

STATE RECORDS

of South Australia

Operational Records Disposal Schedule

Mining and Quarries Occupational Health and Safety Committee (MAQOHSC)

RDS 2026/01 Version 1

Effective Dates: 15 April 2026 to 15 April 2036

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

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RDS No	RDS 2026/01 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Mining and Quarries Occupational Health and Safety Committee (MAQOHSC)
Records Scope	Records documenting the function of Mining and Quarry Safety
Records Coverage Dates	1 January 1988 - ongoing
Effective Dates	15 April 2026 to 15 April 2036
Status	Determined by Director State Records and approved by State Records Council on 17 March 2026
Associated RDS	RDS 2026/02 v1 - Workmen's Compensation [Silicosis] Committee (Silicosis Committee) (1938-2004) and the Workmen's Compensation (Silicosis) Scheme (Silicosis Scheme) (1938-1989) (currently in draft will update once approved)
Associated Document	Use the RDS in conjunction with its RDS Context Statement

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Contents

Introduction4

 Scope4

 Objectives4

 Relationship to other disposal schedules5

 Interpretation6

 State Records Contact Details7

Introduction

Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions, please contact State Records for advice.

Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the *State Records Act 1997* including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as State archives) in accordance with State Records appraisal criteria and
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

Relationship to other disposal schedules

The General Disposal Schedule for State Government Agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check State Records website <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/disposal/general-disposal-schedules-gds>

Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody.

Status/Disposal action definitions

- **Permanent – retain as State archives**
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- **Temporary – retain a minimum of [list specific period of time] after action completed, then destroy.**
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

Retain a record of records destroyed under this RDS

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia.

Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at www.archives.sa.gov.au.

State Records Contact Details

Contact details

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RDS 2026/01 Version 1 - Mining and Quarry Occupational Health and Safety Committee (MAQOHSC)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	MINING AND QUARRY SAFETY	The function of creating and supporting mining and quarrying safety initiatives throughout the State. Including work health and safety research, education and training.		
1.1	<i>Grant and Funding Applications</i>	<i>The activity of processing grant and funding applications to MAQOHSC.</i>		
1.1.1	Grant and Funding Applications	Summary record of successful grants and funding. Details include project title, summary of outcomes and amounts allocated. See Item 1.1.2 for records relating to grant and funding applications.	PERMANENT	Retain as State archives.
1.1.2	Grant and Funding Applications	Records relating to applications for grants and funding. Includes the funding of research projects such as 'A Long Way from Home – investigation into work stress and remoteness in the Mining Industry' and the Health Data Analysis Project to identify trends and risks in the quarrying and mining sector. Also includes sponsorship of industry awards and grants for delivery of training. Includes successful and unsuccessful applications. Record examples include: <ul style="list-style-type: none"> • applications • assessments • responses • acquittals • reports 	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.

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RDS 2026/01 Version 1 - Mining and Quarry Occupational Health and Safety Committee (MAQOHSC)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 1.1.1 for summary records of grant and funding applications.		
1.2	<i>Education and Training</i>	<i>The activity of developing and delivering education and training programs to enhance workplace health and safety in South Australia's mining and quarrying sectors covering critical areas such as dust disease prevention, regulatory compliance, and worker competency.</i>		
1.2.1	Education and Training	<p>Records relating to the establishment and implementation of education and training programs/courses for example the education programs for silica exposure, respiratory protection, and safe work practices as well as workshops focusing on dust prevention and suppression technologies.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • course development • session plans • learning outcomes • course reviews • guidelines. <p>See Item 1.2.2 for development of tools and checklists.</p> <p>See Item 1.2.3 for records relating to delivery of education and training programs.</p>	TEMPORARY	Retain a minimum of 30 years after superseded or ceased, then destroy.
1.2.2	Education and Training	Records relating to the development of tools e.g. checklists, templates and guides.	TEMPORARY	Retain a minimum of 10 years after superseded, then destroy.

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RDS 2026/01 Version 1 - Mining and Quarry Occupational Health and Safety Committee (MAQOHSC)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>Record examples include:</p> <ul style="list-style-type: none"> • educational tools – info sheets • checklists • guidelines. <p>See GDS 30 v2 (as amended): 12.3.1 PUBLICATION – Production for final versions of all publications.</p> <p>See Item 1.2.1 for establishment and implementation of education and training programs.</p>		
1.2.3	Education and Training	<p>Records relating to the delivery of education and training programs.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • booking sheets • attendance records. <p>See Item 1.2.1 for establishment and implementation of education and training programs.</p> <p>See Item 1.2.2 for development of tools and checklists.</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.3	<i>Program Management</i>	<p><i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs.</i></p>		

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RDS 2026/01 Version 1 - Mining and Quarry Occupational Health and Safety Committee (MAQOHSC)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 6.10 (various) FINANCIAL MANAGEMENT – Procurement (Goods and Services) for records relating to management of contracts for services.		
1.3.1	Program Management	<p>Records relating to the establishment and implementation of programs i.e. the Silicosis Health Screening Program.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • scope of program • communication action plans • funding approvals • budgets • planning documents. <p>See Item 1.3.2 for records relating to delivery of screening programs.</p>	TEMPORARY	Retain a minimum 20 years after action completed, then destroy.
1.3.2	Program Management	<p>Records relating to the delivery of programs.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • screening booking sheets • attendance records. <p>See Item 1.3.1 for establishment and implementation of programs.</p>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.3.3	Program Management	Screening records of individuals. Records contain personal details of individual and screening results.	TEMPORARY	Retain a minimum of 30 years after screening, then destroy.

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RDS 2026/01 Version 1 - Mining and Quarry Occupational Health and Safety Committee (MAQOHSC)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4	<i>Stakeholder Engagement</i>	<i>The activity of engaging with quarry and mining companies to help operators assess compliance with key safety standards and regulation including provision of advice, templates and checklists.</i>		
1.4.1	Stakeholder Engagement	<p>Case files for quarry and mining companies.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • audits and reviews of systems and procedures conducted by MAQOHSC representatives • copies of company documentation i.e. procedures and checklists • images of sites • details of training delivered • staff attendance at training • training results. 	TEMPORARY	Retain a minimum of 10 years after company ceases trading.
1.4.2	Stakeholder Engagement	<p>Summary records of engagement with stakeholders. Includes contact details for stakeholders, dates of site visits and activity conducted.</p>	TEMPORARY	Retain a minimum of 2 years after last entry, then destroy.