

STATE RECORDS

of South Australia

State Records Act 1997

Operational Records Disposal Schedule

State Superannuation Office (and predecessor agencies)

RDS 2021/21 Version 1

Effective Date: 22 February 2022 to 22 February 2032

Approved Date: 22 February 2022



Government of South Australia

State Records

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Preamble

Purpose of the Schedule

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

Application of the Schedule

State Superannuation Office (and predecessor agencies)

Note: “Super SA” is the trading name of the South Australian Superannuation Board which is generally applied only to those superannuation schemes administered by the State Superannuation Office for which that Board is responsible. However, for ease of reference, the State Superannuation Office is referred to as “Super SA” in this document in respect of all schemes, and not just those for which the above Board is responsible.

Approved Date: 22 February 2022

Effective Date: 22 February 2022 to 22 February 2032

Authorisation by State Records

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

Approval

In accordance with section 23 of the *State Records Act 1997*, this RDS constitutes a determination by the Director, State Records, with the approval of State Records Council, at their meeting held on 22 February 2022.

Disposal of Official Records

Legislation

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

Section 23(2) states:

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

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

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

Functions of the Schedule

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

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

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

Using the Schedule

The Schedule applies only to the records described within it.

Layout

The Schedule is laid out as follows:

Item Number: Numbering in the Schedule is multi level:

- Functions have single numbers (e.g. 1.)
- Activities and/or processes have two-level numbers (e.g. 1.1)
- Disposal classes have three-level numbers (e.g. 1.1.1)

Function: The general functions are shown in 11 point bold Arial upper case at the start of each section. (e.g. **SCHEME AND FUND ADMINISTRATION**)

Activity/Process: The activities and processes relating to each function are shown in 11 point bold Arial sentence case (e.g. **Contributions Management**).

Description: Descriptions are in three levels ranging from broad functions to specific disposal classes:

- definitions of functions are shown at the start of each section in **bold** (e.g. The function of managing land for which the agency is legislatively responsible);
- definitions of activities are located adjacent to the activity title in *italics* e.g. *The activity of processing contributions from either employers or employees of the various schemes and funds*; and
- descriptions of each disposal class are arranged in sequence under the activity definitions.

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

Retention Period of the Record

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

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

Custody and Transfer of the Record

Permanent Records

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

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

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

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

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

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines* (May 2002). Super SA needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

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

Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the Chief Executive (CE) or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia. Failure to comply with this direction falls under Section 17 of the *State Records Act 1997*.

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

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved; and
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications; and
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders; and
- ***GDS 36 for Records of Relevance in relation to Child Abuse or Alleged Child Abuse*** to ensure that records of relevance are protected and available for any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders; and
- ***GDS 37 for Records of Relevance to the Royal Commission into Aged Care Quality and Safety*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders; and
- ***GDS 38 for Records of Relevance to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

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

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

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

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

Review

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

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

Context Statement

Context of the Agency Covered by the Schedule

History and Background

1902

- The first State Government Superannuation Scheme commenced in 1902 and was administered by the Public Service Superannuation Fund Board (over the period 1902-1961).
- The Board was established under the *Public Service Superannuation Fund Act (No. 792 of 1902)*, which was established to “provide a fund for the relief and maintenance of superannuated public servants and of the widows and families of deceased public servants”.¹

1924

- The 1924 Act provided for a Voluntary Savings Scheme, though the Board did not introduce this for some years. The scheme declined in popularity after the Second World War and was discontinued in 1989.

1926

- The South Australian (SA) Superannuation Fund Board (SASF Board) was established, as a body corporate with perpetual succession and a common seal, on 22 December 1926 when the Superannuation Act of that year was proclaimed.²
- The Board comprised three members, one of whom was to be nominated by South Australian Government employees, another was to be an actuary if one was available. One of the three was to be appointed President, and all three were to serve seven year (renewable) terms.³

¹ *Public Service Superannuation Fund Act (No. 792 of 1902)*

² *Superannuation Act (No. 1770 of 1926)*

³ GA410 South Australian Superannuation [Fund] Board

- The 1926 Act made provision for all public service employees, abolishing existing schemes which covered some of them and provided for their transfer to the newly created State Pension Scheme (NB: the Teacher's Superannuation Fund continued to pay pensions to already retired teachers until 1949, when its assets were finally taken over by the SASF Board). In general terms, the Pension Scheme guaranteed a percentage of final full-time income paid for life, when an individual retired (noting they would have had to contribute a set percentage of their salary regularly to the scheme, throughout their working life).
- The Police and Judiciary were excluded from the Pension Scheme (NB: the Police already had their own superannuation fund, which continues in existence today).

1927

- The first appointments to the SA Superannuation Fund Board were made.
- Contributors or annuitants to the Public Service Superannuation Fund and the Public School Teachers' Superannuation Fund could elect to join the State Pension Scheme.
- *The Public Service Superannuation Fund Act (No. 792 of 1902)* was not repealed.

1946

- The Pension Scheme's pensioners became part of the "electorate" for the purpose of electing an employee representative on the Board.

1958

- The Act was amended to empower the Board, at its discretion, to offer membership of the Pension Scheme to employees of statutory authorities (separate arrangements were made for Judges and Magistrates).
- The Board could invest in securities issued by the Federal or any State Government; loans to local government in South Australia; mortgages on freehold or leasehold property anywhere in Australia; or in any other manner approved for trust funds by Federal or South Australian legislation.

1961

- On 1 January 1961 the Public Service Superannuation Fund Board was closed under the *Public Service Superannuation Fund (Arrangement) Act 1960* and all assets and liabilities were transferred to the South Australian Superannuation Fund Board.⁴

⁴ *Public Service Superannuation Fund (Arrangement) Act 1960*

1965

- The provision in the Act for an actuary to be a board member (if one were available) was amended to make the Public Actuary an ex-officio Board Member.

1969

- A new Act in 1969 provided for the nomination of a deputy for each Board Member, to take his place and exercise his functions during his absence.⁵
- The 1969 Act added the power to invest in real estate development in South Australia.
- The entitlement payable from the Pension Scheme was subject to constant amendments to the various Acts, gradually extending the rights of dependants and adjusting the manner in which contributions related to the pension entitlement. Initially the Scheme operated on the unit system: units of pension were paid for at rates determined by age at entry to the scheme. The maximum number of units that could be purchased was determined by the member's salary. The rules, conditions and even the value of the units constantly changed.

1974

- The new Act provided for board representative(s) to be elected directly by employees and pensioners.⁶
- After the passage of the revised 1974 Act the Board became more of a policy body. The day-to-day management of the Fund was vested in a new South Australian Superannuation Fund Investment Trust, composed of the Under Treasurer, the Public Actuary, and a third member appointed as a President of the Trust.
- The 1974 Act also abolished the unit system, for calculating a member's entitlement, replacing it with a set of actuarial calculations defined in the Act. This vastly simplified the management of the Pension Scheme.

1986

- On 30 May 1986 the State Pension Scheme closed to new members. This decision was made as the cost of paying lifetime pensions would be too high if new members continued to join. Existing Pension Scheme members retained the option of a pension, or full or partial commutation.

⁵ *Superannuation Act 1969*

⁶ *Superannuation Act 1974*

- All new eligible members joined a separate fund that provided a lump sum benefit only (State Lump Sum Scheme).
- Further changes occurred with the award of 3% employer funded superannuation as part of the 1987 National Wage Case: by agreement between the Government and the Public Service Association, members of the “old” Scheme received only 2% as part of the wage case, and in return were granted preservation and portability rights for their contributory superannuation.

1988

- Under the *Superannuation Act 1988* the Board continued in existence but dropped the word ‘Fund’ from its title, becoming the South Australian Superannuation Board (Super SA Board).⁷
- On 1 January 1988 the new Public Sector Employees Superannuation Scheme (PSESS) was opened for SA public sector employees who agreed to be part of the PSESS arrangement.

1989

- The Board abandoned mortgage investment. All outstanding mortgages were sold to the Hindmarsh Adelaide Building Society.
- The Board is now largely a policy body and the Investment Trust invests the Fund largely in Government and semi-Government securities.

1992

- When superannuation became compulsory for employees with the introduction of the super guarantee, the State Superannuation Benefit Scheme (SSBS) was created from 1 July 1992 for public sector employees, for their super contributions to be paid into, if they did not already have an existing Lump Sum or Pension Scheme account.
- At the same time PSESS closed effective 30 June 1992, being replaced by SSBS.

1994

- The Lump Sum Scheme closed to new members from 3 May 1994.

1995

- The Southern State Superannuation Scheme is both a contributory and non-contributory superannuation scheme established pursuant to the *Southern State Superannuation Act 1994*. The Scheme, commonly referred to as the “Triple S Scheme”, commenced on 1 July 1995 for contributory members only.⁸

⁷ *Superannuation Act 1988*

⁸ *Southern State Superannuation Act 1994*

1988

- Effective 1 July 1998, under the *Southern State Superannuation (Merger of Schemes) Amendment Act 1998* all members of the State Superannuation Benefit Scheme (SSBS) were transferred into the Triple S Scheme, and SSBS ceased to exist.⁹

2005

- The Super SA Board launched two new products, to support members with their superannuation entitlements after leaving the public service or in retirement, the Flexible Rollover Product and Income Stream.
- An Income Stream gives eligible members the option to have regular payments made from their super while continuing to have their funds invested in the superannuation environment.

2008

- The Super SA Board took over responsibility for the administration of the SA Ambulance Service Super Scheme as Trustee (previously administered by Mercer). This Scheme is closed to new members, meaning any new SA Ambulance employees must join Triple S Scheme.¹⁰

2009

- The *Southern State Superannuation Act 1994* was repealed and replaced by the *Southern State Superannuation Act 2009*, which continues the Triple S Scheme. The principal purpose for the repeal of the 1994 Act was to simplify the enabling legislation by removing the detailed prescriptive scheme rules and to provide for those rules to be transferred to regulations.¹¹

2013

- A new taxed superannuation fund was launched, Super SA Select (Select), under the Southern Select Super Corporation (Corporation) as Trustee.¹²
- Select was created to put South Australian public sector superannuation into closer alignment with the Commonwealth Government's tax rules for super funds, while giving existing Triple S members the option of accessing the Commonwealth Government super contribution called the Low Income Super Tax Offset (LISTO).

⁹ *Southern State Superannuation (Merger of Schemes) Amendment Act 1998*

¹⁰ SA Ambulance Service Superannuation Scheme Trust Deed

¹¹ *Southern State Superannuation Act 1994* repealed and replaced by *Southern State Superannuation Act 2009*

¹² Super SA Select Trust Deed

History – Review of Board Decisions & Auditing

The 1926 Act made no provision for decisions of the Board to be reviewed. The 1969 Act provided for appeals against a decision of the Board to be heard by a Supreme Court Judge. The 1974 Act established a formal mechanism, the Superannuation Tribunal (see GA 350, Court Services Department, Appeal Tribunals).

The Super SA Board is subject to annual audit by the Auditor-General. Originally its operations were to be inspected every five years by the Public Actuary. This was changed to triennial inspections in 1961. The Public Actuary reports to the board and this requirement has been continued in subsequent legislation, despite the Public Actuary becoming an ex-officio member of the board in 1965, and of its Investment Trust in 1974.

Background

As mentioned, the first superannuation Act was proclaimed 22 December 1926 and came into being in March 1927. The office administering the Act at that time was called 'The Superannuation Department' and later renamed in 1976 to the State Superannuation Office.¹³

The State Superannuation Office became a branch of the Treasury Department in 1976, and from 1994, the Department of Treasury and Finance (DTF). DTF coordinates superannuation activity through the State Superannuation Office, including the development of policy relating to superannuation issues.

The State Superannuation Office is responsible for administering a number of public sector superannuation schemes and products. The administration of these schemes and products operates pursuant to service level agreements between the entity responsible for the relevant scheme or products, and DTF.

The State Superannuation Office is also responsible for providing advice (including actuarial advice) in respect of other public sector superannuation schemes that are not administered by the State Superannuation Office (e.g. Police Superannuation Scheme and Electricity Industry Superannuation Scheme). More information about this is provided below.

In addition, the term "Super SA" is the trading name of the Super SA Board. The name "Super SA" is therefore generally used only in respect of the schemes administered by the State Superannuation Office, for which the Super SA Board is responsible. The main scheme for which the Board is responsible that Super SA administers is the Triple S Scheme

¹³ GA818 State Superannuation Office (Super SA)

In addition, “Super SA Select” was created to put South Australian public sector superannuation into closer alignment with the Commonwealth Government’s tax rules for super funds and gives existing Triple S members the option of accessing the Commonwealth Government super contribution called the Low Income Super Tax Offset (LISTO). The Southern Select Super Corporation (Trustee) is responsible for the administration of this fund. By approval of the Super SA Board, the name “Super SA” is also used in respect of the administration of Super SA Select.

Note: as stated on page 5, the term “Super SA” has been used in this document to describe all schemes administered by the State Superannuation Office, not just those for which the Super SA Board is responsible.

Details of the Schemes and Products Super SA administers on behalf of the Super SA Board and Corporation, together with accompanying legislation, are outlined in the following Tables 1 and 2:

Table 1: Details of the Schemes administered by Super SA.

State Superannuation Office – Administrator		
Trading as “Super SA”		
<i>On behalf of:</i>	<i>Scheme/Product</i>	<i>Legislation</i>
South Australian Superannuation Board	State Pension Scheme [closed to new members from May 1986] State Lump Sum Scheme [closed to new members from May 1994]	<i>Superannuation Act 1988</i> <i>Superannuation Regulations 2016</i>
	Triple S Scheme Flexible Rollover Product Super SA Income Stream	<i>Southern State Superannuation Act 2009</i> <i>Southern State Superannuation Regulations 2009</i>
	SA Ambulance Service Super Scheme [closed to new members from July 2008]	<i>Trust Deed & Rules for SA Ambulance Service Super Scheme</i>
Southern Select Super Corporation	Super SA Select	<i>Trust Deed & Public Corporations (Southern Select Super Corporation) Regulations 2020</i>

Table 2: Details of the Scheme administered by the State Superannuation Office

State Superannuation Office – Administrator		
<i>On behalf of:</i>	<i>Scheme/Product</i>	<i>Legislation</i>
Parliamentary Superannuation Board	Parliamentary Super Scheme [PSS1, PSS2 and PSS3] [PSS1 & PSS2 are closed to new members from Oct. 1997 and March 2006 respectively]	<i>Parliamentary Superannuation Act 1974</i>
Treasurer	Governors' Pensions Scheme Judges' Pensions Scheme	<i>Governors' Pensions Act 1976</i> <i>Judges' Pensions Act 1971</i>

Note: The two tables above only cover legislation for schemes and products currently administered by Super SA. All Schemes and Products remain open to new members, except where indicated.

All of the schemes identified in Tables 1 and 2 above are “exempt public sector superannuation schemes” under the Commonwealth’s *Superannuation Industry (Supervision) (SIS) Act 1993*. Each scheme is, however, deemed to be a complying fund in terms of Commonwealth superannuation legislation. Notwithstanding this exempt status, the South Australian Government has entered into a “Heads of Government Agreement” with the Commonwealth Governments have entered into a “Heads of Government Agreement” and agreed to apply “best endeavours” to conform to the principles of the Commonwealth’s retirement income policy objectives.

In addition, the majority of the schemes are administered by the above bodies are “constitutionally protected funds” (CPFs) under Commonwealth taxation laws, meaning that contributions are taxed differently to regulated superannuation funds. That is, instead of employer and salary sacrifice contributions being taxed on entry into the relevant fund (as with taxed funds), taxation is applied on withdrawal. In addition, the annual concessional (before tax) contribution limits that apply to regulated funds (currently \$25,000) do not apply to members of CPFs (rather, a lifetime cap applies).

Note: Super SA Select (for which the Corporation is responsible) and the Flexible Rollover Product, Income Stream and SA Ambulance Service Super Scheme (for which the Super SA Board is responsible) are not CPFs and are taxed in the same way as funds that a regulated by the Commonwealth.

Committees

A number of Committees were established to support administration of Super SA’s Schemes and Products, these are outlined below:

1. *Claims Assessment Panel (CAPS)*

CAPS, previously known as the Disability Committee, assesses income protection, total and permanent disablement and death claims on behalf of the Super SA Board. Medical advice is sought from health professionals and an independent medical assessor, where necessary, to assist CAPS in their decision making.

2. *Member Services Committee*

This Committee was created in 2003 to assist the Board in the oversight of strategies and operational matters which are relevant to the delivery of member products, services and benefits.

3. *Audit, Risk and Finance Committee*

This Committee is responsible for oversight of, advice and recommendations to the Board and Corporation on financial management, risk management (including compliance management) and internal and external audit.

Role and Function

Super SA's role is to effectively administer the various major public sector superannuation schemes, funds and post retirement products that the Super SA Board and the Corporation are responsible for. This includes:

- adjustments to member records and accounts
- allocation and banking of contributions
- collection of contributions and transfer of contributions received to Funds SA (which is the investment manager for South Australian public sector superannuation funds and approved authorities)
- benefit calculations and payments
- member communications
- determining insurance (total and permanent disablement/terminal illness and income protection) applications and claims
- issuing of members' annual statements
- complaints resolution
- accounting and actuarial
- compliance

In addition, Super SA is responsible for the administration of superannuation arrangements for which the Parliamentary Superannuation Board is responsible for (i.e. for Parliamentarians) and for which the Treasurer is responsible for (i.e. Judges and Governors).

The various schemes include:

Super SA Board:

- Southern State Superannuation Scheme
- Flexible Rollover Product and Income Stream (post retirement products)
- South Australian Ambulance Service Superannuation Scheme
- State Scheme (Lump Sum and Pension Schemes)

Southern Select Super Corporation

- Super SA Select

Parliamentary Superannuation Board

- Parliamentary Superannuation Scheme

Treasurer

- Judges' Pensions Scheme
- Governors Pension Scheme

These Schemes are established (or continued) under the following Acts or Trust Deeds:

Legislation:

- *Governors' Pensions Act 1976*
- *Judges' Pensions Act 1971*
- *Parliamentary Superannuation Act 1974*
- *Southern State Superannuation Act 2009*
- *Superannuation Act 1988*

Trust Deed:

- South Australian Ambulance Service Superannuation Scheme
- Super SA Select

Super SA also provides superannuation policy and legislative advice to a number of entities, including the:

- Treasurer
- Super SA Board
- Corporation
- Police Superannuation Board
- Parliamentary Superannuation Board
- Board of the Electricity Industry Superannuation Scheme
- Chief Executive of the Department of Treasury and Finance

Summary of schemes

	Super SA Select	Triple S	FRP/Income Stream	State Scheme (Lump Sum)	State Scheme (Pension)	SA Ambulance Service Super Scheme	Parliamentary Superannuation Scheme	Judges Pensions Scheme	Governors Pension Scheme
Closed to new members?	No	No	No	Yes: May 1994	Yes: May 1986	Yes: July 2008	PSS1 - Yes: Oct 1997 PSS2 - Yes: Mar 2006 PSS3 - No	No	No
Type	Accum	Accum	Accum (post retirement investment product)	DB	DB	Hybrid Emp DB Mbr Accum	PSS1: DB PSS2: DB Pss3: Accum	DB	DB
EPSSS	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tax Status	Taxed	Untaxed	Taxed	Untaxed	Untaxed	Taxed	Untaxed	Untaxed	Untaxed

*DB = defined benefit (benefit defined by formula taking into account years of service and final salary)

*Accum = accumulation benefit (benefit equal to accumulated balance)

Structure Description

Super SA has been a branch of the Department of Treasury and Finance since 1976.

The agency currently has 5 directorates:

- Policy and Governance
 - Legislation, Policy and Dispute Resolution
 - Audit, Risk and Compliance
 - Board Support
- Finance and Business Transformation
 - Financial and Actuarial Services
 - Procurement
- Strategy, People and Culture
 - Strategy and HR
 - Product
 - Projects
 - Program and Business Transformation
 - Organisational Development
 - Learning and Development
 - Business Support

- Brand and Member Engagement
 - Brand and Member engagement
 - Marketing and Communications
 - Financial Advice Coordination
 - Member Services (including Call Centre)
- Operations
 - Member Operations (e.g. benefit assessment and processing)
 - Insurance Applications and Claims
 - Data Integrity

Super SA Board

The Super SA Board, established under Section 6 of the *Superannuation Act 1988* is responsible for administering the major superannuation schemes and post retirement products of the State Government agencies and statutory authorities in line with the relevant legislation. The Board comprises a Presiding Member, two members appointed by the Governor and two members elected by members.

The management of investments for each superannuation scheme is undertaken by the Superannuation Funds Management Corporation of South Australia (Funds SA) in accordance with sections 7, 17, 19 and Schedule 3 of the *Superannuation Act 1988*; sections 10, 11, 45 and 94 of the *Southern State Superannuation Act 2009*; and the provisions of the *Superannuation Funds Management Corporation of South Australia Act 1995*.

The Corporation

The Corporation, established under the *Public Corporations (Southern Select Super Corporation) Regulations 2012* is the trustee of Super SA Select, the State Government's taxed superannuation fund.

The Corporation (or Trustee Board) is also comprised of a Presiding Member, two members appointed by the Governor and two members elected by members.

The Corporation is responsible for the investment and management of the fund (including formulation of strategies and an investment policy statement), pursuant to regulations 13 and 14 of the *Public Corporations (Southern Select Super Corporation) Regulations 2012*. In setting the risk/return objectives and asset allocation policies, the Corporation must consult with Funds SA and Funds SA must implement the investment policy statement as agent for the Corporation.

Parliamentary Superannuation Board

The Parliamentary Superannuation Board is established under the *Parliamentary Superannuation Act 1974*. It is responsible for the administration of the Parliamentary Superannuation Schemes (PSS1, PSS2 and PSS3), which provide superannuation

benefits for Members of Parliament (which Super SA undertakes on its behalf). The Board is comprised of the President of the Legislative Council, the Speaker for the House of Assembly and a person appointed by the Governor. The fund is administered by Super SA on behalf of the Parliamentary Superannuation Board with funds under management invested with Funds SA.

Treasurer

The Treasurer is responsible for the administration of the Judges' Pensions Scheme and the Governors' Pensions Scheme (which Super SA undertakes on his behalf).

Predecessor Agencies

- The Superannuation Department, 1926-1976

The Super SA Board had the following predecessor:

- The Public Services Superannuation Fund Board, 1902 – 1 January 1961 (GA1232)

Successor Agencies

There are no successor agencies.

Legislation

Relevant State Legislation administered by Super SA:

- *Governors' Pensions Act 1976*
- *Judges' Pensions Act 1971*
- *Judges' Pensions Regulations 2018*
- *Parliamentary Superannuation Act 1974*
- *Parliamentary Superannuation Regulations 2018*
- *Public Corporations (Southern Select Superannuation Corporation) Regulations 2012*
- *Southern State Superannuation Act 2009*
- *Southern State Superannuation Regulations 2009*
- *Superannuation Act 1988*
- *Superannuation Regulations 2016*

Trust Deeds administered by Super SA:

- Select Trust Deed
- SA Ambulance Service Superannuation Scheme Trust Deed.

Relevant Legislation NOT administered by Super SA (but which Super SA is affected by):

- *Acts Interpretation Act 1915*
- *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*
- *Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007 (No. 1) (Cth)*
- *Benefit Associations Act 1958*
- *Corporations Act 2001 (Cth)*
- *Corporations Regulations 2001 (Cth)*
- *Domestic Partners Property Act 1996*
- *Family Law (Superannuation) (Methods and Factors for Valuing Particular Super Interests) Approval 2003 (Cth)*
- *Family Law (Superannuation) Regulations 2001 (Cth)*
- *Family Law Act 1975 (Cth)*
- *Family Law Rules 2004 (Cth)*
- *Family Relationships Act 1975*
- *Financial Transaction Reports Act 1988 (Cth)*
- *Freedom of Information Act 1991*
- *Guardianship and Administration Act 1993*
- *Income Tax (Consequential Amendments) Act 1997 (Cth)*
- *Income Tax (Transitional Provisions) Act 1997 (Cth)*
- *Income Tax Assessment Act 1936 (Cth)*
- *Income Tax Assessment Act 1997 (Cth)*
- *Income Tax Assessment Regulations 1997 (Cth)*
- *Income Tax Rates Act 1986 (Cth)*
- *Oaths Act 1936 (SA)*
- *Police Superannuation Act 1990*
- *Police Superannuation Regulations 2017*
- *Powers of Attorney and Agency Act 1984*
- *Public Corporations Act 1993*
- *Public Finance and Audit Act 1987*
- *Public Sector Act 2009*
- *State Procurement Act 2004*
- *State Records Act 1997*

- *Superannuation Contributions Tax (Members of CP Superannuation Funds) Assessment and Collection Act 1997 (Cth)*
- *Superannuation Contributions Tax (Members of CP Superannuation Funds) Imposition Act 1997 (Cth)*
- *Superannuation Funds Management Corporation of South Australia Act 1995*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*
- *Superannuation Guarantee (Administration) Regulations 1993 (Cth)*
- *Superannuation Industry (Supervision) Act 1993 (Cth)*
- *Superannuation Industry (Supervision) Regulations 1994 (Cth)*
- *Work Health and Safety Act 2012*

Context of the Records Covered by the Schedule

Coverage of RDS 2021/21

The Super SA Records Disposal Schedule includes records relating to the administration of all funds managed by the State Superannuation Office. This includes those administered by Super SA on behalf of the Super SA Board and the Corporation.

Please note that for ease of reference, this document refers to “Super SA” in respect of all schemes administered by the State Superannuation Office (and not just those administered by the Super SA Board and the Corporation). This includes member files, agency files and financial records.

The following series are also covered by this RDS:

- GRS 1310 Mortgage Register
- GRS 12931 Corporate files

Related Series Affected by RDS 2021/21

There are no related series affected by this RDS.

Complementary Schedules to RDS 2021/21

There are no complementary Schedules.

Existing Disposal Schedules Superseded by RDS 2021/21

There are no current Schedules superseded by this RDS.

Records Structure

Super SA has a primarily centralised records structure, which is managed by the Member Operations unit of the organisation. Active member files are located on-site while the majority of files are stored with an approved offsite storage provider. Files are managed through the EDRMS (currently Objective).

Paper files were discontinued as at 30th June 2020. Digital files are managed by a range of systems all linked to member number.

Name of System	Start Date	End Date (if ceased)	System of arrangement	Volume (linear metres, no of records in database)	Further information (e.g. date migrated, duplicated)
Bluedoor	May 2018	Ongoing	Client Number: FNNNNNN (eg F102345)	1.4 TB	
SuperB	1998	Ongoing	Client Number: FNNNNNN (eg F102345)	95 GB	Used for schemes not transferred to Bluedoor
ePASS	2001	Ongoing	Client Number: FNNNNNN (eg F102345)	136 GB	Used for schemes not transferred to Bluedoor
Capital	2008	Ongoing	Pension Number	34 GB	Member payroll management system.
Workforce	1998	2008	Pension Number		Replaced by Capital
Calibre	2006	May 2018	Client Number: FNNNNNN (eg F102345)		Replaced by Bluedoor
Historical DB	May 2018	Ongoing	Client Number: FNNNNNN (eg F102345)		Calibre Historical data
DiMetro	2013	Sept 2020	Recorded against date and time	Unknown	Voice mail recordings of incoming and outgoing calls.
Gensys	Sept 2020	Ongoing	Recorded against date and time	Unknown	Voice mail recordings of incoming and outgoing calls.
Objective	2006	Ongoing Ongoing July 2020	Corporate admin files - SUPYY/NNNN Member files - FNNNNNN Agency files - AYY/NNNN	3,000 230,000 1,700	
Batch files	2000	Ongoing	Batched per day in chronological order.	Approx 600 linear meters	

Broad Description and Purpose of the Records

The records created by Super SA relate directly to the processing of superannuation for State Government Employees. Records include complex series of financial records covering superannuation contributions, reports provided by Funds SA on investments and subsequent payments, to simple series covering enquiries from members and representatives. These records can be found in member files, agency files, ongoing working files and batches.

Functions and Activities Documented by the Records

The functions and activities which form the structure of this RDS are as follows:

SCHEME AND FUND ADMINISTRATION

- Actuarial Services
- Contribution Management
- Financial Services
- Member Services
- Scheme and Fund Reporting

Arrangement of the Records

Currently Super SA records are stored in numerical files as well as batch filing.

Numerical files include:

- Corporate/Administrative Files (SUPYY/NNNN);
- Member files (includes Family Law files) - FNNNNNN (e.g. F102345) – created in Objective and uses the same file number used in Bluedoor.
- Agency files - AYY/NNNN (e.g. A19/0221 – created in Objective and uses the same file number each year

Documents ID's are:

- Corporate/Administrative Files are: SUPYYDNNNNN(SEQ.)
(eg: SUP20D00001)
- Member files are SSA(YY)D(SEQ) (e.g.: SSA19D00001)
- Family Law files are FLAW(YY)D(SEQ) (e.g.: FLAW19D00001)
- Agency files are SSA(YY)D(SEQ) (e.g.: SSA19D00001)

Not all paper records are placed in member files. Paper records received are batch filed but maintained as per retention of appropriate file.

Agency Creating the Records

Super SA creates and administers the records covered by this RDS.

Agency Owning or Controlling the Records

Super SA controls, owns and administers records covered by this RDS

Date Range of the Records

Records Date Range: 1927 to ongoing

Volume of the Records

State Records – approx. 5 linear metres

Off site – approx. 1,105 linear metres

On site – approx. 140 linear metres

Digital – approx. 3 Terabytes

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia as per its *Appraisal Standard* for identifying records of permanent value relevant to the records covered by this Schedule are:

Theme 2: Records supporting rights and entitlements

Examples of disposal classes of Super SA which meet this objective include:

- Member Services (1.4.1)
- Scheme and Fund Reporting (1.5.1, 1.5.2 and 1.5.3)

Temporary Records Rationale

Records nominated for temporary status in this Schedule document routine processes and/or transactions that support the activities of Super SA. Retention periods have

been determined by the legal, administrative, evidential and financial accountability requirements.

Temporary records are those that are considered not to have continuing value to the Super SA, the State Government or the community. As such these temporary records, have no enduring value once the operational requirement for their existence ceases.

Temporary records include:

- Actuarial Services (1.1.1)
- Contribution Management (1.2.1-1.2.8)
- Financial Services (1.3.1-1.3.4)
- Member Services (1.4.2-1.4.4)
- Scheme and Fund Reporting (1.5.1-1.5.5)

Other Disposal Considerations

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

Disposal Recommendation Effect on Related Records

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

Alternative Record Formats

This schedule applies to records in all formats.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Aboriginal Considerations

The determinations within RDS 2021/21 are consistent with Recommendation 21 of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families.

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

RDS 2021/21 meets all cultural, historical, legal and administrative requirements.

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

Scope Note

Records Covered by this Schedule

This RDS 2021/21 applies to the current and historical records of *Super SA*.

Records in digital formats must be managed and maintained by migrating and reformatting as required to ensure ongoing accessibility for evidentiary, historical and administrative purposes in accordance with their permanent or temporary disposal status.

How to Apply this Schedule

Use in conjunction with GDS

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

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

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

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

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

To identify records that may be potentially relevant to the Royal Commission into Aged Care Quality and Safety, please refer to GDS 37. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2025.

To identify records that may be potentially relevant to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability, please refer to

GDS 38. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2025.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing Schedules.

Other RDS superseded by RDS 2021/21

This RDS does not supersede any existing Schedules.

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

Records will be resentenced as required.

Records excluded from RDS 2021/21

There are no records excluded by this RDS.

Application to records in all formats

RDS 2021/21 applies to records in all formats, including databases and other electronic records. Super SA is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in RDS 2021/21 are minimum retention periods for which records need to be retained. It is at the discretion of Super SA as to whether records are kept for longer than the minimum period.

Acronyms

- CPI – Consumer Price Index
- ePASS – the system used by Super SA to provide members and employers with online access to contribution benefit and administration data
- ETSA – Electricity Trust of South Australia

Definitions of terms specific to RDS 2021/21

- Agency files – folders containing information from state government agencies including member contributions and personal details changes.
- Child/Student pension - if a member died before their child was an adult then the child/student could be eligible for allowance if a fulltime student up to age of 25.

- Defined Benefit Scheme – The Pension Scheme and Lump Sum Scheme where the benefit paid to a member on retirement is calculated using a formula of a multiple times the salary.
- Family law files – family law files are created when divorced or permanently separated couples split and share their accrued superannuation interests. Splitting is done by agreement between the parties, or court order. Documents submitted can include a form requesting information about super balances, copies of divorce papers or separation.
- Member files – files containing all member superannuation information (personal or work related).
- Mortgage cards – information from 1927-1999 when members could get mortgages from their superannuation scheme.
- Pension scheme superannuants – members who have retired and are claiming a pension from the Pension Scheme.

Legal Deposit

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

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

Records and Litigation

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

Pre-1901 Records

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

This RDS does not related to pre-1901 records.

List of Functions and Activities

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1	SCHEME AND FUND ADMINISTRATION	<p>The function of administering the various public sector superannuation schemes on behalf of the relevant board and the Treasurer. Schemes and funds include:</p> <ul style="list-style-type: none"> • State Pension Scheme • State Lump Sum Scheme • Southern State Superannuation Scheme • Flexible Rollover Product and Income Stream • Super SA Select • Parliamentary Superannuation Scheme [PSS1, PSS2 and PSS3] • Judges' Pensions Scheme • Governors' Pensions Scheme • SA Ambulance Service Superannuation Scheme 	
1.1	Actuarial Services	<i>The activity of computing statistical and financial data relating to the various schemes.</i>	
1.1.1	Actuarial Services	<p>Actuarial valuation of the superannuation schemes, includes Super SA, Police Super. Valuations are completed quarterly, annually or triennially, dependent on the scheme requirements.</p> <p>Includes setting the average insurance premium rate and copy of final report and working papers.</p> <p>See GDS 30 v2 (as amended) – 2.6.1 BOARD & COMMITTEE MANAGEMENT – Proceedings for final copy included in Board papers.</p>	<p>TEMPORARY</p> <p>Destroy 25 years after action completed.</p>
1.2	Contributions Management	<i>The activity of processing contributions from either employers or employees of the various schemes and funds.</i>	
1.2.1	Contributions Management	Records relating to Family Law applications. Includes applications, cheques and receipts.	<p>TEMPORARY</p> <p>Destroy 15 years after action completed.</p>

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1.2.2	Contributions Management	<p>Records relating to the assessment of additional income for members who are on retrenchment pension or temporary disability pension and calculating benefit adjustments. Includes advice received confirming additional earnings in any one financial year.</p> <p><i>See Item 1.4.1 or 1.4.2 for income assessments pre 2001.</i></p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed.</p>
1.2.3	Contributions Management	<p>Records relating to Pension scheme superannuants. Includes:</p> <ul style="list-style-type: none"> • Annual reviews of child/student pensions. • Payment anomalies, overpayment recovery • Changes in payment arrangements • Fortnightly pay runs, variance reports, audit trails and health deductions. 	<p>TEMPORARY</p> <p>Destroy 15 years after action completed.</p>
1.2.4	Contributions Management	<p>Records relating to member files and contributions. Includes:</p> <ul style="list-style-type: none"> • Change of contribution forms • Changes to personal details • Salary sacrifice • Requests by members to change their choice of investment. • Notifications to members when they no longer qualify for insurance coverage by the superannuation schemes. Includes when they reach the age of 65 and casual employees of the option to cease insurance coverage. • Records relating to administering Leave without Pay. • Roll Overs from other superannuation funds for members of the various schemes and funds. Includes ETP forms, a copy of cheque and covering letter. • Applications to establish spouse accounts. 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed.</p>

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1.2.5	Contributions Management	Records relating to the collecting of salary information from agencies to calculate employer and employee contributions that are to be deducted for the next financial year. Records apply to members of the Defined Benefit Schemes only. Records are batch filed.	TEMPORARY Destroy 10 years after action completed.
1.2.6	Contributions Management	Annual Agency files. Include: <ul style="list-style-type: none"> • Contributions • Fortnightly print out • Daily statistics 	TEMPORARY Destroy 10 years after action completed.
1.2.7	Contributions Management	Member payment systems (for example Workforce, Capital). Contains records of all pension and income protection payments.	TEMPORARY Destroy 10 years after last entry.
1.2.8	Contributions Management	Member databases (for example Calibre, ePASS, SuperB, Bluedoor). Includes member number, personal information such as date of birth, address and beneficiaries, etc also includes scheme membership details including name of scheme, contributions etc.	TEMPORARY Destroy 15 years after last entry.
1.3	Financial Services	<i>The activity of managing the financial resources of the organisation. Includes maintaining accounting system controls and procedures, budgets and managing funds.</i>	
1.3.1	Financial Services	Records relating to financial statements, balance sheets and working papers offering a breakdown of the revenue, investments, assets and liabilities of schemes.	TEMPORARY Destroy 10 years after action completed.
1.3.2	Financial Services	Records relating to payments to members.	TEMPORARY Destroy 15 years after action completed.

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1.3.3	Financial Services	Records relating to scheme and fund reporting. Includes internal and external reports on: <ul style="list-style-type: none"> • unit prices • interest rates • computer print outs of the investment test data. 	TEMPORARY Destroy 10 years after action completed.
1.3.4	Financial Services	Records relating to the calculating and implementing of the Consumer Price Index (CPI) for Pension Scheme superannuants.	TEMPORARY Destroy 10 years after action completed.
1.4	Member Services	<i>The activity of providing services to members of the various schemes and funds.</i>	
1.4.1	Member Services	Member files of the Pension Scheme Fund. Includes <ul style="list-style-type: none"> • Applications • Authority to release information • Changes of details • Payments • New accounts • Contributions • Advice <p><i>See Item 1.4.2 for other member files.</i></p>	TEMPORARY Destroy 15 years after claim finalised or member paid out, whichever is later.

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1.4.2	Member Services	<p>Member Files (including Family Law files). Includes:</p> <ul style="list-style-type: none"> • Applications • Authority to release information • Changes of details • Payments • New accounts • Contributions • Advice • Total impairment • Medical information • Income protection • Terminal illness • Death • Changes to limitations • Claims • Intention to claim <p><i>See Item 1.4.1 for Pension Scheme member files.</i></p>	<p>TEMPORARY</p> <p>Destroy 15 years after claim finalised or member paid out, whichever is later.</p>
1.4.3	Member Services	Records relating to details of member accounts that have been merged. Includes computer print outs.	<p>TEMPORARY</p> <p>Destroy 10 years after action completed.</p>
1.4.4	Member Services	Voice mail recordings of incoming and outgoing calls (currently stored in Gensys).	<p>TEMPORARY</p> <p>Destroy 15 years after action completed.</p>
1.5	Scheme and Fund Reporting	<i>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) relating to the various schemes and funds. Includes providing formal statements or findings of the results of examination or investigation.</i>	
1.5.1	Scheme and Fund Reporting	<p>Computer generated printout and computer output microform record of the contributions made by members of the various schemes and funds administered by the State Superannuation Office.</p> <p>Series closed 1976.</p>	PERMANENT

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1.5.2	Scheme and Fund Reporting	Mortgage cards (card index/register) created by the State Superannuation Office. Individual cards for each mortgage giving details of mortgagee, security terms, repayments and date of finalisation. Series closed 1999.	PERMANENT
1.5.3	Scheme and Fund Reporting	End of 1974 financial year housekeeping report from the Pension scheme computer system. Report relate to the personal information of members of the Pension Scheme.	PERMANENT
1.5.4	Scheme and Fund Reporting	Records relating to the administration of external Superannuation funds. For example, ETSA, SA Ambulance Service, South Australian Universities. Includes pay run reports, year-end reports, transfer statements etc.	TEMPORARY Destroy 15 years after action completed.
1.5.5	Scheme and Fund Reporting	Records relating to information on Unit prices and Interest Rates. Includes reports received from Funds SA and computer print outs of the investment test data.	TEMPORARY Destroy 15 years after action completed.