

## Operational Records Disposal Schedule

# Dairy Authority of South Australia – trading as 'DairySafe'

## RDS 2020/12 Version 1

Effective Dates: 23 February 2021 to 28 February 2031

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*.

<b>RDS No</b>	RDS 2020/12 Version 1
<b>Disposal Schedule Type</b>	Operational Records Disposal Schedule
<b>Agency</b>	Dairy Authority of South Australia – trading as 'DairySafe'
<b>Records Scope</b>	Records documenting the function/s of dairy industry management in South Australia
<b>Records Coverage Dates</b>	1 January 1993 - ongoing
<b>Effective Dates</b>	23 February 2021 to 28 February 2023
<b>Status</b>	Determined by Director State Records and approved by State Records Council on 23 February 2021
<b>Associated RDS</b>	Previous RDS 2003/21 Version 1 expired 30 June 2014
<b>Associated Document</b>	Use the RDS in conjunction with its RDS Context Statement

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# Introduction

## Scope

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

This RDS excludes:

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

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

## Objectives

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

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

## **Relationship to other disposal schedules**

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

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

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

# Interpretation

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

## Status/Disposal action definitions

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

## Retain a record of records destroyed under this RDS

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

## Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997* and may be considered by ICAC as misconduct or maladministration.

## For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

## State Records Contact Details

### Contact details

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	<b>DAIRY REGULATION</b>	<b>The function of administering the regulatory requirements of the <i>Primary Produce Food Safety Schemes Act 2004</i> and the <i>Primary Production (Food Safety Schemes) (Dairy) Regulations 2017</i>, for which Dairysafe is responsible</b>		
1.1	<b>Accreditation</b>	The activities associated with accreditation of dairy producers, including application or cancellation of accreditation.		
1.1.1		Records relating to the accreditation provided by Dairysafe to a dairy farmer, dairy transporter or dairy processor and includes accredee's name, address, supply details, production details and the conditions under which the approval is provided - for example accreditation files; electronic database records; etc  Records include: those required by the Act and regulations, including applications for accreditation and certificates of accreditation - that may be in hard copy or digital form	PERMANENT	Retain as State archives
1.1.2		Records relating to the monthly or annual return of milk and dairy production for accredited dairy producers, for example Monthly Return files detailing milk volumes.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.1.3		Records relating to the rejection by Dairysafe of an application for accreditation; eg formal correspondence.	TEMPORARY	Retain a minimum of 5 years after action

\*Reason column will be removed in final approved schedule.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
				completed, then destroy
1.1.4		Records relating to inspections by Dairysafe of dairy primary production businesses (farms) seeking accreditation.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.1.5		Records relating to the suspension and / or reinstatement of accreditation of dairy producers.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.1.6		Records relating to annual returns provided to Dairysafe by accredited dairy producers – confirming accredited operator's details.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.1.7		Records relating to information of businesses contained in composite listings of accredited dairy producers.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.2	<b>Compliance</b>	The activities associated with the Authorities role of ensuring compliance by dairy producers with the mandatory requirements of the <i>Primary Produce Food Safety Schemes Act 2004</i> and the <i>Primary</i>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>Production (Food Safety Schemes) (Dairy) Regulations 2017.</i>		
1.2.1		Records relating to serious breaches of compliance requirements of the Act and Regulations relating to accredited and non-accredited dairy producers, including: <ul style="list-style-type: none"> <li>• Formal correspondence</li> <li>• Non-conformance reports, that may be in letter or digital form</li> <li>• Corrective Action Requests, that may be in letter or digital form</li> <li>• Compliance Orders</li> <li>• Legal proceedings</li> </ul>	PERMANENT	Retain as State archives
1.2.2		Records relating to serious food safety incidents relating to accredited dairy producers.	PERMANENT	Retain as State archives
1.2.3		Records relating to auditing by Dairysafe or approved auditors of dairy primary production businesses (farms), dairy transport businesses and dairy processing businesses.	TEMPORARY	Retain a minimum of 7 years after action

No	Function/Activity	Description including Records Examples	Status	Disposal Action
				completed, then destroy
1.2.4		Records relating to dairy processing facilities including upgrades and extensions of premises, which includes test results from lab reports from the products tested at these facilities. For example, Processors Files, Quality Assurance Inspections and Reports	TEMPORARY	Retain for 50 years after action completed, then destroy
1.2.5		Records documenting Laboratory Services performed on dairy products, and analytical reports, to ensure the products meet an established standard and to establish whether the products have been tampered with. For example Laboratory Reports, Current Freezing Point Cards, Cancelled Freezing Point Cards, Monthly Farm Quality Surveys.	TEMPORARY	Retain for 50 years after action completed, then destroy
1.3	<b>Industry Development</b>	The activities associated with the former activity of dairy industry development. Activities included facilitating meetings of artisan cheese makers, assisting with the annual cheese festival CheeseFest and contributing as stewards and/or judges at SA Dairy Industry Awards.		
1.3.1		Records relating to Dairy Authority Board's involvement in dairy industry development including judging of awards and supporting festivals.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4	<b>Licencing</b>	The activities associated with an application, renewal or cancellation of a licence or registration with regard to the processing, distribution or sale of dairy products. Licensing ceased in 2005 with the repeal of the <i>Dairy Industry Act 1992</i> and introduction of the <i>Primary Produce (Food Safety Schemes) (Dairy) Regulations 2005</i>		
1.4.1		Records relating to the approval given to, or cancellation of a wholesale vendor to be a milk vendor and have a depot license, including Dairy Distributor records. Includes information about the type of vehicle used for distribution and a map of the area or zone the license is applicable to. For example, Wholesale Vendors License Files.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.4.2		Records relating to the approval given to, or cancellation of, a company for the treatment of milk and dairy products. For example, Milk Treatment License Files.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.4.3		Records relating to the approval given to, or cancellation of, a depot for the distribution of milk and dairy products. For example, Depot License Files.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.4.4		Records relating to the approval or cancellation of a license to a producer to produce raw milk products.	TEMPORARY	Retain a minimum of 7 years after action

No	Function/Activity	Description including Records Examples	Status	Disposal Action
				completed, then destroy
1.4.5		Records relating to the approval or cancellation of a registration given to a driver to transport milk and dairy products, including Dairy Produce Carrier records.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.4.6		Records relating to the rejection of a license to a company for the treatment of milk and dairy products.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.4.7		Records relating to the rejection of a license to a producer to produce raw milk products.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.4.8		Records relating to the rejection of a registration given to a driver to transport milk and dairy products.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.5	<b>Pricing and equalisation schemes</b>	The activities associated with the regulation of the pricing of dairy products for sale and the South Australian Market Milk Equalisation Agreement.		
1.5.1		Records relating to the regulation of prices and price equalisation schemes	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6	<b>Training and Certification</b>	The activities associated with approving, providing, or arranging training programs, and the granting, or arranging for the granting of, certificates to persons who successfully complete training programs approved by the Authority under the <i>Dairy Industry Act 1992</i> .		
1.6.1		Records relating to training programs for implementing appropriate standards and codes of practice for the dairy industry.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.6.2		Records relating to arranging for the granting of, certificates to persons who successfully complete training programs approved by the Authority.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy