

# STATE RECORDS

of South Australia

## Operational Records Disposal Schedule

### Defence SA

### RDS 2023-07 version 1

Effective Dates: 8 May 2023 to 8 May 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*.

<b>RDS No</b>	RDS 2023-07 version 1
<b>Disposal Schedule Type</b>	Operational Records Disposal Schedule
<b>Agency</b>	Defence SA
<b>Records Scope</b>	Records documenting the functions of Defence and Space Industry Support and Veteran Advocacy and Support
<b>Exclusions</b>	Records of the Port Adelaide Maritime Corporation. These records require further appraisal and will be covered in a future RDS.
<b>Records Coverage Dates</b>	Defence portfolio September 2007- ongoing Space portfolio April 2016- ongoing Veterans portfolio 2008- ongoing
<b>Effective Dates</b>	8 May 2023 to <b>8 May 2033</b>
<b>Status</b>	Determined by Director State Records and approved by State Records Council on 8 May 2023.
<b>Associated RDS</b>	This RDS does not supersede any existing RDS.
<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 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 and
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

## Relationship to other disposal schedules

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

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

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

# Interpretation

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

## Status/Disposal action definitions

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

## Retain a record of records destroyed under this RDS

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

## Compliance with the Determination

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

## For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at [www.archives.sa.gov.au](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>DEFENCE AND SPACE INDUSTRY SUPPORT</b>	<b>The function of supporting defence and space to grow investment and jobs by targeting investment and expansion opportunities and driving and supporting the delivery of major defence projects and facilities. This includes driving space industry innovation, research and entrepreneurial development.</b>		
1.1	<i>Grant and Funding Administration</i>	<i>The activity of processing grant and funding applications. Grants include sponsorships and scholarships.</i>		
1.1.1		<p>Summary records of grants (including sponsorships and scholarships) and funding applications (for example those downloaded from SmartyGrants).</p> <p>Includes details of:</p> <ul style="list-style-type: none"> <li>• applicant</li> <li>• milestones</li> <li>• payments</li> <li>• grant details and</li> <li>• reporting.</li> </ul> <p>See Item 1.1.2 for grant (including sponsorships and scholarships) and funding applications.</p>	PERMANENT	Retain as State archives.
1.1.2		<p>Records relating to successful and unsuccessful grants (including sponsorships and scholarships) and funding e.g., Space Program Scholarship Programs, Defence Innovation Partnership Grants.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• photos (accompanying application)</li> <li>• assessment (e.g., peer review)</li> <li>• notification</li> </ul>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy



No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• correspondence</li> <li>• contracts</li> <li>• case files</li> <li>• KPI's</li> <li>• progress and final reports</li> <li>• financials; and</li> <li>• export plans.</li> </ul> <p>See Item 1.1.1 for summary grant (including sponsorships and scholarships) and funding records.</p>		
1.2	<i>Industry and Stakeholder Engagement and Advocacy</i>	<i>The activities associated with providing advocacy, support and advice to industry and stakeholders</i>		
1.2.1		Summary records of engagement with industry and stakeholders (for example CRM). Includes contact details and event attendance records.	TEMPORARY	Retain a minimum of 10 years after last entry, then destroy.
1.2.2		<p>Records relating to industry and stakeholder engagement.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• communications with defence and industry</li> <li>• meeting notes</li> <li>• stakeholder discussion summaries</li> </ul> <p>See Item 1.2.1 for summary records.</p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3	<i>Program and Project Management</i>	<i>The activities associated with the development, coordination and management of projects and programs. Includes planning, implementing, monitoring and assessing.</i>		
1.3.1		<p>Master and summary records relating to projects that are implemented that support the function of Defence and Space Industry Support. For example the Defence Innovation Partnership and Defence and Space Sector Strategies.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• final reports</li> <li>• implementation plans</li> </ul> <p>See Item 1.3.2 for records relating to the development and establishment of programs.</p> <p>See Item 1.3.3 for support records relating to implemented projects.</p>	PERMANENT	Retain as State archives.
1.3.2		<p>Records relating to the development and establishment of Defence &amp; Space programs i.e. Space Industry Internship Program and the Defence Innovation Partnership.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• reviews</li> <li>• research</li> </ul> <p>See Item 1.3.1 for master and summary records relating to implemented projects.</p> <p>See Item 1.3.3 for support records relating to implemented projects.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.3		<p>Supporting records relating to projects that are implemented.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• drafts</li> <li>• working papers</li> </ul> <p>See Item 1.3.1 for records relating to the development and establishment of programs</p> <p>See Item 1.3.2 for master and summary records relating to implemented projects.</p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
2	<b>VETERAN ADVOCACY AND SUPPORT</b>	<b>The function of acting as the lead advocate across the South Australian Government on matters relating to veterans and their families.</b>		
2.1	<i>Grant and Funding Administration</i>	<i>The activity of processing grant and funding applications. Grants include sponsorships and scholarships.</i>		
2.1.1		<p>Summary records of grants (including sponsorships and scholarships) and funding applications (for example those downloaded from SmartyGrants).</p> <p>Includes details of:</p> <ul style="list-style-type: none"> <li>• applicant</li> <li>• payments;</li> <li>• grant details; and</li> <li>• reporting</li> </ul> <p>See Item 2.1.2 for grant (including sponsorships and scholarships) and funding applications.</p> <p>See Item 1.1 (various) for Defence grants.</p>	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.1.2		<p>Records relating to successful and unsuccessful grants (including sponsorships and scholarships) and funding e.g., grants for Legacy, commemorative services, capacity building, seed funding.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• assessment (e.g., peer review)</li> <li>• notification</li> <li>• correspondence</li> <li>• contracts</li> <li>• KPI's</li> <li>• financials</li> <li>• progress and final reports.</li> </ul> <p>See Item 2.1.1 for summary grant (including sponsorship and scholarship) and funding records.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.2	<i>Industry and Stakeholder Engagement and Advocacy</i>	<i>The activities associated with providing advocacy, support and advice to industry and stakeholders.</i>		
2.2.1		<p>Records relating to industry and stakeholder engagement.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• communications with veterans organisations</li> <li>• meeting notes</li> </ul>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3	<i>Program and Project Management</i>	<i>The activities associated with the development, coordination and management of projects and programs. Includes planning, implementing, monitoring and assessing.</i>		
2.3.1		<p>Master and summary records relating to projects and programs that are implemented that support the function of Veteran Advocacy and Support for example the relocation of Anzac Highway plaques to Torrens Training Depot.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• Final reports</li> <li>• Implementation plans</li> </ul> <p>See Item 2.3.2 for records relating to the development of projects and programs.</p> <p>See Item 2.3.3 for support records relating to implemented projects.</p>	PERMANENT	Retain as State archives.
2.3.2		<p>Records relating to the development of Veteran's programs ie Veterans Mentoring Program. Includes programs not implemented.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• reviews</li> <li>• research</li> </ul> <p>See item 2.3.1 for projects and programs that are implemented.</p> <p>See Item 2.3.3 for support records relating to implemented projects.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3.3		<p>Supporting records relating to Veteran Advocacy and Support projects that are implemented.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> <li>• Drafts</li> <li>• Working papers</li> </ul> <p>See Item 2.3.2 for records relating to the development of projects and programs.</p> <p>See Item 2.3.1 for master and summary records relating to implemented projects.</p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.