3.2	Compliance & Monitoring	Health statements, inspection certificates or other declarations issued where SARDI is the organisation responsible for certifying chemical treatments, freedom from bacteria or disease.	TEMPORARY Destroy 20 years after action completed
3.3.3	Compliance & Monitoring	Health statements, inspection certificates or other declarations where SARDI is not the organisation responsible for certifying chemical treatments, freedom from bacteria or disease.	TEMPORARY Destroy 2 years after action completed
3.4	Consultancy Services	<i>The activities associated with employees providing paid expert departmental advice to clients on a fee for service or commercial basis (such as the consultancy services provided by Rural Solutions SA). Includes the development of customised products, services or programs tailored to meet individual client requirements.</i>	
		See Also: 2.09 GOVERNANCE (SARDI) - Consultancy Services for records relating to governance of consultancy framework 2.10 GOVERNANCE (SARDI) - Contract Management for contractual agreement	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.4.1	Consultancy Services	Final reports and summary records relating to the provision of technical data or other expert services performed by PIRSA employees on behalf of a third party for a fee and / or under a service level agreement. Includes sensory analysis services, risk, virus or hazard assessment and analysis for food safety and related market access issues, genotyping, nutrition and subsoil improvement for productivity and sustainability of crops and pastures, assessment of farm practices, tillage management. Includes advice, opinions and testimony, ranking, profile and risk based evaluations, product development, statistical or other expert services.	TEMPORARY Destroy 20 years after conditions have been satisfied or contract has expired
3.4.2	Consultancy Services	Records relating to the preparation, establishment and management of technical data or other information that is part of a consultancy service. Includes preliminary correspondence concerning negotiations, agreements, deeds of indemnity, costings, and conditions of use, confidentiality, letter and acceptance of offer, work plan and objectives, raw data.	TEMPORARY Destroy 20 years after action completed
3.4.3	Consultancy Services	Records relating to the development and identification of opportunities for consultancy services. Includes proposals for consultancy services that were not accepted.	TEMPORARY Destroy 5 years after action completed
3.5	Diagnostic & Laboratory Testing	<i>The processes associated with processing and managing diagnostic and laboratory submission forms, specimens, sampling, testing and results to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, diseases, medicines, toxins or viruses in livestock, field crops, pastures, plants, seed and produce, land, soil and water, aquatic organisms, animals and fish, etc. Includes laboratory, entomology and pathology tests.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
		<p>See Also: Program Operations under the relevant function 1.10 AQUACULTURE & AQUATIC MANAGEMENT 3.9 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.8 SUSTAINABLE SYSTEMS MANAGEMENT for other data or results relating to SARDI programs</p> <p>See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	
3.5.1	Diagnostic & Laboratory Testing	Test results and related information from databases or systems used to record SARDI commercial testing services results.	TEMPORARY Destroy 50 years after system superseded or is abandoned
3.5.2	Diagnostic & Laboratory Testing	Final printed reports recording results of commercial diagnostic or molecular testing that identify significant food borne micro-organisms, viruses, toxoplasma bacteriophage or other microbiological or serological testing for food borne hazards that cannot be re-created from an existing database. Includes meat, meat products, poultry, egg, seafood, grains, nuts fresh produce, animal feeds.	TEMPORARY Destroy 25 years after action completed
3.5.3	Diagnostic & Laboratory Testing	Printed final reports recording routine or results of commercial diagnostics or molecular testing identifying other (non-significant) results relating to micro-organisms, viruses, toxoplasma bacteriophage or other microbiological or serological testing that cannot be re-created from an existing database. Includes testing performed to provide export or other certification.	TEMPORARY Destroy 20 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.5.4	Diagnostic & Laboratory Testing	Printed final reports recording results of commercial diagnostic or molecular testing that identify organisms, viruses, toxoplasma bacteriophage or other microbiological or serological testing that can be re-printed or re-created from original results stored within a current database. Includes testing performed to provide export or other certification.	TEMPORARY Destroy 1 month after action completed
3.5.5	Diagnostic & Laboratory Testing	Non-commercial printed test results conducted outside of a research program or project.	TEMPORARY Destroy 5 years after last action
3.5.6	Diagnostic & Laboratory Testing	Specimen Sample Registers.	TEMPORARY Destroy 20 years after action completed
3.5.7	Diagnostic & Laboratory Testing	Histology specimen samples.	TEMPORARY As per NPAAC requirements (3 years (slides) or 10 years (blocks))
3.5.8	Diagnostic & Laboratory Testing	Other specimen samples. Includes pathology samples	TEMPORARY As per NPAAC/NATA requirements (generally 7 days from date of receipt or until 3 days after the date of the issued report (whichever is appropriate))



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.5.9	Diagnostic & Laboratory Testing	Records relating to the processing of diagnosis and testing activities. Includes request, transport arrangements, processing, storage and disposal of specimen or other information made or received as part of the operation and delivery of testing services, processes, products and services. Includes Specimen Forms. Includes records relating to the scheduling of diagnosis and testing activities. Includes equipment bookings and disposal of specimen sample containers.	TEMPORARY Destroy 2 years after action completed
3.6	Industry Development	<i>The processes associated with the development of industries, markets and trade opportunities. Includes industry policy, resource and trade development, industry structure, competition and structural adjustments, investment attraction, opportunities and packs, industry sustainability, and development of new business opportunities.</i>	
3.6.1	Industry Development	Final or summary reports relating to the identification, development, optimisation and management of breeding, rearing nutrition, production, species, sites, cost effective techniques, welfare, innovative products or other aspects to support or develop sustainable livestock, food production or farming capability in primary industries. Includes state, national and international development.	PERMANENT
3.6.2	Industry Development	Records relating to the development of reports detailing the identification, development, optimisation and management or other aspects to support sustainable livestock, food production or farming capability in primary industries. Includes statistical analysis, surveys or other data gathering and modelling information to support outcomes.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.7	Information Management	<i>Business division activities associated with locally managing data, documents, records, library, spatial and other information assets. Includes acquisition, creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of information assets, and developing related local processes.</i>	
		See Also: GDS 30 v1.1: 9 INFORMATION MANAGEMENT for records relating to managing collections	
3.7.1	Information Management	Registers or master records relating to the management of SARDI Collections. Includes registers used to record and manage information where the data has not been migrated to a successor system. Includes maps or other records that cannot be recreated. Includes catalogues and inventories.	PERMANENT If in electronic form actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
3.7.2	Information Management	Supplementary records or point in time lists for collections such as subsidiary catalogues, indexes or inventories located in regional offices.	TEMPORARY Destroy 2 years after action completed
3.8	Partnerships	<i>The activities involved with negotiating and managing formal joint partnership, business venture operations and/or agreements between federal, state or local government departments, or with other organisations - where there is an agreement, contract, memorandum of understanding, service level agreement, or joint contribution of funds and/or time.</i>	
		See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.8.1	Partnerships	Final reports and summary records related to the delivery of partnership outcomes. Includes frameworks, products, applications, standards, regulations or other capabilities. Includes The University of Adelaide, Sheep CRC, Australian Wool Innovation, Australian Seafood CRC	PERMANENT
3.8.2	Partnerships	Operational records relating to the day-to-day management and coordination of partnerships and their outcomes. Includes schedules, methods and delivery, contact lists, budgetary and administrative records, routine reporting.	TEMPORARY Destroy 10 years after action completed
3.9	Program Operations	<i>The activities associated with the general day-to-day administration, operation, management and delivery of departmental and business division / workgroup programs, business processes, products and services, research facilities, areas and centres, and regional office sites.</i>	
		<p>See Also: 2.26 GOVERNANCE (SARDI) - Program Operations for records relating to the day to day management of experimental farms, research centres or research facilities</p> <p>See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p>1.5 AQUACULTURE & AQUATIC MANAGEMENT 3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.5 SUSTAINABLE SYSTEMS MANAGEMENT for commercial testing records</p> <p>See Also: Scientific Research under the relevant function</p> <p>1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.9.1	Program Operations	Data recording testing, modelling or research results related to SARDI operational programs. Includes data in operational system databases or printed data. Includes predecessor databases containing rotation trial data. Database products include ADMB, Mathematica, R, Stock Synthesis, SARL. Includes data obtained from or relating to results, datasets, observations, field notes, diagrams, graphs, conclusions, Lab notebooks. Includes predecessor databases containing cloning, location or region boundaries.	TEMPORARY Destroy 20 years after date of publication or program concludes or is abandoned
3.9.2	Program Operations	Outcome Registers, internal reports or summary records relating to SARDI livestock & farming systems research programs and subprograms. Includes livestock breeding, mating and grazing registers, animal molecular biology and reproduction, pasture treatment, commercial produce evaluation, food safety and innovation programs and subprograms. Includes long-term rotation trials and gene analysis.	PERMANENT
3.9.3	Program Operations	Records relating to the development of reports or summary records documenting SARDI livestock & farming systems research programs and subprograms.	TEMPORARY Destroy 10 years after action completed
3.9.4	Program Operations	Operational records relating to the evaluation of produce or maintenance of sites as part of commercial ventures. Includes lupin, barley, hay, shearing and wool records, fencing records.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.9.5	Program Operations	Notebooks, summary labour record volumes, loose papers, lists or notebooks recording operational tasks in relation to managing and documenting programs recording operational tasks in relation to managing and documenting agriculture programs. Includes paddock performance, soil condition and commercial farm activities.	TEMPORARY Destroy 10 years after action completed
3.10	Project Management	<i>The activities associated with the management of projects. Includes project implementation strategies, management framework arrangements, schedules, resources, project stages, issues register, communication and change management strategies, pre- and post-implementation support, project status and progress reporting. Includes projects related to commercial investment.</i>	
		See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for research projects 2.19.3 GOVERNANCE (SARDI) - Information Management for the data management plan (DMP) relating to a research project	
3.10.1	Project Management	Final reports for projects that are not scientific research projects. Includes projects relating to the monitoring of practices or progress through annual review of activities, the provision of summary and compliance reports to external or governing bodies.	PERMANENT
3.10.2	Project Management	Records relating to the development and establishment of project requirements, conditions and datasets under which the project/research project operates. Includes reports, dataset, protocol identification, trial plans, expectations, and boundaries.	TEMPORARY Destroy 20 years after project concludes or is abandoned



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.10.3	Project Management	Records relating to the development and testing of primary industry production systems. Includes data collected on cattle performance and pasture production.	TEMPORARY Destroy 10 years after project concludes or is abandoned
3.11	Quality Management	<i>The process of implementing and evaluating industry, government or departmental quality management benchmarks, systems and standards for internal business processes to enhance the quality and efficiency of products and services.</i>	
		<p>See Also: See Also: 2.3 GOVERNANCE (SARDI) - Audits & Inspections for records relating to the establishment of audit frameworks</p> <p>2.30 GOVERNANCE (SARDI) - Quality Management for records relating to the establishment of programs monitoring quality assurance</p> <p>3. 2 LIVESTOCK AND FARMING SYSTEMS - Audit & Inspections for records not relating to the monitoring of certified quality management systems</p>	
3.11.1	Quality Management	Records relating to the setup and management of specific quality management systems in use within the organisation. Includes initial accreditation and certification records, operational plans, and any other records. Includes internal quality assurance programs for laboratories.	TEMPORARY Destroy 20 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.11.2	Quality Management	Records relating to the monitoring of specific quality management systems in use within the organisation. Includes internal and external audit data produced as part of Quality Management System audit. Includes documentation, proficiency testing or other controls, instrument checks, schedules, action and non-conformance registers, training records, certification and any other records required to achieve certification. Includes audit of internal services and processes against other organisations.	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later
3.12	Quarantine	<i>The activities involved with the prevention of the spread of diseases and pests into the environment through the use of confined or enclosed quarantine systems to isolate livestock, aquatic animals, fish, plants, crops, seeds and produce suspected of or found carrying diseases or pests.</i>	
		See Also: 3.2 LIVESTOCK & FARMING SYSTEMS MANAGEMENT – Audits and Inspections for records relating to auditing of SARDI facilities to operate as quarantine approved premises	
3.12.1	Quarantine	Results, notification records or other market assurance documentation issued to SARDI to satisfy quarantine requirements. Includes notifications where requirements have not been met.	TEMPORARY Destroy 20 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.13	Scientific Research	<i>The activities involved in undertaking scientific research and development for the purpose of developing new ideas, concepts, designs, products, technologies or outcomes. Includes research relating to production, handling, storage, transportation, quality, disease and pest management, biochemistry, epidemiology, microbiology and pathology, genetic improvement, silviculture utilisation, nutrient, herbicide and water usage, genetics, reproduction, housing, nutrition and diagnostics, disease resistance, sustainable resourcing, farming systems and climate variability for aquatic, fish or livestock species, crop, pasture, seed, horticulture, food, forestry, pests and weeds.</i>	
		<p>See Also: 2.29 GOVERNANCE (SARDI) - Publications for images, published manuscripts or other published research See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p>1.5 AQUACULTURE & AQUATIC MANAGEMENT 3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.5 SUSTAINABLE SYSTEMS MANAGEMENT for commercial testing records</p>	
3.13.1	Scientific Research	Final reports of all PIRSA research findings outcomes or results at the conclusion of the research project. Includes unpublished research. Includes summary reports.	PERMANENT
3.13.2	Scientific Research	Registers related to tracking information for research projects. Includes grant-funding, permits to possess noxious species, import or export from interstate or overseas, materials, ethics, collection or release of organisms or species, or other research permits or approvals. Includes Prescription, Controlled and Restricted Drug Registers.	TEMPORARY Destroy 20 years after date of publication or project concludes or is abandoned



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.13.3	Scientific Research	<p>Final versions of the entire research dataset. Includes all research. Includes the data management plan and design and development of laboratory tests and testing protocols. Includes sampling, testing, processing information, methodology and calculations. Includes laboratory records of analysis, calculations, modelling and observations from which the resulting test is derived. Includes results, sub-datasets, observations, field notes, diagrams, graphs, conclusions Lab Books and lab notebooks, applications and assessment of biosafety or ethical clearance for projects involving animals or GMO's. Includes statistical research and data services relating to experiment, baseline surveys or statistical design, results analysis and process control. Includes juvenile in-vitro embryo transfer (JIVET) and mature in-vitro embryo transfer (MIVET) techniques, Pedigree and Herd Management data, post-harvest handling, packaging or shelf life assessments, pasture production, crop physiology, weather data, parentage, lambing weights, monthly abattoir reports, breeding and progress monitoring of animals for research purposes. Includes qualitative behavioural assessment footage. Includes video, DVD or other image capture used for animal research.</p>	<p>TEMPORARY Retain as specified in the Research Project Data Management Plan. Destroy 20 years after date of publication or project concludes or is abandoned if no Data Management Plan exists</p>
3.13.4	Scientific Research	<p>Market research relating to the SARDI sensory analysis testing service. Includes statistical summaries and raw data or audience reaction.</p>	<p>TEMPORARY Destroy 20 years after action completed</p>



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.13.5	Scientific Research	Records relating to the acquisition and management of funding for research. Includes proposal, agreements with research or grant partners for payments and compliance reports. Includes funding related to infrastructure, laboratory or other equipment to support research activities.	TEMPORARY Destroy 10 years after project concludes or is abandoned
3.13.6	Scientific Research	Records of successful applications for licences or permits relating to the collection, handling, storage or transport of flora or fauna for specific scientific research projects or other prescribed purposes. Includes licences/permits to collect or use species or exemptions for research or breeding purposes under an organisational scientific licence. Includes licences/permits for GMO, Exempt Dealing and Notifiable Low Risk Dealings, use, supply or disposal of animals for research or breeding purposes under an organisational scientific licence. Includes culling or lethality tests and disposal of animal products e.g., wool. Includes biosafety or research protocol applications for ethical clearance and records of assessment (approval, amendment or rejection). Includes records relating to the management of specimens or imported quarantine risk materials that require clearance under Australian quarantine specifications and associated legislation. Includes notification that the quarantine period has concluded.	TEMPORARY Destroy 10 years after expiry or termination of licence/permit or disposal of GMO, or project concludes whichever is the later



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.13.7	Scientific Research	Records of other unsuccessful applications. Includes ethical clearance, applications for research or infrastructure funding. Includes applications for licences or permits relating to the use of flora or fauna for specific scientific research projects or other prescribed purposes. Includes research proposals that did not proceed.	TEMPORARY Destroy 5 years after action completed
3.13.8	Scientific Research	Records relating to the acquisition, care, maintenance, use and disposal of radioactive or toxic substances and equipment.	TEMPORARY Destroy 100 years after action completed
3.13.9	Scientific Research	Records relating to the acquisition, care, maintenance, use, management and disposal of non-radioactive or other substances, chemicals, drugs and poisons, equipment, inorganic or organic products specimens or samples used for research purposes. Includes animals, animal anatomy, tissue, faecal specimens, genetically modified organisms and other regulated biological agents in accordance with codes of practice. Includes animal register, acquisition, transport, inspection, treatment and care (including veterinary medical records), handling, housing/storage documentation, surgery, pathology, post mortem reports, disposal of animal or product remains. Includes approvals and administration of culling or lethality tests. Includes clinical waste.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.13.10	Scientific Research	Applications or associated records related to researchers conducting research activities at external locations, private farms, other non-SARDI sites or on individuals (food or sensory research). Includes consent notices and signed consent to participate in research by individual or organisations to participate in focus groups.	TEMPORARY Destroy 10 years after project concludes or is abandoned
3.13.11	Scientific Research	Bound summary registers recording pedigree breeding and mating lines.	PERMANENT
3.13.12	Scientific Research	Other (non-permanent) research data stored outside of the PIRSA EDRMS which have been converted to electronic format through data entry or imaging.	TEMPORARY Destroy 1 month after entry/imaging results verified and data is migrated to PIRSA EDRMS
3.13.13	Scientific Research	Records relating to the development of documentation. Includes drafts of proposal development, research conduct and protocol development, experiment or data modelling and collection design, interim/draft versions of data analysis formulae and results. Includes field notes	TEMPORARY Destroy 5 years after action completed
3.13.14	Scientific Research	Records relating to administrative arrangements for technical services. Includes spreadsheets or other records relating to resource allocation, annual or interim grant calculations related to scientific research projects.	TEMPORARY Destroy 2 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 LIVESTOCK & FARMING SYSTEMS MANAGEMENT			
3.13.15	Scientific Research	Input datasets acquired from other organisations or bodies. E.g. Sheep Genomes Database.	TEMPORARY Destroy 1 year after date of publication or project concludes or is abandoned
3.13.16	Scientific Research	Organic or inorganic specimens or samples used as reference material in official Collections. While listed here in the schedule they are deemed not to be official records. E.g. Insect Collection	PERMANENT
3.13.17	Scientific Research	Animal cell lines, semen or embryo specimens. While listed here in the schedule they are deemed not to be official records.	TEMPORARY Dispose 5 years after project concludes or is abandoned
3.13.18	Scientific Research	Soil samples collected from crop rotation experiments. While listed here in the schedule they are deemed not to be official records.	TEMPORARY Review after date of publication or project concludes or is abandoned and retain as per relevant disposal class or dispose
3.13.19	Scientific Research	Other organic or inorganic specimens or samples retained for genetic material used as working samples. While listed here in the schedule they are deemed not to be official records.	TEMPORARY Dispose once diagnosis is made/results recorded



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PROCUREMENT & ASSET MANAGEMENT			
4	PROCUREMENT & ASSET MANAGEMENT	The function of acquiring, leasing, maintaining, repairing and disposing of operational equipment, services, land, buildings/premises, aircraft, boat or vehicle assets specific to managing responsibilities relating to research and development in South Australia. Major activities include acquisition and management of services, equipment, or vehicles (including disposal, hire and usage, leasing, maintenance, registration and security), insuring and related support activities.	
		See Also: GDS 30 v1.1 1 ASSET/ PHYSICAL RESOURCE MANAGEMENT for records relating to equipment and stores, fleet vehicles or property that are not unique to PIRSA	
4.1	Acquisition	<i>The process of acquiring or gaining ownership or use of specialised equipment, vessels or vehicles required in the conduct of business through purchase or requisition. Includes supplier, catalogue and price lists, requisitions, quotations, purchase orders, specification standards, fit-out and modification requests, new, additional and replacement justifications, vehicle delivery arrangements.</i>	
4.1.1	Acquisition	Records relating to the acquisition of operational facilities, equipment and goods specific and significant to the organisation that generate substantial public interest, debate and/or controversy. Includes business cases, specifications, and selection documentation to purchase outright or for construction. Includes installation of PIRSA specific equipment. May include algal aquaculture production room and raceways, hatcheries, pool farm.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PROCUREMENT & ASSET MANAGEMENT			
4.1.2	Acquisition	Technical records relating to specialised facilities, equipment, machinery, plant and equipment which are of scientific, technological or historic significance. Includes, specifications, operating instructions for equipment, machinery, plant or facilities.	PERMANENT
4.1.3	Acquisition	Records relating to the acquisition of other operational equipment and goods specific to the organisation. Includes installation of PIRSA specific equipment. Includes PCR machine, cleanrooms and controlled environment rooms, SARDI quarantine facilities, seed sorters, hydrometers, nitrogen, specialised diving equipment.	TEMPORARY Destroy 10 years after action completed
4.1.4	Acquisition	Records documenting arrangements for the delivery and use of operational equipment and goods specific to the organisation. Includes travel and accommodation arrangements. E.g. Specialised research equipment and machinery.	TEMPORARY Destroy 2 years after action completed
4.2	Asset Disposal	<i>The process of disposing of physical asset items no longer required by the department, by sale, exchange, transfer, termination of lease, salvage, auction, donation, demolition or destruction. Includes salvage and disposal registers and write offs of items.</i>	
4.2.1	Asset Disposal	Summary registers relating to the sale of specialised facilities, materials or equipment that is no longer required by the organisation.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PROCUREMENT & ASSET MANAGEMENT			
4.3	Asset Maintenance	<i>The activities associated with the upkeep, repair, servicing, modification and preservation of physical asset items. Includes maintenance service, repair and replacement documents, forward planning proposals, repair and service log books, renewal of licences, and insurance premiums or self-insurance to cover loss or damage.</i>	
		See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for records relating to clinical waste management	
4.3.1	Asset Maintenance	Specifications, designs, plans, manuals, maintenance records operating instructions and log books of PIRSA equipment, machinery, plant or facilities used in the conduct of research. Includes maintenance audits and inspection records. Includes cleanrooms, controlled environment rooms and SARDI quarantine facilities.	TEMPORARY Destroy or reallocate when asset is disposed
4.3.2	Asset Maintenance	Records relating to farming operations. Includes the management of farm animals and agricultural areas.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5	SUSTAINABLE SYSTEMS MANAGEMENT	The function of researching, developing, integrating, improving and monitoring sustainable agronomy and agriculture farming, equipment and systems to optimise profitability and ensure resource sustainability. Includes commercial projects and consultancy services relating to plant health, bio-fuels, entomology, soil biology and molecular diagnostics, climate and climate variability, water resources, viticulture and irrigation.	
5.1	Accreditation & Market Assurance	<i>The activities associated with achieving recognition that natural resources, products and/or services meet a specific accreditation requirement, standard or grading, and/or are market assured. Examples of activities include seed accreditation and certification; health, disease and chemical residue free accreditation of aquatic animals, livestock, fish, plant, crops, meat, produce manufacturing; biological control organism declarations; and accreditation of seed crop inspectors, veterinarians and veterinary laboratories.</i>	
		See Also:2.1 GOVERNANCE (SARDI) - Accreditation & Market Assurance for accreditation records relating to facilities, programs or not specific to a research project	
5.1.1	Accreditation & Market Assurance	Registers documenting certification or accreditation details of individuals to perform tasks or make a determination as a SARDI accredited agronomist. Includes PreDicta B® certification.	TEMPORARY Destroy 50 years after expiry of accreditation period



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.1.2	Accreditation & Market Assurance	Accreditation records relating to the acquisition, management, maintenance, care, transport, handling, housing/storage and disposal of plants, soils or surface pests, testing or other systems, or related commodities. Includes import or export records for specific products, species, specimens, organisms or services in accordance with codes of practice and quarantine legislation, both Commonwealth and State. Includes industry accreditation. Includes APG.	TEMPORARY Destroy 10 years after expiry of accreditation period
5.2	Audits & Inspections	<i>The activities associated with officially checking, inspecting and/or reporting on processes and systems, including audit and inspection reports and recommendations to ensure that adequate processes have been undertaken, and/or that information has been created, and maintained in accordance with agreed or legislated standards and objectives. Includes regulatory audits and processor inspections.</i>	
		See Also: GDS 30 v1.1 13.3 STRATEGIC MANAGEMENT - Audit 2.3 GOVERNANCE (SARDI) - Audit & Inspections for records related to the establishment of audit framework 5.10.2 SUSTAINABLE SYSTEMS MANAGEMENT - Quality Management for audit data and monitoring of certified quality management systems	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.2.1	Audits & Inspections	External or internal inspection or periodic monitoring reports or audits relating to research or inspection of research, soil, seed, plant quarantine processing, greenhouse or other growing/storage facilities required for the issue of permits. Includes APG. Includes records relating to individual project audits, annual review of activities, internal reports to governing body, summary reports and compliance reports to external bodies. Includes audits for SARDI facilities to operate as quarantine approved premises. Includes audits and inspection records relating to SARDI quarantine consignments or seed certification.	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later
5.2.2	Audits & Inspections	Records relating to the development of reports and scheduling of audits. Includes meeting and travel, attendance lists, booking information or confirmations made or received.	TEMPORARY Destroy 2 years after action completed
5.2.3	Audits & Inspections	Daily or other periodic monitoring sheets or logs not required to meet specific legal requirements.	TEMPORARY Destroy 5 years after action completed or 2 years after completion of next audit, whichever is the later



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.2.4	Audits & Inspections	Records of results relating to the calibration, alignment and maintenance of diagnostic and laboratory equipment.	TEMPORARY Destroy 5 years after action completed or 2 years after completion of next audit, whichever is the later
5.3	Compliance & Monitoring	<i>The processes associated with general compliance and monitoring activities to regulate, monitor and report on industry activities, events, identify trends and gather information relating to compliance. Examples include notifications, declarations and registers for radioactive substances, specimens, use of animals.</i>	
		<p>See Also:2.8 GOVERNANCE (SARDI) - Compliance & Monitoring for records relating to commercialisation</p> <p>See Also: Scientific Research under the relevant function</p> <p>1.14 AQUACULTURE & AQUATIC MANAGEMENT</p> <p>3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or</p> <p>5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p> <p>5.11 SUSTAINABLE SYSTEMS – Quarantine for records relating to post entry quarantine</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.3.1	Compliance & Monitoring	Summary registers or annual reporting of health statements, inspection certificates or other declarations where SARDI is the organisation responsible for certifying chemical treatments, freedom from bacteria or disease and produced from results or other information. Includes ethical practices.	PERMANENT
5.3.2	Compliance & Monitoring	Health statements, inspection certificates or other declarations issued where SARDI is the organisation responsible for certifying chemical treatments, freedom from bacteria or disease. Includes phytosanitary, seed or other certification.	TEMPORARY Destroy 20 years after action completed
5.3.3	Compliance & Monitoring	Health statements, inspection certificates, release paperwork or other declarations where SARDI is not the organisation responsible for certifying chemical treatments, freedom from bacteria or disease. Includes inspections of low risk seed that do not require post entry quarantine (PEQ) growth and screening.	TEMPORARY Destroy 2 years after action completed
5.4	Consultancy Services	<i>The activities associated with employees providing paid expert departmental advice to clients on a fee for service or commercial basis (such as the consultancy services provided by Rural Solutions SA). Includes the development of customised products, services or programs tailored to meet individual client requirements.</i>	
			See Also:



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.4.1	Consultancy Services	Final reports and summary records relating to the provision of technical data or other expert services performed by PIRSA employees on behalf of a third party for a fee and / or under a service level agreement. Includes managing climate risk, crop ecophysiology and productivity, pest management, plant pathogen and genotype identification and screening. Includes administration and management, interim evaluations, progress reports, final reports, analysis, recommendations, testing/technical surveys, results, or the development of innovative technologies or techniques. Includes advice, opinions and testimony.	TEMPORARY Destroy 20 years after conditions have been satisfied or contract has expired
5.4.2	Consultancy Services	Records relating to the preparation, establishment and management of consultancies. Includes preliminary correspondence concerning negotiations, agreements, deeds of indemnity, costings, and conditions of use, confidentiality, letter and acceptance of offer, work plan and objectives.	TEMPORARY Destroy 5 years after action completed
5.4.3	Consultancy Services	Records relating to the development and identification of opportunities for consultancy services. Includes proposals for consultancy services that were not accepted.	TEMPORARY Destroy 5 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.5	Diagnostic & Laboratory Testing	<i>The processes associated with processing and managing diagnostic and laboratory submission forms, specimens, sampling, testing and results to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, diseases, medicines, toxins or viruses in livestock, field crops, pastures, plants, seed and produce, land, soil and water, aquatic organisms, animals and fish, etc. Includes laboratory, entomology and pathology tests.</i>	
		<p>See Also: Program Operations under the relevant function</p> <p>1.10 AQUACULTURE & AQUATIC MANAGEMENT 3.9 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.8 SUSTAINABLE SYSTEMS MANAGEMENT for other data or results relating to SARDI programs</p> <p>See Also: Scientific Research under the relevant function</p> <p>1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	
5.5.1	Diagnostic & Laboratory Testing	Test results and related information from databases or systems used to record SARDI commercial testing services results. Includes disease, toxicity, nematode and virus testing or insect identification data. Includes PEPQ testing services.	TEMPORARY Destroy 50 years after system superseded or is abandoned



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.5.2	Diagnostic & Laboratory Testing	Final printed reports recording results of commercial or other diagnostic or molecular testing that identify significant disease toxins, fungal and nematode pathogens or insects that cannot be re-created from an existing database.	PERMANENT
5.5.3	Diagnostic & Laboratory Testing	Printed final reports recording routine or results of commercial diagnostic or molecular testing identifying other (non-significant) results relating to disease, toxins, fungal and nematode pathogens or insects that cannot be re-created from an existing database. Includes testing performed to provide export or other certification.	TEMPORARY Destroy 20 years after action completed
5.5.4	Diagnostic & Laboratory Testing	Printed final reports recording results of commercial diagnostic or molecular testing that can be re-printed or re-created from original results stored within a current database. Includes testing performed to provide export or other certification.	TEMPORARY Destroy 1 month after action completed
5.5.5	Diagnostic & Laboratory Testing	Non-commercial printed test results conducted outside of a research program or project. Includes testing of APG samples for continued viability.	TEMPORARY Destroy 5 years after last action
5.5.6	Diagnostic & Laboratory Testing	Specimen Sample Registers.	TEMPORARY Destroy 20 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.5.7	Diagnostic & Laboratory Testing	Seed samples. While listed here in the schedule they are deemed not to be official records.	TEMPORARY As per NATA requirements (1 year from completion of testing)
5.5.8	Diagnostic & Laboratory Testing	Other specimen samples. Includes plant material and roots, insects, soil samples. Includes pathology samples. While listed here in the schedule they are deemed not to be official records.	TEMPORARY As per NPAAC /NATA requirements (generally 7 days from date of receipt or until 3 days after the date of the issued report (whichever is appropriate))
5.5.9	Diagnostic & Laboratory Testing	Records relating to the processing of diagnosis and testing activities. Includes request, transport arrangements, processing, storage and disposal of specimen or other information made or received as part of the operation and delivery of testing services, processes, products and services. Includes Preliminary Information Datasheet, Extension of Range form, Notifications to Biosecurity SA and DNA sequencing performed by Australian Centre for Plant Functional Genomics (ACPFG). Includes records relating to the scheduling of diagnosis and testing activities. Includes equipment bookings and disposal of specimen sample containers.	TEMPORARY Destroy 2 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.6	Information Management	<i>Business division activities associated with locally managing data, documents, records, library, spatial and other information assets. Includes acquisition, creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of information assets, and developing related local processes.</i>	
		See Also: GDS 30 v1.1: 1 INFORMATION MANAGEMENT for records relating to managing collections	
5.6.1	Information Management	Registers or master records relating to the management of SARDI Collections. Includes registers used to record and manage information where the data has not been migrated to a successor system. Includes maps or other records that cannot be recreated. Includes catalogues and inventories. Includes WINC, Germplasm Collection, APG and predecessor registers or index cards relating to seed deposit, certification and distribution.	PERMANENT If in electronic form actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
5.6.2	Information Management	Supplementary records or point in time lists for collections such as subsidiary catalogues, indexes or inventories located in regional offices.	TEMPORARY Destroy 2 years after action completed
5.6.3	Information Management	Records relating to the coding, distribution and decoding of seed information in relation to the conduct of Trials. Includes the certifications associated with the movement of seed.	TEMPORARY Destroy 2 years after the trial concludes



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.7	Partnerships	<i>The activities involved with negotiating and managing formal joint partnership, business venture operations and/or agreements between federal, state or local government departments, or with other organisations - where there is an agreement, contract, memorandum of understanding, service level agreement, or joint contribution of funds and/or time.</i>	
		See Also: Scientific Research under the relevant function 1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects	
5.7.1	Partnerships	Final reports and summary records related to the delivery of partnership outcomes. Includes frameworks, products, applications, standards, regulations or other capabilities. Includes Plant Biosecurity CRC, Meat and Livestock Australia, Almond Board, Goyder Institute for Water Research.	PERMANENT
5.7.2	Partnerships	Operational records relating to the day-to-day management and coordination of partnerships and their outcomes. Includes schedules, methods and delivery, contact lists, budgetary and administrative records, routine reporting.	TEMPORARY Destroy 10 years after action completed
5.8	Program Operations	<i>The activities associated with the general day to day administration, operation, management and delivery of departmental and business division / workgroup programs, business processes, products and services, research facilities, areas and centres, and regional office sites.</i>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
		<p>See Also: 2.26 GOVERNANCE (SARDI) - Program Operations for records relating to the day to day management of experimental farms, research centres or research facilities</p> <p>See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p>1.5 AQUACULTURE & AQUATIC MANAGEMENT 3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.5 SUSTAINABLE SYSTEMS MANAGEMENT for commercial testing records</p> <p>See Also: Scientific Research under the relevant function</p> <p>1.14 AQUACULTURE & AQUATIC MANAGEMENT 3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p>	
5.8.1	Program Operations	<p>Data recording testing, modelling or research results related to SARDI climate, water, crop improvement, entomology or soil biology operational programs that are considered to be significant or major research or assessed as having potential for reuse. Includes predecessor databases containing significant trial data developed by SARDI containing results, datasets, observations, field notes, diagrams, graphs, conclusions, lab notebooks. Database products include SARDI Soils, SARL, Inteum.</p>	<p>TEMPORARY Destroy 50 years after date of publication or program concludes or is abandoned</p>



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.8.2	Program Operations	Data recording testing, modelling or research results related to other (non-significant) SARDI research programs and assessed as having no potential for reuse. Includes predecessor databases containing client records, non-significant trial data produced outside of national variety programs or variety screening. Includes data obtained from or relating to results, datasets, observations, field notes, diagrams, graphs, conclusions, Lab notebooks. E.g. results, plot, planting layouts, location or region boundaries.	TEMPORARY Destroy 20 years after date of publication or program concludes or is abandoned
5.8.3	Program Operations	Outcome Registers, internal reports or summary records relating to SARDI sustainable systems research programs. Includes climate applications, crop improvement, entomology, new variety agronomy, plant health and biosecurity, soil biology and molecular diagnostics, and water resources, viticulture, irrigated crops and seed regeneration programs and subprograms.	PERMANENT
5.8.4	Program Operations	Records relating to the development of reports or summary records documenting sustainable systems research programs and subprograms.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.8.5	Program Operations	Operational program data produced as part of state, national or international sustainable systems science programs where SARDI is the lead organisation. Includes trial results produced as part of National variety programs where SARDI is the lead organisation. (Oats and Veitch Trials) Refer to 5.12.4 for trial results related to other variety screening.	TEMPORARY Destroy 50 years after date of publication or program concludes or is abandoned
5.8.6	Program Operations	Notebooks, summary labour record volumes, loose papers, lists or notebooks recording operational tasks in relation to managing and documenting programs recording operational tasks in relation to managing and documenting agriculture programs.	TEMPORARY Destroy 10 years after action completed
5.9	Project Management	<i>The activities associated with the management of projects. Includes project implementation strategies, management framework arrangements, schedules, resources, project stages, issues register, communication and change management strategies, pre- and post-implementation support, project status and progress reporting. Includes projects related to commercial investment.</i>	
		<p>See Also: Scientific Research under the relevant function</p> <p>1.14 AQUACULTURE & AQUATIC MANAGEMENT</p> <p>3.13 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT</p> <p style="text-align: center;">or</p> <p>5.12 SUSTAINABLE SYSTEMS MANAGEMENT for data, results or other records relating to SARDI research projects</p> <p style="text-align: center;">2.19.3 GOVERNANCE (SARDI) - Information Management for the data management plan (DMP) relating to a research project</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.9.1	Project Management	Final reports for projects that are not scientific research projects. Includes projects relating to the monitoring of practices or progress through annual review of activities, the provision of summary and compliance reports to external or governing bodies. Includes water allocation planning, development of guidelines or strategies for growers to minimise impacts and maximise efficiencies.	PERMANENT
5.9.2	Project Management	Records relating to the development and establishment of project requirements, conditions and datasets under which the project/research project operates. Includes reports, dataset, protocol identification, trial plans, expectations, and boundaries.	TEMPORARY Destroy 20 years after project concludes or is abandoned
5.10	Quality Management	<i>The process of implementing and evaluating industry, government or departmental quality management benchmarks, systems and standards for internal business processes to enhance the quality and efficiency of products and services.</i>	
		<p>See Also: See Also: 2.3 GOVERNANCE (SARDI) - Audits & Inspections for records relating to the establishment of audit frameworks</p> <p>2.30 GOVERNANCE (SARDI) - Quality Management for records relating to the establishment of programs monitoring quality assurance</p> <p>5. 2 LIVESTOCK AND FARMING SYSTEMS – Audit & Inspections for records not relating to the monitoring of certified quality management systems</p>	



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.10.1	Quality Management	Records relating to the setup and management of specific quality management systems in use within the organisation. Includes initial accreditation and certification records, operational plans, and any other records required. Includes PEPQ processes.	TEMPORARY Destroy 20 years after action completed
5.10.2	Quality Management	Records relating to the monitoring of specific quality management systems in use within the organisation. Includes internal and external audit data produced as part of Quality Management System audit. Includes documentation, proficiency testing or other controls, instrument checks, schedules, action and non-conformance registers, training records, certification and any other records required to achieve certification. Includes audit of internal services and processes against other organisations.	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later
5.11	Quarantine	<i>The activities involved with the prevention of the spread of diseases and pests into the environment through the use of confined or enclosed quarantine systems to isolate livestock, aquatic animals, fish, plants, crops, seeds and produce suspected of or found carrying diseases or pests.</i>	
		<p>See Also: 5.5 SUSTAINABLE SYSTEMS – Diagnostic & Laboratory Testing</p> <p>5.2 SUSTAINABLE SYSTEMS MANAGEMENT - Audits and Inspections for records relating to auditing of SARDI facilities to operate as quarantine approved premises</p>	
5.11.1	Quarantine	Operational registers and summary reports documenting results of screening or testing related to quarantine services provided by SARDI.	TEMPORARY Destroy 50 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.11.2	Quarantine	Operational registers and records related to the delivery, packaging and receipt of specimen submissions for diagnosis in relation to PEPQ services offered to industry and private importers. Includes sample or specimen submission forms.	TEMPORARY Destroy 5 years after action completed
5.11.3	Quarantine	Results, notification records or other market assurance documentation issued to clients to satisfy PEPQ service requirements. Includes weekly inspections of consignments within greenhouses, growth-rooms or laboratories housing plants under quarantine conditions. Includes notifications where PEPQ requirements have not been met.	TEMPORARY Destroy 20 years after action completed
5.11.4	Quarantine	Operational record packet relating to PEPQ consignments. Includes permits, declaration of genus species, phytosanitary certificates, biosecurity direction, destructive analysis and waste management, pathogen screening, growth, storage, seed treatments, cleaning and threshing or other services for nursery stock, seeds, ornamentals, crops, pulses, cereals, grasses etc. Includes movement of material from one quarantine facility to another. Includes use of seeds or plants, tissues, cultures, soils and nucleic acids.	TEMPORARY Destroy 10 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.12	Scientific Research	<i>The activities involved in undertaking scientific research and development for the purpose of developing new ideas, concepts, designs, products, technologies or outcomes. Includes research relating to production, handling, storage, quality, disease and pest management, biochemistry, epidemiology, microbiology and pathology, genetic improvement, silviculture utilisation, nutrient, herbicide and water usage, genetics, reproduction, housing, nutrition, disease resistance, sustainable resourcing, farming systems and climate variability for aquatic, fish or livestock species, crop, pasture, seed, horticulture, food, forestry, pests and weeds.</i>	
		<p>See Also: 2.29 GOVERNANCE (SARDI) - Publications for images, published manuscripts or other published research</p> <p>See Also: Diagnostic & Laboratory Testing under the relevant function</p> <p>1.5 AQUACULTURE & AQUATIC MANAGEMENT 3.5 LIVESTOCK & FARMINGSYSTEMS MANAGEMENT or 5.5 SUSTAINABLE SYSTEMS MANAGEMENT for commercial testing records</p>	
5.12.1	Scientific Research	Final reports of all PIRSA research findings outcomes or results produced at the conclusion of the research project. Includes unpublished research. Includes summary reports.	PERMANENT



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.12.2	Scientific Research	Registers related to tracking information for research projects. Includes grant-funding, permits to possess noxious species, import or export from interstate or overseas, radioactive materials, ethics, collection or release of organisms or species, or other research permits or approvals. Includes Prescription, Controlled and Restricted Drug Registers.	TEMPORARY Destroy 20 years date of publication or project concludes or is abandoned
5.12.3	Scientific Research	Pedigree and Passport data. PIRSA registers and datasets recording variety-breeding lines.	PERMANENT

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Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.12.4	Scientific Research	<p>Final versions of the entire research dataset for other research. Includes the data management plan and design and development of laboratory tests and testing protocols. Includes sampling, testing, processing information, methodology and calculations. Includes laboratory records of analysis, calculations and observations from which the resulting test is derived. Includes results, sub-datasets, observations, field notes, diagrams, graphs, conclusions Lab Books and lab notebooks.</p> <p>Includes records relating to the analysis or modelling of data where the analysis is necessary to validate or defend research outcomes against challenge or provide an understanding of the project.</p> <p>Includes PreDicta B® testing, marker identification, host specificity, grain crop or pasture variety screening, irrigation and drainage, soil salinity, salt tolerance, clonal variability, fungicide resistance, longitudinal analysis and observations.</p> <p>Includes desktop studies and trial data on disease or pest management, changes to ecosystems, use of environmentally hazardous materials, climate, stream or phenology data logging, rainfall data collected on PIRSA research sites.</p>	<p>TEMPORARY Retain as specified in the Research Project Data Management Plan.</p> <p>Destroy 20 years after date of publication or project concludes or is abandoned if no Data Management Plan exists</p>



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.12.5	Scientific Research	Records relating to the analysis or modelling of data where the analysis is not necessary to validate or defend research outcomes against challenge or provide an understanding of the project and has no potential for reuse. Includes significant, major or other (non-significant) projects. Includes unpublished research.	TEMPORARY Destroy 10 years after action completed
5.12.6	Scientific Research	Records relating to the acquisition and management of funding for research. Includes proposal, agreements with research or grant partners for payments and compliance reports. Includes funding related to infrastructure, laboratory or other equipment to support research activities.	TEMPORARY Destroy 10 years after project concludes or is abandoned
5.12.7	Scientific Research	Records relating to assessment of biosafety or ethical clearance for individual projects with research involving GMO's. Includes application, supporting documentation, assessment and decision (approval, amendment or rejection). Excludes Exempt Dealing and Notifiable Low Risk Dealings categories of GMO research. See Also: 5.12.8 SUSTAINABLE SYSTEMS – Scientific Research for records relating to Exempt Dealing and Notifiable Low Risk Dealings categories of GMO research	TEMPORARY Destroy 20 years after project concludes or is abandoned



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
	Scientific Research	<p>Records of other successful applications for licences or permits relating to the collection, handling, storage or transport of flora or fauna/marine life for specific scientific research projects or other prescribed purposes.</p> <p>Includes licences to collect or use species or exemptions for research or breeding purposes under an organisational scientific licence.</p> <p>Includes Exempt Dealing and Notifiable Low Risk Dealings (GMO) research.</p> <p>Includes records relating to the management of specimens or imported quarantine risk materials that require clearance under Australian quarantine specifications and associated legislation.</p> <p>Includes notification that the quarantine period has concluded.</p>	TEMPORARY Destroy 10 years after expiry or termination of licence/permit or disposal of GMO, or project concludes whichever is the later
5.12.8	Scientific Research	<p>Records of other unsuccessful applications. Includes ethical clearance, applications for research or infrastructure funding. Includes applications for licences or permits relating to the use of flora or fauna for specific scientific research projects or other prescribed purposes. Includes research proposals that did not proceed.</p>	TEMPORARY Destroy 5 years after action completed
5.12.9	Scientific Research	<p>Records relating to the acquisition, care, maintenance, use and disposal of radioactive or toxic substances and radioactive equipment.</p>	TEMPORARY Destroy 100 years after action completed



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.12.10	Scientific Research	Records relating to the acquisition, care, maintenance, use and disposal of non-radioactive or other substances, chemicals, drugs, poisons, equipment, inorganic or organic specimens or samples used for research purposes. Includes animal anatomy or tissue specimens, genetically modified organisms and other regulated biological agents, in accordance with codes of practice. Includes registers used for acquisition, transport, inspection, treatment and care (including veterinary medical records), handling, housing/storage documentation, surgery, pathology, post mortem reports, disposal of animal remains. Includes clinical waste.	TEMPORARY Destroy 10 years after action completed
5.12.11	Scientific Research	Applications or associated records related to researchers conducting research activities at external locations, private farms, other non-SARDI sites or on individuals (food or sensory research). Includes consent notices and signed consent to participate in research by individual or organisations to participate in focus groups.	TEMPORARY Destroy 10 years after project concludes or is abandoned
5.12.12	Scientific Research	Other (non-permanent) research data stored outside of the PIRSA EDRMS that has been converted to electronic format through data entry or imaging. Includes observational performance data associated with an accession into the APG.	TEMPORARY Destroy 1 month after entry/imaging results verified and data is migrated to PIRSA EDRMS



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 SUSTAINABLE SYSTEMS MANAGEMENT			
5.12.13	Scientific Research	Records relating to the development of documentation. Includes drafts of proposal development, research conduct and protocol development, experiment or data modelling and collection design, interim/draft versions of data analysis formulae and results.	TEMPORARY Destroy 5 years after action completed
5.12.14	Scientific Research	Records relating to administrative arrangements for technical services. Includes spreadsheets or other records relating to resource allocation, annual or interim grant calculations related to scientific research projects.	TEMPORARY Destroy 2 years after action completed
5.12.15	Scientific Research	Input datasets acquired from other organisations or bodies. E.g. WaterConnect.	TEMPORARY Destroy 1 year after date of publication or project concludes or is abandoned
5.12.16	Scientific Research	Organic or inorganic specimens or samples used as reference material in official Collections. While listed here in the schedule they are deemed not to be official records.	PERMANENT
5.12.17	Scientific Research	Organic or inorganic specimens or samples used as working samples. Includes soil. While listed here in the schedule they are deemed not to be official records.	TEMPORARY Dispose once diagnosis is made/results recorded



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Index to Operational Records Disposal Schedule

-A-

Accreditation & Market Assurance, **AQUACULTURE & AQUATIC SCIENCE MANAGEMENT**49

Accreditation & Market Assurance, **GOVERNANCE (SARDI)**71

Accreditation & Market Assurance, **LIVESTOCK & FARMING SYSTEMS MANAGEMENT**108

Accreditation & Market Assurance, **SUSTAINABLE SYSTEMS MANAGEMENT**131

Acquisition, **PROCUREMENT & ASSET MANAGEMENT**128

Advice (PIRSA), **GOVERNANCE (SARDI)**73

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT49

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Accreditation & Market Assurance49

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Audits & Inspections50

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Compliance & Monitoring52

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Consultancy Services53

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Diagnostic & Laboratory Testing54

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Environmental Protection56

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Industry Development57

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Information Management58

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Partnerships58



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Program Operations59

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Project Management61

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Quality Management62

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Quarantine63

AQUACULTURE & AQUATIC SCIENCE MANAGEMENT, Scientific Research 64

Asset Disposal, PROCUREMENT & ASSET MANAGEMENT 129

Asset Maintenance, PROCUREMENT & ASSET MANAGEMENT 130

Audits & Inspections, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT50

Audits & Inspections, GOVERNANCE (SARDI)..... 74

Audits & Inspections, LIVESTOCK & FARMING SYSTEMS MANAGEMENT 109

Audits & Inspections, SUSTAINABLE SYSTEMS MANAGEMENT132

Awards & Recognition, GOVERNANCE (SARDI)75

-B-

Boards & Committees, GOVERNANCE (SARDI)..... 76

-C-

Client Files, GOVERNANCE (SARDI) 77

Commercialisation, GOVERNANCE (SARDI) 78

Compliance & Monitoring, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT52

Compliance & Monitoring, GOVERNANCE (SARDI)80

Compliance & Monitoring, LIVESTOCK & FARMING SYSTEMS MANAGEMENT 110

Compliance & Monitoring, SUSTAINABLE SYSTEMS MANAGEMENT134

Consultancy Services, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT53



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Consultancy Services, GOVERNANCE (SARDI)81

Consultancy Services, LIVESTOCK & FARMING SYSTEMS MANAGEMENT 111

Consultancy Services, SUSTAINABLE SYSTEMS MANAGEMENT 135

Contract Management, GOVERNANCE (SARDI).....82

Cost Recovery, GOVERNANCE (SARDI).....84

Customer Service & Support, GOVERNANCE (SARDI).....85

-D-

**Diagnostic & Laboratory Testing, AQUACULTURE & AQUATIC SCIENCE
MANAGEMENT54**

Diagnostic & Laboratory Testing, GOVERNANCE (SARDI).....85

**Diagnostic & Laboratory Testing, LIVESTOCK & FARMING SYSTEMS
MANAGEMENT 112**

Diagnostic & Laboratory Testing, SUSTAINABLE SYSTEMS MANAGEMENT. 137

-E-

**Environmental Protection, AQUACULTURE & AQUATIC SCIENCE
MANAGEMENT56**

Environmental Protection, GOVERNANCE (SARDI).....86

-F-

Forms & Templates, GOVERNANCE (SARDI)87

-G-

GOVERNANCE (SARDI), Accreditation & Market Assurance 71

GOVERNANCE (SARDI), Advice (PIRSA) 73

GOVERNANCE (SARDI), Audits & Inspections 74

GOVERNANCE (SARDI), Awards & Recognition 75

GOVERNANCE (SARDI), Boards & Committees..... 76

GOVERNANCE (SARDI), Client Files 77

GOVERNANCE (SARDI), Commercialisation 78

GOVERNANCE (SARDI), Compliance & Monitoring80



**Primary Industries and Regions SA (PIRSA) - South Australian Research and
Development Institute (SARDI) and predecessor agencies)**

GOVERNANCE (SARDI), Consultancy Services81

GOVERNANCE (SARDI), Contract Management.....82

GOVERNANCE (SARDI), Cost Recovery84

GOVERNANCE (SARDI), Customer Service & Support.....85

GOVERNANCE (SARDI), Diagnostic & Laboratory Testing.....85

GOVERNANCE (SARDI), Environmental Protection86

GOVERNANCE (SARDI), Forms & Templates87

GOVERNANCE (SARDI), Grants & Industry Levies87

GOVERNANCE (SARDI), ICT Systems.....89

GOVERNANCE (SARDI), Industry Development90

GOVERNANCE (SARDI), Information Management91

GOVERNANCE (SARDI), Intellectual Property92

GOVERNANCE (SARDI), Investigations.....91

GOVERNANCE (SARDI), Media Releases & Public Relations93

GOVERNANCE (SARDI), Natural Resource Management94

GOVERNANCE (SARDI), Planning (PIRSA)95

GOVERNANCE (SARDI), Policies & Procedures95

GOVERNANCE (SARDI), Program Operations96

GOVERNANCE (SARDI), Project Management.....99

GOVERNANCE (SARDI), Prosecutions Litigation & Offences.....100

GOVERNANCE (SARDI), Publications101

GOVERNANCE (SARDI), Quality Management102

GOVERNANCE (SARDI), Reports103

GOVERNANCE (SARDI), Reviews & Evaluations104

GOVERNANCE (SARDI), Risk Management (KAAA).....105

GOVERNANCE (SARDI), Sponsorships & Donations106

GOVERNANCE SARDI71



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Grants & Industry Levies, GOVERNANCE (SARDI)87

-|-

ICT Systems, GOVERNANCE (SARDI).....89

**Industry Development, AQUACULTURE & AQUATIC SCIENCE
MANAGEMENT57**

Industry Development, GOVERNANCE (SARDI)90

**Industry Development, LIVESTOCK & FARMING SYSTEMS MANAGEMENT
.....115**

**Information Management, AQUACULTURE & AQUATIC SCIENCE
MANAGEMENT58**

Information Management, GOVERNANCE (SARDI)91

**Information Management, LIVESTOCK & FARMING SYSTEMS
MANAGEMENT116**

Information Management, SUSTAINABLE SYSTEMS MANAGEMENT140

Intellectual Property, GOVERNANCE (SARDI).....92

Investigations, GOVERNANCE (SARDI).....91

-L-

LIVESTOCK & FARMING SYSTEMS MANAGEMENT108

**LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Accreditation & Market
Assurance108**

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Audits & Inspections 109

**LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Compliance &
Monitoring110**

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Consultancy Services 111

**LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Diagnostic &
Laboratory Testing112**

**LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Industry Development
.....115**

**LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Information
Management116**



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Partnerships116

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Program Operations 117

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Project Management 119

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Quality Management 120

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Quarantine121

LIVESTOCK & FARMING SYSTEMS MANAGEMENT, Scientific Research ...122

-M-

Media Releases & Public Relations, GOVERNANCE (SARDI)93

-N-

Natural Resource Management, GOVERNANCE (SARDI)94

-P-

Partnerships, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT58

Partnerships, LIVESTOCK & FARMING SYSTEMS MANAGEMENT116

Partnerships, SUSTAINABLE SYSTEMS MANAGEMENT141

Planning (PIRSA), GOVERNANCE (SARDI)95

Policies & Procedures, GOVERNANCE (SARDI)95

PROCUREMENT & ASSET MANAGEMENT128

PROCUREMENT & ASSET MANAGEMENT, Acquisition128

PROCUREMENT & ASSET MANAGEMENT, Asset Disposal129

PROCUREMENT & ASSET MANAGEMENT, Asset Maintenance130

**Program Operations, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT
.....59**

Program Operations, GOVERNANCE (SARDI)96

Program Operations, LIVESTOCK & FARMING SYSTEMS MANAGEMENT 117

Program Operations, SUSTAINABLE SYSTEMS MANAGEMENT141

**Project Management, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT
.....61**



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

Project Management, GOVERNANCE (SARDI).....99

Project Management, LIVESTOCK & FARMING SYSTEMS MANAGEMENT 119

Project Management, SUSTAINABLE SYSTEMS MANAGEMENT..... 144

Prosecutions Litigation & Offences, GOVERNANCE (SARDI)..... 100

Publications, GOVERNANCE (SARDI) 101

-Q-

Quality Management, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT62

Quality Management, GOVERNANCE (SARDI) 102

Quality Management, LIVESTOCK & FARMING SYSTEMS MANAGEMENT 120

Quality Management, SUSTAINABLE SYSTEMS MANAGEMENT 145

Quarantine, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT63

Quarantine, LIVESTOCK & FARMING SYSTEMS MANAGEMENT121

Quarantine, SUSTAINABLE SYSTEMS MANAGEMENT.....146

-R-

Reports, GOVERNANCE (SARDI)..... 103

Reviews & Evaluations, GOVERNANCE (SARDI)..... 104

Risk Management (KAAA), GOVERNANCE (SARDI)..... 105

-S-

Scientific Research, AQUACULTURE & AQUATIC SCIENCE MANAGEMENT 64

Scientific Research, LIVESTOCK & FARMING SYSTEMS MANAGEMENT ...122

Scientific Research, SUSTAINABLE SYSTEMS MANAGEMENT..... 148

Sponsorships & Donations, GOVERNANCE (SARDI) 106

SUSTAINABLE SYSTEMS MANAGEMENT 131

SUSTAINABLE SYSTEMS MANAGEMENT, Accreditation & Market Assurance 131

SUSTAINABLE SYSTEMS MANAGEMENT, Audits & Inspections132



Primary Industries and Regions SA (PIRSA) - South Australian Research and Development Institute (SARDI) and predecessor agencies)

SUSTAINABLE SYSTEMS MANAGEMENT, Compliance & Monitoring134

SUSTAINABLE SYSTEMS MANAGEMENT, Consultancy Services 135

SUSTAINABLE SYSTEMS MANAGEMENT, Diagnostic & Laboratory Testing.137

SUSTAINABLE SYSTEMS MANAGEMENT, Information Management 140

SUSTAINABLE SYSTEMS MANAGEMENT, Partnerships 141

SUSTAINABLE SYSTEMS MANAGEMENT, Program Operations 141

SUSTAINABLE SYSTEMS MANAGEMENT, Project Management..... 144

SUSTAINABLE SYSTEMS MANAGEMENT, Quality Management 145

SUSTAINABLE SYSTEMS MANAGEMENT, Quarantine..... 146

SUSTAINABLE SYSTEMS MANAGEMENT, Scientific Research..... 148

Approved by SRC