

# STATE RECORDS

of South Australia

## Operational Records Disposal Schedule

# Attorney-General's Department – State Records of South Australia (SRSA) (and predecessor agency)

RDS 2023/08 Version 1

Effective Dates: 17 March 2023 to 17 March 2033

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 (as amended)*.

<b>RDS No</b>	RDS 2023/08 Version 1
<b>Disposal Schedule Type</b>	Operational Records Disposal Schedule
<b>Agency</b>	Attorney-General's Department – State Records of South Australia (SRSA) (and predecessor agency)
<b>Records Scope</b>	Records documenting the function/s of archives management, records management, FOI, privacy, Copyright
<b>Records Coverage Dates</b>	1985 to Ongoing Please note that the records covered by this RDS date from 1985 onwards, with the exception of two particular series – GRS 976 <i>Administration files, annual single number series with PROSA prefix – Public Record Office of South Australia, later State Records of South Australia (1982-1998)</i> and GRS 7953 <i>Copies of records disposal schedules (RDS) approved by the Libraries Board (1927-1993)</i> .
<b>Effective Dates</b>	17 March 2023 to 17 March 2033
<b>Status</b>	Determined by Director State Records and approved by State Records Council on 17 March 2023
<b>Associated RDS</b>	Previous RDS 2005/15 v1
<b>Associated Document</b>	Use the RDS in conjunction with its RDS Context Statement

© 2020 - 2030 Government of South Australia

This Disposal Schedule may be copied for use by South Australian Government Agencies and Local Government Authorities and for reasonable study or research purposes. No part of this Disposal Schedule may be reproduced or distributed for profit or gain or for any other purpose without the written permission of the Manager [Director] of State Records of South Australia.

The Terms and Scope Notes in the Schedule Body may include terms and relationships that have been taken from Keyword AAA: A Thesaurus of General Terms (© State Records Authority of New South Wales, 1995 and 1998), and are reproduced under a licence agreement between State Records of South Australia and the State Records Authority of New South Wales.

# 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 paper, 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
- 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 a minimum of [*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*.

## 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

Level 15, 10 Franklin Street

ADELAIDE SA 5000

GPO Box 464

ADELAIDE SA 5000

**Tel** (+61 8) 7322 7081

**Email** [staterecords@sa.gov.au](mailto:staterecords@sa.gov.au)

**Web** [www.archives.sa.gov.au](http://www.archives.sa.gov.au)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	ARCHIVES MANAGEMENT	<p>The function of managing the archives collection and providing access to the collection held in the custody of SRSA in accordance with the <i>State Records Act 1997 (as amended)</i> (SR Act). Includes</p> <ul style="list-style-type: none"> <li>• granting postponement or exemption of official records from custody</li> <li>• transfer of custody of official records from agencies to State Records in accordance with the <i>State Records Act 1997 (as amended)</i></li> <li>• managing the intellectual and physical control of the collection</li> <li>• maintaining quality control of the archives collection through deaccessioning</li> <li>• receipt of records in accordance with section 19 of the SR Act, as estrays or donations</li> <li>• administering access determinations on behalf of government agencies</li> <li>• providing access to the archives collection to government and non-government customers</li> <li>• agency record retrievals and the loaning of records to other organisations e.g. exhibitions</li> <li>• access and preservation copying and reformatting</li> <li>• Research Centre operations, and</li> <li>• approving the public's use of Crown copyright in official records held by SRSA.</li> </ul> <p>See 6 PRESERVATION MANAGEMENT (various) for conservation of the archives collection, disaster management, environmental control of State Records' repositories, and valuation of the archives collection.</p> <p>See 8 PROMOTION AND OUTREACH (various) for promoting awareness of SRSA, its functions and the archives collection through exhibitions, presentations, tours, open days and visits.</p> <p>See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for submissions, advice, responses to representations and briefings relating to access or collection management, whether to Ministers, other agencies or governments.</p> <p>See GDS 30 v2 (as amended): 13.19 (various) STRATEGIC MANAGEMENT - Program Management for access or collection management programs.</p> <p>See GDS 30 v2 (as amended): 13.20 (various) STRATEGIC MANAGEMENT - Project Management for access or collection management projects, eg Aboriginal Access Indexing.</p>		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1	Access Determinations	The activity of working with agencies to set and administer access determinations that open or close records to public access in accordance with the <i>State Records Act 1997 (as amended)</i> .		
1.1.1	Access Determinations	Records relating to setting and administering access determinations for public access to official records held in SRSA' custody, including: <ul style="list-style-type: none"> <li>• Access Determination Forms</li> <li>• correspondence with owner agency documenting negotiation, follow up and/or review of access determination.</li> </ul>	PERMANENT	Retain as State archives.
1.2	Advice	The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)		
1.2.1	Advice	Records documenting advice provided to agencies and the public relating to collection management, records transfer, and access management.  See 1.9 Enquiries Management (Reference) for reference and research enquiries.  See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy.
1.3	Cases (SRSA)	Case files relate to a number of activities held together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.		
1.3.1	Cases (SRSA)	Records documenting liaison with agencies regarding the management, disposal, transfer of and access to records Includes Agency Services (AS) files (1998-2003)	PERMANENT	Retain as State archives.



## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.2	Cases (SRSA)	Records of projects undertaken by SRSA consultancy services on behalf of agencies, including the development of disposal schedules, sentencing and transfer of records. Includes Agency Services Project (AS-P/ASP) files (1999-2003)	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy.
1.4	Copying and Reformatting	The activity of copying and reformatting (e.g. digitising, microfilming) of official records in the archives collection for preservation and access purposes. Also includes copying and reformatting of records in response to customer requests.  See 6.2.3 Conservation for records of conservation treatments applied to records to stabilise records prior to copying or reformatting.		
1.4.1	Copying and Reformatting	Records documenting the reformatting of official records held in the custody of SRSA for preservation purposes (e.g. digitising, microfilming) including: <ul style="list-style-type: none"> <li>• Master digitisation register</li> </ul>	PERMANENT	Retain as State archives.
1.4.2	Copying and Reformatting	Supplementary records documenting the reformatting of official records (eg digitising, microfilming).	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.4.3	Copying and Reformatting	Records documenting the copying of official records in the archives collection into any format in response to agency or public requests, including: <ul style="list-style-type: none"> <li>• Births Deaths and Marriages (BDM) certification letters</li> <li>• records of image reproduction or digitisation for sale purposes</li> <li>• quotes for digitisation or copying</li> <li>• requests for and certification of copies in accordance with Section 30 of the SR Act</li> <li>• Digitisation log.</li> </ul>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.4	Copying and Reformatting	Records documenting the tallying of copying and reformatting. Includes daily and monthly tallies.	TEMPORARY	Retain a minimum of 1 years after action completed, then destroy
1.5	Custody Postponement and Exemption	The activity of granting official records custody postponements or exemptions in accordance with the <i>State Records Act 1997 (as amended)</i> .		
1.5.1	Custody Postponement and Exemption	Records documenting the granting, monitoring and review of a custody postponement or exemption to an agency in accordance with section 19 of the <i>State Records Act 1997 (as amended)</i> , including: <ul style="list-style-type: none"> <li>• Custody Postponement and Exemption register</li> <li>• formal agreements or correspondence with agencies stipulating postponement or exemption conditions</li> <li>• granting of agency exemptions to store permanent or unsentenced records with a temporary records storage approved service provider (ASP)</li> <li>• listing or summary of records covered by postponement or exemption</li> <li>• inspection of agency storage facilities.</li> </ul>	PERMANENT	Retain as State archives.
1.5.2	Custody Postponement and Exemption	Records documenting the granting, monitoring and review of a custody arrangement to the Commonwealth, another State or any other person for the keeping and use of official records in accordance with section 22 of the <i>State Records Act 1997 (as amended)</i> , including: <ul style="list-style-type: none"> <li>• correspondence with the Minister</li> <li>• deed or formal memorandum of understanding</li> <li>• listing or summary of records covered by custody arrangement</li> <li>• inspection of agency storage facilities.</li> </ul>	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6	Deaccessioning	The activity of removing records from the control and custody of SRSA because of appraisal, re-appraisal or considered as still in active use by the owner agency or of temporary value. Includes permanently returning records to an owner agency and repatriation of official records to aboriginal communities.  See 1.7.1 Destruction for destruction of official records held in SRSA custody.		
1.6.1	Deaccessioning	Records documenting the deaccessioning of official records from the archives collection, includes those deaccessioned and returned to the owner agency or community, includes: <ul style="list-style-type: none"> <li>• Register of Deaccessions</li> <li>• Consignment and item deaccession processing worksheets ['orange sheets']</li> <li>• collection disposal files</li> <li>• annotated consignment lists with recommendations</li> <li>• sentencing worksheets.</li> </ul>	PERMANENT	Retain as State archives.
1.6.2	Deaccessioning	Records documenting the management of semi-active/temporary value records when SRSA provided temporary value storage services to agencies (approx. 1970s to 2002).	TEMPORARY	Retain a minimum of 20 years once registered in the Archival Management System.
1.7	Destruction	The activity of lawfully destroying records in State Record's custody in accordance with disposal authorities.  See 1.6.1 Deaccessioning for removing records from the control/custody of SRSA by permanently returning records to an owner agency and repatriation to communities.  See 1.11 Intellectual Control when destruction notice was included in GRS file.		
1.7.1	Destruction	Records documenting the destruction of official records, whether received by SRSA as temporary, unsentenced and subsequently sentenced as temporary, or as permanent and re-appraised as	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>temporary. Includes the destruction of temporary official records on behalf of an agency held by SRSA.</p> <ul style="list-style-type: none"> <li>• Register of Record Destructions</li> <li>• collection disposal files</li> <li>• annotated consignment lists with recommendations</li> <li>• sentencing worksheets.</li> </ul>		
1.8	Donations	<p>The activity of handling the donation of official and non-official records, whether solicited or unsolicited.</p> <p>See 1.17.1 Records Transfer for the receipt of official records from the relevant agency responsible as part of the normal transfer process.</p> <p>See 1.10.1 Estray Management for the recovery of official records in private hands.</p>		
1.8.1	Donations	<p>Records documenting the acceptance, receipt and management of donations of official and non-official records by government agencies, non-government entities or members of the public. Also includes rejected donations. Includes:</p> <ul style="list-style-type: none"> <li>• assessment of potential donation against collection policy</li> <li>• correspondence with donor</li> <li>• donation files.</li> </ul>	PERMANENT	Retain as State archives.
1.9	Enquiries Management (Reference)	<p>The activities associated with receiving and responding to enquiries about records within the SRSA collection. Includes enquiries received via email, webform, letter, telephone and social media platforms.</p> <p>See Advice (various functions) for advice provided to agencies and the public in response to functional responsibilities.</p> <p>See 1.18 (various) Research Centre Services for registration of public users and issue of original records to customers (public or agencies) to view in the Research Centre.</p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See 1.16 (various) Record Retrievals for requests by owner agencies for temporary custody/loan of State archives.</p> <p>See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.</p>		
1.9.1	Enquiries Management (Reference)	<p>Summary records created to facilitate access to records about Aboriginal people within the Archives, including:</p> <ul style="list-style-type: none"> <li>• Aboriginal Name Index (ANI) (2002-2005)</li> <li>• Aboriginal Information Management System (AIMS) database – (2005- present)</li> </ul>	PERMANENT	Retain as State archives.
1.9.2	Enquiries Management (Reference)	<p>Records documenting specialised advice and access provided to official records in the archives collection to indigenous Australians relating to native title.</p> <ul style="list-style-type: none"> <li>• Native title research requests</li> <li>• Research relating to State Agreements</li> </ul>	PERMANENT	Retain as State archives.
1.9.3	Enquiries Management (Reference)	<p>Records documenting specialised advice and access provided to official records in the archives collection to indigenous Australians.</p> <p>Also includes research undertaken by staff on behalf of indigenous Australians, whether through direct contact or via community and professional organisations and Aboriginal Service Providers (eg Link Up SA, SANTS) advocating on behalf of an indigenous Australian, including:</p> <ul style="list-style-type: none"> <li>• reference letters/emails</li> <li>• reference letter/email responses</li> <li>• correspondence with customer</li> <li>• correspondence with AARD</li> <li>• worksheets, including results of AIMS searches</li> </ul>	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>Aboriginal Access correspondence files</li> <li>Aboriginal Access Team Enquiries Register</li> </ul>		
1.9.4	Enquiries Management (Reference)	<p>Records documenting specialised advice and access provided to official records in the archives collection to support indigenous redress schemes including the <i>South Australian Stolen Generations Reparations Scheme</i> and <i>Territories Stolen Generation Redress Scheme</i> including:</p> <ul style="list-style-type: none"> <li>reference letters/emails</li> <li>reference letter/email responses</li> <li>correspondence with customer</li> <li>correspondence with National Indigenous Australians Agency</li> <li>worksheets, including results of AIMS searches.</li> </ul>	PERMANENT	Retain as State archives.
1.9.5	Enquiries Management (Reference)	<p>Records relating to Aboriginal reference and research resources and materials used to support reference enquiries.</p> <p>See 1.9.3 for responses to reference enquiries</p>	PERMANENT	Retain as State archives.
1.9.6	Enquiries Management (Reference)	<p>Records documenting specialised advice and access provided to official records in the archives collection to support other redress schemes including the <i>National Redress Scheme in response to the Royal Commission into Institutional Responses to Child Sexual Abuse</i></p> <ul style="list-style-type: none"> <li>reference letters/emails</li> <li>reference letter/email responses</li> <li>correspondence with AGD Redress Scheme</li> <li>correspondence with other redress schemes.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.9.7	Enquiries Management (Reference)	Register of reference and research resources, eg reference library, historical notes, including: <ul style="list-style-type: none"> <li>• Knowledge bank</li> <li>• Reference Archivist Manuals.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after superseded, then destroy.
1.9.8	Enquiries Management (Reference)	Records documenting detailed research conducted by staff in relation to a specific research request from a public or government customer, including: <ul style="list-style-type: none"> <li>• reference letters/emails</li> <li>• reference letter/email responses</li> <li>• correspondence with customer</li> <li>• worksheets</li> <li>• Reference Services researchers files.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
1.9.9	Enquiries Management (Reference)	Records documenting reference enquiries that result in a standard response or a referral to another organisation, including: <ul style="list-style-type: none"> <li>• reference letters/emails</li> <li>• reference letter/email responses</li> <li>• correspondence with customer</li> <li>• worksheets</li> </ul>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy
1.9.10	Enquiries Management (Reference)	Summary records of research enquiries used for allocation and tracking of responses or for statistical purposes.  See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.10	Estray Management	The activities associated with the recovery and management of official records that have been alienated from the custody of the South Australian Government. Includes cases where official records are offered and accepted on the basis of their status as permanent official records.		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.10.1	Estray Management	<p>Records documenting the recovery of estray official records. Includes cases where the records were not successfully recovered, including:</p> <ul style="list-style-type: none"> <li>• Register of Estray Cases</li> <li>• inspections</li> <li>• location of original series</li> <li>• appraisal of records</li> <li>• disposal advice</li> <li>• conservation advice</li> <li>• arrangements for transfer of custody or destruction.</li> </ul> <p>See 1.8 (various) Donations for the donation and receipt of official and non-official records.</p> <p>See 1.17 (various) Records Transfer for the receipt of official records from the relevant responsible agency as part of the normal transfer process.</p>	PERMANENT	Retain as State archives.
1.11	Intellectual Control	<p>The activity of controlling official records in SRSA' custody and documenting their provenance through registration and arrangement and description. Includes research into and monitoring administrative change to maintain the administrative context in which official records were created, maintained and used. Also includes correcting and improving existing arrangement and description data to make the collection more accessible and to support access programs such as digitisation.</p> <p>See GDS 30 v2 (as amended): 13.20 STRATEGIC MANAGEMENT - Project Management for projects by staff or volunteers that aim to improve intellectual control.</p> <p>See 1.13 (various) Location Control for tracking official records in SRSA' custody (physical and digital).</p>		



## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.11.1	Intellectual Control	<p>Master control records used for the intellectual control of the archives collection. Includes series numbers, series descriptions, agency registrations (GAs), access conditions, consignment details, etc. includes:</p> <ul style="list-style-type: none"> <li>• Archives Management System (AMS) data (currently in ArchivesOne)</li> <li>• master copy of GA, GRG, GRS and MRG and GRS registrations</li> <li>• finding aids</li> <li>• special lists and consignment lists not uploaded into the AMS.</li> </ul>	PERMANENT	Retain as State archives.
1.11.2	Intellectual Control	<p>Records documenting the arrangement and description of records in SRSA' custody, including processing work done on un-appraised accessions or reprocessing of records in custody, including:</p> <ul style="list-style-type: none"> <li>• file notes/forms describing processing work done</li> <li>• copies of annotated consignment lists</li> <li>• Internal processing accession worksheets ['yellow sheets']</li> <li>• transfer files.</li> </ul>	PERMANENT	Retain as State archives.
1.11.3	Intellectual Control	<p>Records documenting research into agency business functions, activities and processes to develop agency administrative histories, including:</p> <ul style="list-style-type: none"> <li>• functional analysis of agency past and present functions and activities</li> <li>• analysis of what the agency does &amp; how it documents its activities</li> <li>• process analysis</li> <li>• timelines</li> <li>• organisation charts.</li> </ul>	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.11.4	Intellectual Control	<p>Supplementary records supporting the intellectual control of the archives collection not captured in the Archives Management System includes:</p> <ul style="list-style-type: none"> <li>• ArchivesSearch problem log</li> <li>• Potential indexing log</li> <li>• Register of unaccessioned records giving location and processing details</li> <li>• Register of requests for data-cleaning ['pink sheets'].</li> </ul>	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy.
1.11.5	Intellectual Control	<p>Supplementary records documenting the intellectual control of the archives collection, including:</p> <ul style="list-style-type: none"> <li>• information received from agencies responsible or other sources which is subsequently inputted or uploaded in the AMS</li> <li>• working copies of registers, lists and indexes maintained for access or administrative purposes</li> <li>• improvement of descriptive data</li> <li>• interfiling request forms.</li> </ul> <p>See 1.11.3 Intellectual Control for research into agency business functions, activities and processes to develop agency administrative histories.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.12	Loans Management (Exhibitions)	<p>The activity of loaning official records (originals or copies) from the archives collection to organisations other than the owner agency. Includes documenting the loan, transport arrangements, pre and post loan conservation treatment, insurance arrangements, and documenting the return of the records.</p> <p>See 1.16 (various) Record Retrievals for requests by owner agency for temporary custody/loan of State archives, including transport arrangement.</p> <p>See 1.18 (various) Research Centre Services for registration of public users and issue of original records to customers (public or agencies) to view in the Research Centre.</p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See 6.6.1 Valuation for valuations of the archives collection for risk management, financial management and insurance purposes.		
1.12.1	Loans Management (Exhibitions)	Records documenting the loan of official records to organisations other than the owner agency, eg for exhibitions, including: <ul style="list-style-type: none"> <li>• requests and applications (successful or unsuccessful)</li> <li>• permission and correspondence with owner agency</li> <li>• advice, agreements and correspondence with lender</li> <li>• handling instructions</li> <li>• valuations and insurance statements</li> <li>• pre and post loan conservation/condition reports</li> <li>• event file.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
1.12.2	Loans Management (Exhibitions)	Supplementary records documenting the lending of official records to other organisations eg for exhibitions, including: <ul style="list-style-type: none"> <li>• transport arrangements</li> <li>• rehousing for transportation</li> <li>• administrative records.</li> </ul> See 1.16.4 Record Retrievals for delivery and/or transportation of records as part of routine agency record retrievals.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.13	Location Control	The activity of tracking official records in SRSA' custody (physical and digital). Includes conducting routine stocktakes and surveys of official record locations. See GDS 30 v2 (as amended): 13.20 (various) STRATEGIC MANAGEMENT – Project Management for records relating to record relocation projects.		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.13.1	Location Control	<p>Master records used for the physical control of the archives collection and, supplementary control records not captured in the Archives Management System, including:</p> <ul style="list-style-type: none"> <li>• Data uploaded to Archives Management System (AMS)(currently in ArchivesOne)</li> <li>• record location folders</li> <li>• records relocation logs</li> </ul> <p>See 1.11 (various) Intellectual Control for the Archives Management System (AMS) data.</p> <p>See 1.19.1 Space Management for managing storage needs on a strategic level.</p>	PERMANENT	Retain as State archives.
1.13.2	Location Control	<p>Records documenting location control maintenance, and routine movement and tracking of collection items, including:</p> <ul style="list-style-type: none"> <li>• records used for routine inputting and/or updating records locations</li> <li>• maintenance and upgrading of location control, including barcoding</li> <li>• free space registers</li> <li>• location of digital objects</li> <li>• routine location reviews</li> <li>• records of inventories and stocktakes to determine they are in the correct location eg data collection sheets</li> <li>• searches for missing items etc.</li> <li>• transport or relocation arrangements</li> <li>• internal movement of records, eg conservation work, staff use, etc not tracked using the AMS.</li> </ul>	TEMPORARY	Retain a minimum of 10 years after transfer to the Archival Management System, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.14	Policy (SRSA)	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. (KAAA)  See GDS 30 v2 (as amended): 13.17 (various) STRATEGIC MANAGEMENT – Policy for agency and non-across-government policies.		
1.14.1	Policy (SRSA)	Master copy of official across-government access and collection management policy and associated specifications, guidelines and fact sheets developed by SRSA.	PERMANENT	Retain as State archives.
1.14.2	Policy (SRSA)	Records documenting the research, drafting, consultation and review of across-government access and collection management policy and associated specifications, guidelines and fact sheets developed by SRSA.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.15	Publishing Permission	The activity of approving the public's use of Crown copyright in official records held in the custody of SRSA.  See 2 COPYRIGHT ADMINISTRATION (various) for records relating to the function of administering the State Government's copyright licence agreements.  See GDS 30 v2 (as amended): 9.7 INFORMATION MANAGEMENT – Intellectual Property for records relating to other copyright management.		
1.15.1	Publishing Permission	Records documenting requests and approvals to use Crown copyright in official records held in State Record's custody where SRSA is the responsible agency.	TEMPORARY	Retain a minimum of 70 years after action completed.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.15.2	Publishing Permission	Records documenting referral of requests to use Crown copyright in official records held in State Record's custody where copyright conditions are set and approved by the owner agency.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
1.16	Record Retrievals	<p>The activities associated with the processing and documenting requests from owner agencies for temporary custody of SRSA. Includes temporary physical removal of records from storage and provision of access to digital records.</p> <p>See 1.18 (various) Research Centre Services for registration of public users and issue of original records to customers (public or agencies) to view in the Research Centre.</p> <p>See 1.12.1 Loans Management (Exhibitions) for loaning of records to organisations other than the owner agency e.g. displays, exhibitions.</p>		
1.16.1	Record Retrievals	<p>Records documenting the registration and approval of government users as users of original records, including:</p> <ul style="list-style-type: none"> <li>accredited agency user nominations.</li> </ul> <p>See 1.18 (various) Research Centre Services for registration of public users ie researchers and retrieval of records for public users.</p>	TEMPORARY	Retain a minimum of 10 years after account closed, then destroy.
1.16.2	Record Retrievals	<p>Supplementary records documenting the registration of government users as users of original records, including:</p> <ul style="list-style-type: none"> <li>password resets.</li> </ul>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.16.3	Record Retrievals	<p>Records documenting the temporary loan of official records to owner agencies, where the records are subsequently returned by the agency to State Records' custody.</p> <ul style="list-style-type: none"> <li>batched agency retrieval request forms</li> <li>record of returns, including variations noted.</li> </ul>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.16.4	Record Retrievals	<p>Records documenting the temporary loan of official records to owner agencies, where the records are not held by SRSA or already on loan, including:</p> <ul style="list-style-type: none"> <li>• agency retrieval request forms</li> <li>• audits of records on loan to agencies</li> <li>• liaison with agency, including follow up about overdue loans.</li> </ul> <p>See 5.9.1 Information Management (SRSA) – Regulating for records lost while on loan to agency</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.16.5	Record Retrievals	<p>Records documenting the delivery and/or transportation of records as part of a temporary loan, including:</p> <ul style="list-style-type: none"> <li>• courier bookings/arrangements</li> <li>• customer notifications</li> <li>• booking confirmations.</li> </ul> <p>See 1.12.2 Loans Management (Exhibitions) for delivery and/or transportation for loaning of records to organisations other than the owner agency eg. displays, exhibitions.</p>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.17	Records Transfer	The activity of managing the transfer of custody of official records from agencies responsible to SRSA in accordance with the <i>State Records Act 1997 (as amended)</i> .		
1.17.1	Records Transfer	<p>Primary records relating to the transfer of official records, including:</p> <ul style="list-style-type: none"> <li>• transfer documentation received from agency, eg series registration, agency registration, records description list, consignment lists</li> <li>• transfer correspondence between SRSA and transferring agency</li> <li>• transfer processing coversheets ['green sheets']</li> </ul>	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• transfer summary sheets</li> <li>• transfer files</li> <li>• register of transfer processing coversheets [‘green sheets’]</li> <li>• SharePoint transfer register.</li> </ul> <p>See also 1.11 (various) Intellectual Control and 1.13 (various) Location Control.</p> <p>See 1.8.1 Donations for donations of official and non-official records, whether solicited or unsolicited.</p> <p>See 1.10.1 Estray Management for the recovery of official records in private hands.</p>		
1.17.2	Records Transfer	<p>Records documenting the delivery and/or transportation of records as part of a formal transfer of archives, includes:</p> <ul style="list-style-type: none"> <li>• courier bookings/arrangements.</li> </ul>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.18	Research Centre Services	<p>The activities involved in providing an area for supervised consultation of archival materials by authorised researchers with the assistance of SRSA staff.</p> <p>See 1.9.9 Enquiries Management (Reference) for research enquiries and general enquiries about SRSA access services, eg. opening hours.</p> <p>See 1.16 (various) Record Retrievals for requests by owner agencies for temporary custody/loan of State archives.</p> <p>See 1.13.1 Location Control for the master control record used for the physical control of the archives collection (including data about agency loan requests and Research Centre retrievals).</p> <p>See 1.4 (various) Copying and Reformatting for records relating to copying of official records for access and preservation purposes.</p>		



## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See 1.15 (various) Publishing Permission for approvals to use Crown copyright in official records held in State Record's custody.</p> <p>See GDS 30 v2 (as amended): 6.1 FINANCIAL MANAGEMENT – Accounting for records relating to the receipt and management of regulated fees paid by customers.</p> <p>See 1.12.1 Loans Management (Exhibitions) for loaning of records to organisations other than the owner agency eg. displays, exhibitions.</p>		
1.18.1	Research Centre Services	Records documenting assistance provided to government customers administering subpoenas requiring them to produce documents held as official records in State Record's custody.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
1.18.2	Research Centre Services	<p>Records documenting authority/permission from the owner agency for members of the public to access restricted records. Includes access to records relating to native title claims. Includes:</p> <ul style="list-style-type: none"> <li>• Access Authorisation forms</li> <li>• Access Authorisations letters</li> </ul>	TEMPORARY	Retain a minimum of 20 years access permission/authorisation expires, then destroy.
1.18.3	Research Centre Services	<p>Records documenting the registration of public users ie researchers, as users of original records, including:</p> <ul style="list-style-type: none"> <li>• Register of Researchers</li> <li>• Register of Readers' Tickets</li> <li>• Registration of public users</li> <li>• Research Centre booking sheets.</li> </ul> <p>See 1.16.1 Records Retrievals for registration and approval of government user.</p> <p>See GDS 30 v2 (as amended): 1.14.2 Asset/physical Resource Management – Security for Research Centre Attendance book/registers, sign-in book/registers and visitor's books.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.18.4	Research Centre Services	Supplementary records documenting the registration of public users ie researchers, as users of original records, including: <ul style="list-style-type: none"> <li>• individual applications</li> <li>• card renewals</li> <li>• researcher undertakings</li> <li>• password resets.</li> </ul>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.18.5	Research Centre Services	Records documenting the issue of original records to customers (public or agencies) to view in the Research Centre, including: <ul style="list-style-type: none"> <li>• batched retrieval request forms</li> <li>• customer notifications</li> <li>• booking confirmations</li> <li>• manual order spreadsheet.</li> </ul> <p>See 1.16 (various) Records Retrievals for retrieval and transport of records directly to approved government users.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.18.6	Research Centre Services	Master copies of finding aids such as brief guides, search procedures and indexes, including: <ul style="list-style-type: none"> <li>• final approved finding aids.</li> </ul>	PERMANENT	Retain as State archives.
1.18.7	Research Centre Services	Records relating to the drafting of finding aids.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
1.18.8	Research Centre Services	Records relating to information circulated to Research Centre staff and customers, including: <ul style="list-style-type: none"> <li>• customer notifications</li> <li>• closure notices.</li> </ul>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 12.3.1 Publication – Production for newsletters, brochures, reading room bulletins and circulars.		
1.18.9	Research Centre Services	Records relating to statistical information about Research Centre services.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.19	Space Management	The activity of assessing and planning archives storage needs on a strategic level. Includes rationalising type and quantity of archives storage available under existing and future budget considerations and in relation to estimations of the growth of the archives collection in physical custody of SRSA.  See 1.13 (various) Location Control for activity of tracking official records in SRSA' custody (physical and digital).		
1.19.1	Space Management	Records documenting the strategic assessment and planning of archives storage needs. Includes discussion, option papers and final reports.	PERMANENT	Retain as State archives.
1.20	Standards	The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. (KAAA)		
1.20.1	Standards	Master copy of official across-government access and collection management standards.	PERMANENT	Retain as State archives.
1.20.2	Standards	Records documenting the research, drafting, consultation and review of across-government access and collection management standards.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>2</b>	<b>COPYRIGHT ADMINISTRATION</b>	The function of negotiating and administering the State Government's copyright use license agreements with declared copyright collecting societies in accordance with the <i>Commonwealth Copyright Act 1968 (as amended)</i> .  See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for submissions, advice, responses to representations and briefings relating to copyright administration, whether to Ministers, other agencies or governments.		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See GDS 30 v2 (as amended): 9.7.3 INFORMATION MANAGEMENT – Intellectual Property for reconciliation of royalties due to copyright owners. Includes transfer of data between agencies.</p> <p>See GDS 30 v2 (as amended): 13.22 STRATEGIC MANAGEMENT – Reporting for records of copyright administration reporting.</p> <p>See 1.15 Publishing Permission for approving the public's use of Crown copyright in official records held in the custody of SRSA.</p>		
2.1	Advice	The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)		
2.1.1	Advice	<p>Records documenting advice provided to agencies and the public regarding copyright administration.</p> <p>See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.</p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
2.2	Agreements	<p>The processes associated with the establishment, maintenance, review, and negotiation of agreements. (KAAA)</p> <p>See GDS 30 v2 (as amended): 13.1 STRATEGIC MANAGEMENT - Agreements for records relating to agreements that are <u>not managed</u> by SRSA on behalf of Government.</p>		
2.2.1	Agreements	<p>Records documenting the formation and administration of the State Government's copyright use license agreements, including:</p> <ul style="list-style-type: none"> <li>• consultation</li> <li>• legal advice</li> <li>• executive and Ministerial advice</li> <li>• memoranda of understanding</li> <li>• agreement negotiations and arrangements</li> <li>• executed/signed agreements</li> <li>• whole of government policy use.</li> </ul>	PERMANENT	Retain as State archives.
2.3	Surveying (Copyright)	The activity of gathering information in a systematic and consistent way from agencies subject to the State's copyright use license agreements.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3.1	Surveying (Copyright)	Records documenting surveys of agencies subject to the State's copyright use license agreements, including: <ul style="list-style-type: none"> <li>• surveys</li> <li>• worksheets</li> <li>• reports</li> <li>• sample surveys of copying practices and related correspondence</li> <li>• survey results and reports of copying practices</li> <li>• agency audits of copyright.</li> </ul>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3	<b>EDUCATION</b>	<p>The function of managing, developing and providing education courses and programs in information, records and archives management best practice. Includes the development, revision and delivery of courses and programs. Also includes the development and delivery of user education to SRSA' customers, whether public or government.</p> <p>See 8 PROMOTION AND OUTREACH (various) for promoting awareness of SRSA, its functions and the archives collection through exhibitions, presentations, tours, open days and visits.</p> <p>See GDS 30 v2 (as amended): 13.2 STRATEGIC MANAGEMENT – Agreements for education and training agreements, eg auspicing agreement, BIM agreement, etc.</p> <p>See GDS 30 v2 (as amended): 13.3 STRATEGIC MANAGEMENT – Audit for auditing of the education and training function, including against AQTF requirements.</p> <p>See GDS 30 v2 (as amended): 13.10 STRATEGIC MANAGEMENT – Evaluation &amp; Review for the evaluation and review of education &amp; training matters.</p> <p>See GDS 30 v2 (as amended): 3.8 COMMUNITY RELATIONS – Marketing for promotion of education and training courses and initiatives.</p> <p>See GDS 30 v2 (as amended): 6.10 FINANCIAL MANAGEMENT – Procurement (Goods &amp; Services) for contracting-out of SRSA training to private providers.</p> <p>See GDS 30 v2 (as amended): 13.16 STRATEGIC MANAGEMENT – Reporting for education and training reporting, including reports sent to TAFE SA or other Registered Training Organisations (RTOs).</p>		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.1	Accreditation	The assessment of applications from education providers and practical training providers, for accreditation of their programs of study. Also includes persons accredited by SRSA' training and education programs.		
3.1.1	Accreditation	Register of accredited courses.	PERMANENT	Retain as State archives.
3.1.2	Accreditation	Register of non-accredited courses.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.1.3	Accreditation	Records documenting the development and review of curriculum for accredited information management training courses. Includes the development of assessments for the competency standards.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
3.1.4	Accreditation	Register of persons accredited by SRSA' training and education programs.  See 3.3.4 for Registered Training Organisations (RTO) training records.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
3.1.5	Accreditation	Records documenting receiving applications, conducting assessments and student contact.	TEMPORARY	Destroy 10 years after last action.
3.2	Advice	The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)		
3.2.1	Advice	Records documenting advice provided to agencies and the public relating to education courses.  See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
3.3	Education Delivery	The activity of delivering education courses and programs. Includes records of attendance, course evaluation, graduation and administrative arrangements for delivery.		
3.3.1	Education Delivery	Register of FOI training, including attendees and training course dates.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.3.2	Education Delivery	Records documenting the delivery of education training, including: <ul style="list-style-type: none"> <li>• participant enquiries</li> <li>• enrolment/registration of participants</li> <li>• attendance records</li> <li>• graduation events</li> <li>• information sessions</li> <li>• copies of course material developed by third parties</li> <li>• participant evaluation/feedback forms.</li> </ul>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
3.3.3	Education Delivery	Records documenting education session arrangements, including: <ul style="list-style-type: none"> <li>• travel arrangements</li> <li>• venue hire</li> <li>• catering requests/orders.</li> </ul>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3.3.4	Education Delivery	Records documenting student management as a Registered Training Organisations (RTO), including: <ul style="list-style-type: none"> <li>• RTO Student files</li> <li>• Recognition for Prior Learning applications</li> </ul> <p>See 3.1.4 for non-RTO training records.</p>	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
3.3.5	Education Delivery	Records documenting student management, including: <ul style="list-style-type: none"> <li>• Student files</li> <li>• Recognition for Prior Learning applications</li> </ul>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
3.4	Education Development	The activity of planning and developing courses and programs by SRSA to participants using face to face, text-based and online delivery models, either for one-off or repeatable sessions. Participants may be government employees or members of the public. Includes records management, archival management, FOI, Privacy training.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.4.1	Education Development	Records of the development of across-government education policy and courses, including: <ul style="list-style-type: none"> <li>• curriculum</li> <li>• whole of government policies and procedures</li> <li>• training course material developed internally.</li> <li>•</li> </ul>	PERMANENT	Retain as State archives
3.4.2	Education Development	Supplementary records relating to development of across-government education policy and courses.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
4	<b>FREEDOM OF INFORMATION MANAGEMENT</b>	<p>The function of administering the <i>Freedom of Information Act 1991</i> (FOI Act 1991 (as amended)) including:</p> <ul style="list-style-type: none"> <li>• developing and issuing whole of government policy, guidelines and advice</li> <li>• providing advice and responding to enquiries</li> <li>• assisting with FOI appeals</li> <li>• ensuring agency compliance with FOI obligations and requirements.</li> </ul> <p>See 5 (various) EDUCATION for the development and delivery of FOI training courses.</p> <p>See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for submissions, advice, responses to representations and briefings relating to FOI, whether to Ministers, other agencies or governments..</p> <p>See GDS 30 v2 (as amended): 7.4 GOVERNMENT RELATIONS – Inquiries for records of inquiries relating to FOI management.</p> <p>See GDS 30 v2 (as amended): 13.13 STRATEGIC MANAGEMENT – Legislation for the development or review of FOI legislation.</p> <p>See GDS 30 v2 (as amended): 13.22 STRATEGIC MANAGEMENT – Reporting for agency annual returns submitted as a gazetted requirement to enable the Minister responsible for the <i>FOI Act 1991 (as amended)</i> to meet their reporting requirements.</p>		
4.1	Advice	The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)		



## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.1.1	Advice	Records documenting advice provided to agencies and the public relating to application of the <i>FOI Act 1991 (as amended)</i> .  See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
4.2	Cases (SRSA)	Case files relate to a number of activities held together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.		
4.2.1	Cases (SRSA)	Records of cases relating to compliance with the <i>FOI Act 1991 (as amended)</i> that are precedent setting, result in a change in government policy, or generate substantial controversy or public debate.	PERMANENT	Retain as State archives.
4.2.2	Cases (SRSA)	Supplementary records relating to compliance cases regarding the <i>FOI Act 1991 (as amended)</i> .	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.3	Policy (SRSA)	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. (KAAA)  See GDS 30 v2 (as amended): 13.17 (various) STRATEGIC MANAGEMENT – Policy for agency and non-across-government policies.		
4.3.1	Policy (SRSA)	Master copy of official across-government FOI policy and associated specifications, guidelines and fact sheets developed by SRSA.	PERMANENT	Retain as State archives.
4.3.2	Policy (SRSA)	Records documenting the research, drafting, consultation and review of across-government FOI policy and associated specifications, guidelines and fact sheets developed by SRSA.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.4	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)		
4.4.1	Reporting	Summary reports generated from Freedom of Information Management System (FOIMS) to assist with reporting requirements and administration of FOI across government.	PERMANENT	Retain as State archives.
4.4.2	Reporting	Records documenting the agency FOI application processing and reporting processes, including: <ul style="list-style-type: none"> <li>• Freedom of Information Management System (FOIMS) source data.</li> </ul> See to 4.4.1 for FOIMS summary reports	TEMPORARY	Destroy when reference ceases
5	<b>INFORMATION MANAGEMENT (SRSA)</b>	The function of assisting government agencies, both state and local, to meet their legislative requirements in accordance with the <i>State Records Act 1997 (as amended)</i> . Includes: <ul style="list-style-type: none"> <li>• the provision of recordkeeping advice and services, whether to government or members of the public;</li> <li>• the regulation of records disposal;</li> <li>• the administration of across-government records-related procurement mechanisms; and</li> <li>• the conduct of surveys of agency recordkeeping performance and/or records holdings.</li> </ul> See 5 (various) EDUCATION for records relating to the development and delivery of information management training courses. See GDS 30 v2 (as amended): 2 BOARD AND COMMITTEE MANAGEMENT for records of SRSA Council and Aboriginal Reference Group. See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for submissions, advice, responses to representations and briefings relating to information management, whether to Ministers, other agencies or governments.		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.1	Advice	<p>The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)</p> <p>See 1.9.9 Enquiries Management (Reference) for responses provided to customers reference enquiries about the SRSA collection.</p>		
5.1.1	Advice	<p>Records documenting advice provided to agencies and the public regarding the application of the <i>State Records Act 1997 (as amended)</i> and records management, includes:</p> <ul style="list-style-type: none"> <li>• applying disposal actions in disposal authorities (ie sentencing advice)</li> <li>• agency visit reports.</li> </ul> <p>See 5.5.1 Disposal Authorisation for disposal determinations approved by the State Records Council (or its predecessor).</p> <p>See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.</p>	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy.
5.2	Agreements	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</p> <p>See GDS 30 v2 (as amended): 13.1 STRATEGIC MANAGEMENT - Agreements for records relating to agreements that are <u>not</u> managed by SRSA on behalf of Government.</p> <p>See 5.8.1 Procurement (Goods &amp; Services) for the receipt and assessment of across-government tenders managed by SRSA.</p>		
5.2.1	Agreements	<p>Records relating to the formation and administration relation to information management across-government agreements managed by SRSA on behalf of Government eg Temporary Records Approved Service Provider List and Across-</p>	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		government recordkeeping system (eg RecFind). Includes: <ul style="list-style-type: none"> <li>• consultation</li> <li>• legal advice</li> <li>• executive and ministerial advice</li> <li>• memoranda of understanding</li> <li>• executed/signed agreements</li> <li>• whole of government policy use.</li> </ul>		
5.3	Approved Storage Providers (ASP) Management	The activity of appointing and monitoring storage facilities under the Temporary Records Approved Storage Providers (ASP) deed for the storage of unsentenced and sentenced temporary records. See 5.2.1 Agreements for Temporary Records Approved Service Provider (ASP) deed and agreements. See 1.5.1 Custody Postponement and Exemption for custody postponement or exemption to an agency in accordance with section 19 of the <i>State Records Act 1997 (as amended)</i> .		
5.3.1	ASP Management	Records documenting the approval of ASP facilities under the provision of ASP deed, including: <ul style="list-style-type: none"> <li>• Approved Storage Providers Lists (ASPL)</li> <li>• Initial inspection of ASP storage facilities.</li> </ul>	PERMANENT	Retain as State archives.
5.3.2	ASP Management	Records documenting the assessment of applications to be approved as an ASP facility, and ongoing, including: <ul style="list-style-type: none"> <li>• successful and unsuccessful applications</li> <li>• ongoing inspections of ASP storage facilities.</li> </ul>	TEMPORARY	Retain a minimum of 7 years after approval expires, then destroy.
5.3.3	ASP Management	Correspondence and complaints from agencies under the Deed.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
5.3.4	ASP Management	Records relating to surveys of Approved Service Providers (ASP) holdings and services, including: <ul style="list-style-type: none"> <li>• Listings of holdings by agency.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.4	Cases (SRSA)	Case files relate to a number of activities held together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.		
5.4.1	Cases (SRSA)	Records of cases where SRSA assists an agency with meeting their compliance requirements under the <i>State Records Act 1997 (as amended)</i> that are precedent setting, result in a change in government policy, or generate substantial controversy or public debate.	PERMANENT	Retain as State archives.
5.4.2	Cases (SRSA)	Supplementary records relating to compliance cases <i>State Records Act 1997) (as amended)</i> .	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
5.5	Disposal Authorisation	The activity of authorising and regulating the disposal of official records in accordance with the <i>State Records Act 1997 (as amended)</i> . Includes determining disposal schedules as ready for submission for approval to the State Records Council. Also includes approved determinations.  See 5.1.1 Advice for the provision of disposal and sentencing advice. See 5.10.1 Standards for standards relating to disposal. See GDS 30 v2 (as amended): 2.6 BOARD AND COMMITTEE MANAGEMENT for records of the State Records Council relating to records disposal.		
5.5.1	Disposal Authorisation	Records of disposal determinations approved by the State Records Council (or its predecessor) and supporting documentation, including: <ul style="list-style-type: none"> <li>• Disposal Schedule Register</li> <li>• operational records disposal schedules (RDS)</li> <li>• general disposal schedules (GDS),</li> <li>• transfer of ownership and custody schedules (TOCS)</li> <li>• one-off disposal determinations (including disposal freezes)</li> <li>• comments on disposal determinations as a result of internal disposal meeting</li> </ul>	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See 5.1.1 Advice for records relating to the provision of disposal and sentencing advice.</p> <p>See 5.9.1 Regulating for investigations of alleged non-compliance with the <i>State Records Act 1997 (as amended)</i>.</p>		
5.6	Enquiries Management (SRSA)*	The activities associated with managing enquiries from the public and government agencies. Includes enquiries about records within the SRSA collection, SRSA processes and the application of the <i>State Records Act 1997 (as amended)</i> , <i>FOI Act 1991 (as amended)</i> , <i>Commonwealth Copyright Act 1968 (as amended)</i> and Information Privacy Principles.		
5.6.1	Enquiries Management (SRSA)	<p>Summary records relating to the management of enquiries.</p> <ul style="list-style-type: none"> <li>• Enquiries Register</li> </ul> <p>See 1.9.9 Enquiries Management (Reference) for responses provided to customers reference enquiries about the SRSA collection.</p> <p>For advice provided to customers in response to enquiries:</p> <p>See 1.2.1 Advice for access and transfer enquiries  See 2.1.1 Advice for copyright enquiries  See 3.2.1 Advice for training enquiries  See 4.1.1 Advice for FOI enquiries  See 5.1.1 Advice for disposal and sentencing enquiries.  See 6.1.1 Advice for preservation and conservation enquiries  See 7.1.1 Advice for privacy enquiries</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.7	Policy (SRSA)	<p>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. (KAAA)</p> <p>See GDS 30 v2 (as amended): 13.17 (various) STRATEGIC MANAGEMENT – Policy for agency and non-across-government policies.</p>		
5.7.1	Policy (SRSA)	Master copy of official across-government information management policy and associated specifications, guidelines and fact sheets developed by SRSA.	PERMANENT	Retain as State archives.
5.7.2	Policy (SRSA)	Records documenting the research, drafting, consultation and review of across-government information management policy and associated specifications, guidelines and fact sheets developed by SRSA.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
5.8	Procurement (Goods & Services)	<p>The activities involved in arranging, assessing, procuring and managing the performance of work or the provision of goods or services by an external contractor or consultant, using external bureau services. Sometimes referred to as outsourcing. Also includes the process of gaining ownership or use of property and other items required in the conduct of business through purchases or requisitions.</p> <p>See GDS 30 v2 (as amended): 6.10 FINANCIAL MANAGEMENT – Procurement (Goods &amp; Services) for records relating to SRSA' tenders and contracts that are <u>not</u> for across-government.</p> <p>See 5.2.1 Agreements for across-government agreements eg. ASP agreements</p>		
5.8.1	Procurement (Goods & Services)	<p>Records relating to the receipt and assessment of across-government tenders managed by SRSA in relation to information management, eg Temporary Records Approved Service Provider List, across-government recordkeeping system (eg RecFind), including:</p> <ul style="list-style-type: none"> <li>statement of requirements</li> </ul>	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• request for proposals</li> <li>• expressions of interest</li> <li>• specifications</li> <li>• public notices</li> <li>• submissions</li> <li>• evaluation arrangements</li> <li>• final reports &amp; recommendations.</li> </ul>		
5.8.2	Procurement (Goods & Services)	Records relating to the receipt and assessment of across-government contracts managed by SRSA in relation to information management, eg Temporary Records Approved Service Provider List, across-government recordkeeping system (eg RecFind), including: <ul style="list-style-type: none"> <li>• contracts</li> <li>• agreements</li> <li>• terms &amp; conditions</li> <li>• guarantees &amp; undertakings</li> <li>• contract performance records</li> <li>• contract variations.</li> </ul>	PERMANENT	Retain as State archives.
5.9	Regulating	The process of regulating and enforcing statutory requirements.		
5.9.1	Regulating	Records documenting investigations of alleged non-compliance with <i>State Records Act 1997 (as amended)</i> , whether the case is proven or not proven. Includes cases of unauthorised destruction, damage or alteration of official records, including: <ul style="list-style-type: none"> <li>• case files</li> <li>• reports</li> <li>• investigation records</li> <li>• submissions to the Minister responsible for the <i>State Records Act 1997 (as amended)</i>.</li> </ul>	PERMANENT	Retain as State archives.



## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See 5.5.1 Disposal Authorisation for submissions to the State Records Council regarding alleged non-compliance.		
5.9.2	Regulating	Substantive records documenting the planning and conduct of across-government surveys of agency recordkeeping performance and compliance, and/or records holdings, including: <ul style="list-style-type: none"> <li>• final versions of survey instruments</li> <li>• final reports of survey results.</li> </ul>	PERMANENT	Retain as State archives.
5.9.3	Regulating	Supplementary records of across-government surveys of agency recordkeeping performance and compliance, and/or records holdings, including: <ul style="list-style-type: none"> <li>• records of individual survey responses from agencies</li> <li>• analysis of data.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
5.9.4	Regulating	Records relating to the agency notifications and approval by SRSA of compliance with defunct State Records processes: <ul style="list-style-type: none"> <li>• Notifications of Intention to Destroy Records Reports (ITDRRs c1999-2015)</li> <li>• SRSA GDS 21 certification approvals.</li> </ul>	PERMANENT	Retain as State archives.
5.9.5	Regulating	Records documenting the assessment of EDRMS panel of products, including: <ul style="list-style-type: none"> <li>• deed agreement</li> <li>• supply contract</li> <li>• pricing schedules.</li> </ul>	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.9.6	Regulating	Records documenting agency procurement and SRSA approval process of an EDRMS from the EDRMS panel. <ul style="list-style-type: none"> <li>• checklists</li> <li>• correspondence.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
5.10	Standards	The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. (KAAA)		
5.10.1	Standards	Master copy of official across-government information management standards.	PERMANENT	Retain as State archives.
5.10.2	Standards	Records documenting the research, drafting, consultation and review of across-government information management standards.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
6	PRESERVATION MANAGEMENT	<p>The function of devising strategies and implementing techniques to preserve the ongoing integrity and useability of the archives collection held in the custody of SRSA. Includes applying conservation treatments and preventative measures such as environmental monitoring, disaster and risk management, integrated pest management, storage and rehousing. Also includes performing surveys and providing advice on preservation matters to SRSA staff and agencies.</p> <p>See 8 PROMOTION AND OUTREACH (various) for promoting awareness of SRSA, its functions and the archives collection through exhibitions, presentations, tours, open days and visits.</p> <p>See 1.12.1 Loans Management (Exhibitions) for conservation assessments of official records loaned to other organisations.</p> <p>See 1.4 (various) Copying and Reformatting for preservation copying/reformatting</p> <p>See GDS 30 v2 (as amended): 1.0 ASSET/PHYSICAL RESOURCE MANAGEMENT for management and maintenance of equipment, properties, land, stores and vehicles used by SRSA.</p>		
6.1	Advice	The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
6.1.1	Advice	Records documenting advice provided to agencies and the public relating to conservation and preservation of records.  See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
6.2	Conservation	The activity of preserving, protecting, maintaining, restoring and enhancing official records in the custody of SRSA. Includes devising and applying preventative conservation techniques and strategies to prevent or decelerate deterioration of, or damage to, records. Includes repackaging or rehousing of records.		
6.2.1	Conservation	Summary records relating to the preservation and conservation of the archives collection, including: conservation register/conservation log spreadsheet.	PERMANENT	Retain as State archives.
6.2.2	Conservation	Records documenting surveys of records to ascertain the need for preservation. Includes the methodology and the investigation of damage and the deterioration of official records in the archives collection, including: <ul style="list-style-type: none"> <li>• preservation needs survey</li> <li>• conservation needs register.</li> </ul>	PERMANENT	Retain as State archives.
6.2.3	Conservation	Records documenting conservation applied to official records and activities to monitor the condition of records, including: <ul style="list-style-type: none"> <li>• condition reports</li> <li>• conservation worksheets</li> <li>• recommendations for treatment</li> <li>• treatment undertaken.</li> </ul>	PERMANENT	Retain as State archives
6.2.4	Conservation	Records relating to facilitating treatment and conservation work, or the carrying out of minor repair/protective work, eg binding, rehousing or boxing of records.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
6.3	Disaster Management	The activities associated with mitigating or minimising the likelihood and consequences of a collection disaster, whether man-made or natural. Includes implementing appropriate practices and procedures in the event of a disaster.		
6.3.1	Disaster Management	Master copy of Disaster Plan.	PERMANENT	Retain as State archives.
6.3.2	Disaster Management	Records documenting State Record's response to a specific collection disaster.	PERMANENT	Retain as State archives.
6.4	Environmental Control	The activity of monitoring and maintaining appropriate environments for the storage of the archives collection. Includes temperature and humidity control and pest management.		
6.4.1	Environmental Control	Records relating to monitoring temperature and humidity of collection storage, including monthly environmental monitoring spreadsheets and reports.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
6.4.2	Environmental Control	Records of surveys to monitor physical conditions and preservation processes in SRSA' repositories. Includes pest management.  See 6.4.1 for monitoring temperature and humidity of collection storage.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
6.4.3	Environmental Control	Records relating to actions taken to deal with specific incidents resulting from inadequate environmental controls, eg outbreak of mould, pest infestation.	TEMPORARY	Retain a minimum of 10 years after incident resolved, then destroy.
6.5	Policy (SRSA)	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. (KAAA)  See GDS 30 v2 (as amended): 13.17 (various) STRATEGIC MANAGEMENT – Policy for agency and non-across-government policies.		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
6.5.1	Policy (SRSA)	Master copy of official across-government preservation management policy and associated specifications, guidelines and fact sheets developed by SRSA.	PERMANENT	Retain as State archives.
6.5.2	Policy (SRSA)	Records documenting the research, drafting, consultation and review of across-government preservation management policy and associated specifications, guidelines and fact sheets developed by SRSA.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
6.6	Valuation	The activity of conducting valuations of the archives collection for risk management, financial management and insurance purposes.  See 1.12.1 Loans Management (Exhibitions) for valuation of collection items loaned to other organisations e.g. for exhibitions.		
6.6.1	Valuation	Records summarising the valuation and status of SRSA archives collection, including: <ul style="list-style-type: none"> <li>• valuation register</li> <li>• correspondence with valuer</li> <li>• valuation methodology</li> <li>• valuation report</li> <li>• inventories and lists</li> <li>• system reports</li> <li>• identification sheets</li> <li>• computer print outs.</li> <li>•</li> </ul>	PERMANENT	Retain as State archives.
7	PRIVACY	The function of administering privacy regulation across State and local government including: <ul style="list-style-type: none"> <li>• developing and issuing whole of government policy, guidelines and advice</li> <li>• providing advice to agencies and the public</li> <li>• assisting with Information Privacy Principles appeals</li> <li>• ensuring agency compliance with Information Privacy Principles obligations and requirements.</li> </ul>		

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See GDS 30 v2 (as amended): 2 BOARD AND COMMITTEE MANAGEMENT for records of the Privacy Committee of South Australia.</p> <p>See GDS 30 v2 (as amended): 7.2 (various) GOVERNMENT RELATIONS – Briefings for submissions, advice, responses to representations and briefings relating to privacy, whether to Ministers, other agencies or governments.</p> <p>See GDS 30 v2 (as amended): 13.13 STRATEGIC MANAGEMENT – Legislation for records documenting the development or review of privacy legislation.</p>		
7.1	Advice	The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)		
7.1.1	Advice	<p>Records documenting advice provided to agencies and the public relating to Privacy and the application of the Information Privacy Principles.</p> <p>See 5.6.1 Enquiries Management (SRSA) for the SRSA Enquiries Register.</p>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
7.2	Cases (SRSA)	Case files relate to a number of activities held together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.		
7.2.1	Cases (SRSA)	Records relating to the notification and investigation of incidents of Information Privacy Principles breaches, or complaints about collection, disclosure or non-disclosure of personal information by government agencies, that are precedent setting, result in a change in government policy, or generate substantial controversy or public debate. Includes case files.	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
7.2.2	Cases (SRSA)	Records of relating to other notifications and investigations of incidents of Information Privacy Principles breaches, or complaints about collection, disclosure or non-disclosure of personal information by government agencies. Includes case files.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
7.3	Policy (SRSA)	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. (KAAA)  See GDS 30 v2 (as amended): 13.17 (various) STRATEGIC MANAGEMENT – Policy for agency and non-across-government policies.		
7.3.1	Policy (SRSA)	Master copy of official across-government privacy policy and associated specifications, guidelines and fact sheets developed by SRSA.	PERMANENT	Retain as State archives.
7.3.2	Policy (SRSA)	Records documenting the research, drafting, consultation and review of across-government privacy policy and associated specifications, guidelines and fact sheets developed by SRSA.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
7.4	Privacy Principles Exemptions	The activity of granting official Information Privacy Principles exemptions in accordance with the Information Privacy Principles.		
7.4.1	Privacy Principles Exemptions	Summary records relating to applications for exemption from the Information Privacy Principles, including Information Privacy Principles exemptions register.  See 7.4.2 for records of applications for exemption from Information Privacy Principles.	PERMANENT	Retain as State archives.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
7.4.2	Privacy Principles Exemptions	Records of applications for exemption from the Information Privacy Principles, including case files. See 7.4.1 for summary records of applications for exemption from Information Privacy Principles.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
8	PROMOTION & OUTREACH	<p>The function of promoting awareness of SRSA, its functions and the archives collection through exhibitions, presentations, tours, open days and visits.</p> <p>See 5 (various) EDUCATION AND TRAINING for records relating to the development and delivery of user courses, education resources and programs to government and the public.</p> <p>See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS – Events for arranging and managing events.</p> <p>See GDS 30 v2 (as amended): 13.12 STRATEGIC MANAGEMENT – Joint Ventures for records relating to promotion and outreach joint ventures with other organisations eg. NAA, SLSA.</p> <p>See GDS 30 v2 (as amended): 3.7 COMMUNITY RELATIONS – Liaison for records relating to informal liaison with stakeholders, non-government entities and professional associations.</p> <p>See GDS 30 v2 (as amended): 12 PUBLICATION for records relating to the development and distribution of publications such as guides and indexes.</p>		
8.1	Exhibitions and displays	The activities associated with using material in mounted displays for the purpose of information or educating the viewer, or promoting the collection, activities, services, projects, or programs of State Records of South Australia (SRSA). Includes promotional displays and stands/stalls at community events.		
8.1.1	Exhibitions and displays	<p>Records documenting the design, development, construction, and installation of exhibitions and displays that commemorate significant national, State or SRSA events, e.g. centenary celebration, including:</p> <ul style="list-style-type: none"> <li>• project plans</li> </ul>	PERMANENT	Retain as State archives.



## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• final lists of items used</li> <li>• photographs of final display</li> <li>• launch speaking notes</li> <li>• completed exhibition visitors' books</li> <li>• explanatory texts</li> <li>• final display panel proofs</li> <li>• social media snapshots.</li> </ul>		
8.1.2	Exhibitions and displays	<p>Records documenting the design, development, construction, and installation of other exhibitions and displays, including:</p> <ul style="list-style-type: none"> <li>• project plans</li> <li>• final lists of items used</li> <li>• photographs of final display</li> <li>• explanatory texts</li> <li>• final display panel proofs</li> <li>• social media snapshots.</li> </ul> <p>See 8.1.3 for physical display panels.</p>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
8.1.3	Exhibitions and displays	Physical display panels including duplicate panel proofs.	TEMPORARY	Destroy after superseded or no longer required.
8.2	Seminars and presentations	<p>The activities associated with developing seminars and presentations to raise awareness about the SRSA collection.</p> <p>See 5 (various) EDUCATION for records relating to the development and delivery of user courses, education resources and programs to government and the public.</p>		
8.2.1	Seminars and presentations	<p>Records relating to presentations delivered by SRSA staff, includes:</p> <ul style="list-style-type: none"> <li>• speech notes</li> <li>• development material</li> <li>• social media snapshots.</li> </ul>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

## RDS 2023/08 v1 State Records of South Australia

No	Function/Activity	Description including Records Examples	Status	Disposal Action
8.2.2	Seminars and presentations	Records documenting the planning and development of programs of seminars and workshops to be presented by SRSA staff, includes: <ul style="list-style-type: none"> <li>• final list of seminars to be held</li> <li>• approval of seminar program.</li> </ul>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
8.3	Visits	The activities associated with hosting tours for the public of SRSA facilities.		
8.3.1	Visits	Records documenting tours for the public of SRSA facilities, including <ul style="list-style-type: none"> <li>• bookings</li> <li>• visits calendar.</li> </ul> <p>See GDS 30 v2 (as amended): 7.5 Government Relations - Visits for arrangements for visits by the Governor, Premier and other dignitaries.</p> <p>See 8.1.1 for exhibition visitors' books.</p> <p>See GDS 30 v2 (as amended): 1.14.2 for visitor's books</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.