

General Disposal Schedule No. 40

Local Councils and Local Governing Bodies and Authorities in South Australia

Disposal Authority No	GDS 40 Version 1
Disposal Authority Type	General Disposal Schedule
Organisation/s	<p>Local councils and local governing bodies and authorities including:</p> <ul style="list-style-type: none"> • Joint committees of councils • Section 42 subsidiaries and section 43 regional subsidiaries established under the <i>Local Government Act 1999</i> • Commercial activities of councils established as businesses, joint ventures, trusts, partnerships or similar bodies • Controlling authorities established by one or more councils under the <i>Local Government Act 1934</i> • Outback Communities Authority. <p>Note: The GDS applies to records of local councils and local governing bodies and authorities which are now defunct, such as former district boards of roads, district councils, municipalities, and corporate towns. The GDS also applies to records of other agencies that performed local governing functions such as the District Council of the Renmark Irrigation Trust which operated from 1900 to 1960 and the Garden Suburb Commission (Colonel Light Gardens).</p>
Disposal Authority Scope	Local governing functions and activities
Records Coverage Dates	Records created or received from 1 January 1901
Effective Dates	26 November 2019 to 31 December 2029
Disposal Authority Status	Determined by Director and approved by State Records Council



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Introduction

Scope

This General Disposal Schedule for Local Government Records (GDS 40) applies to records made and received by local councils and local governing bodies and authorities in South Australia (generally referred to in the document as 'councils').

GDS 40 applies to official records in all formats including those that were born digital in databases, email systems, office applications, digital cameras and video as well as to records on paper, film, tape and other analogue media.

Objectives

The purpose of GDS 40 is to authorise the disposal of records of councils including:

- identifying as State archives those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference to ensure that members of the public have access to them (identified as Permanent)
- authorising the destruction of records not of enduring evidential or information value (identified as Temporary) after they have been retained a minimum period
- to reduce risks to councils from not having records as evidence, whilst allowing councils to determine how long the records should be retained to meet their specific circumstances
- providing councils with greater flexibility in how they classify and manage records in the digital and physical environments
- replacing the General Disposal Schedule for Local Government Records (GDS 20 v5) from 1 February 2020.

Under the *State Records Act 1997* councils may not dispose of official records except in accordance with a determination made by the Director of State Records with the approval of State Records Council. GDS 40 is a disposal determination under the Act.

One exception is the destruction of records as part of normal administrative practices (known as NAP). Applying the NAP rule should be used carefully, as what constitutes an ephemeral record can vary depending on the business process. It is primarily intended to permit disposal of ephemeral records that might technically be official records under the State Records Act definition but that have no ongoing value to the council and where common sense suggests the document does not need to be saved into a records system.

Councils can develop a records disposal schedule (RDS) to cover any records not covered by GDS 40, including objects that fall within the definition of official records under the State Records Act.

Other disposal schedules applicable to councils

Separate general or records disposal schedules may be developed from time to time to cover records of councils not covered by GDS 40. For example, a separate general disposal schedule for burial and cremation records is being developed that will apply to councils and State Government agencies responsible for cemeteries.

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 also issues 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 our website <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/disposal/general-disposal-schedules-gds>

Interpretation

GDS 40 establishes minimum periods before digital and hardcopy records can be legally destroyed.

Records do not have to be destroyed once retention periods are reached

There is no requirement for councils to destroy temporary value records once they have reached their minimum retention period.

Retention periods are minimum only, and can be extended to meet identified risks

Retention periods for temporary records in GDS 40 are minimum periods only. Councils can increase the retention periods where applicable to meet their specific business needs and risk profile. Ideally, extensions of retention periods should be justified in terms of an internal risk assessment and signed off by management as the additional period can have significant cost implications for storage of the records. Governance, legal and risk staff may be aware of legal matters or investigations that provide reasons for longer retention of records. However, retaining records longer 'just in case' should be avoided.

Retention periods should be extended when necessary

The analysis of retention requirements underpinning GDS 40 was undertaken at a specific point in time and aims to allow councils to have flexibility in retention of records by identifying a minimum period. As the regulatory environment changes daily, and new risks can arise at any time, it is important that councils extend retention periods where there is a clear reason for doing so including:

- in response to requests for information under Freedom of Information, subpoena, or legal discovery
- where there are allegations which lead to, or may lead to, litigation, reviews, investigations, inquests, royal commissions or inquiries or audits of processes and practices

- if legislation or regulations change and there are new specific or implied legal requirements for retention of records
- when there is a disposal freeze applied to records, often as a result of royal commissions or inquiries.

Temporary records may be retained within council-run local history collections

Some records are not seen as having State-wide enduring value but may nevertheless have value to the local council and community. Temporary value records may be retained for historical purposes in a council-run library, heritage centre or history collection. However, the records must be managed in accordance with legal and policy requirements and must remain in official custody and not sold or given to third parties such as a local history group without authorisation by State Records.

There is no requirement to create records identified, if not needed

Councils do not need to create records based on GDS 40. GDS 40 provides authorisation to dispose of records which may have been made or received. If your council does not create a specific record mentioned in GDS 40 you may however want to check with management whether or not the records actually do exist, or whether they should exist to meet a legal requirement. Where the authoritative record is created or received by State or Federal Government, councils may not need to keep a local copy such as dog registration where the State Government agency is responsible for maintaining the records.

Records can be organised to suit business needs

Councils have different systems for arranging and managing the records they make and receive, including different business classification schemes or file plans for organising records in digital or physical filing systems. The organisation of records should make sense to workers and support the needs of the business. Classifications or file containers can be mapped to disposal actions in GDS 40 and a business rule applied for disposal of the records.

Disposal periods can be used to guide recordkeeping practices

Understanding the value of records and how long they must be kept can be used to guide recordkeeping practices, although there is no obligation to change practices. For example, records with different retention periods may be saved into different files for efficient storage and management.

Use the longest retention period rather than culling files

Where a file comprises records with different retention periods, it is generally appropriate to select the longest retention period rather than disturb the integrity of the file. However, if only one document needs to be retained permanently on a file comprising 10 volumes, councils should re-consider how the records are organised and improve their recordkeeping systems for efficient storage and management.

Completing actions and matters is generally the trigger for starting the retention periods

Retention periods generally start counting once an action has been completed, which means the matter has been finalised. This should be interpreted in the context of the business process. Sometimes the trigger is when a contract, agreement or document such as a policy expires or is superseded. Generally, accessing a record, making a copy of a record, or catching up on filing of records should not extend the minimum period. If the same matter is reactivated and records are added to the file then the retention period should start counting again. A new or related matter should not be added to an existing file. Instead a new file should be created for each new or related matter.

Records should be resentenced when due for review, destruction or transfer

Where a disposal action in GDS 40 is different to GDS 20 v5 a new 'sentence' will apply to records that have not yet been destroyed or transferred to State Records' custody. In these cases, it is most likely to be easiest to apply a new sentence ('re-sentence') when reviewing the records for destruction or transfer. Re-sentencing should be done in bulk where possible, and as an intellectual task that is documented in a records management system, in a file note, or in a records access and description list, rather than manually updating file covers or box labels. It is important that records are disposed of legally and that authorised disposal is documented for accountability purposes if ever there are questions about the whereabouts of the records.

Dispose of records based on records contents not titles

Not all staff will add records to the correct file and sometimes routine matters can escalate or evolve into a legal issue requiring a change of retention. Therefore some checking of files is important to ensure records are sentenced and disposed of correctly. Record examples used in GDS 40 are indicative only.

Records not covered must not be destroyed without authorisation

Not all records will be covered by GDS 40. Sometimes councils will have unique records that are not included. Councils holding records that are not covered by GDS 40 will need to seek authorisation from State Records and State Records Council before destroying them.

Permanent value applies regardless of the age of the records

Records identified as permanent value should be treated as permanent regardless of age and may be transferred to State Records' custody under GDS 40. 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.

Implementation

GDS 40 can be implemented in a number of ways depending on the format of records and systems used to manage them.

Records in Electronic Document and Records Management Systems (EDRMS)

Councils with an EDRMS can import GDS 40 into the 'disposal schedule' function of the application so that it can be applied to records saved into the EDRMS. Generally disposal schedules in an EDRMS are applied to containers for records rather than individual items. The source of every disposal schedule in the EDRMS should be included so it can be traced back to a specific entry in GDS 40. GDS 20 items should be made inactive in the EDRMS, rather than deleted, as they may provide important evidence of the justification for prior disposal of records.

Records in Business Systems

Typically few business systems have the required functionality for managing disposal of the records created within the system. If there is no disposal functionality within the business system, GDS 40 can be implemented manually for example:

- identify the records in the business system
- identify the relevant item/s in GDS 40 that apply to the records
- work with ICT to define, agree and implement a process for deleting records that do not need to be retained, and ensuring records that do need to be retained will remain accessible for the minimum retention period. This can be managed as a batch process.
- document the authorisation and disposal of the records.

Digital records of long term temporary or permanent value will need to be migrated across hardware and software applications so that they remain readable and accessible until they can be disposed of. Deleting digital records should ideally be undertaken so that the record cannot be recovered.

Physical records

Minimum retention periods and disposal actions may be recorded on file covers of physical records when they are created (sentencing on creation), or at the time they are reviewed as part of a managed disposal program. If the disposal action changes, it is not essential to update the file covers as long as the records are retained for the required minimum period, and the destruction is authorised and documented. Standard methods for destruction of paper records are shredding, pulping or other environmentally friendly methods. Councils should keep evidence of the destruction of physical records, such as a destruction certificate.

Damaged or inaccessible records

Physical records damaged by fire, flood, mould, etc and digital records which may have become unreadable and inaccessible cannot be destroyed earlier than as specified in GDS 40 without seeking a determination from the Director with approval of State Records Council.

Acknowledgements

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Structure

GDS 40 has three parts:

- Part 1: Entries 1-15 cover functions and activities under the *Local Government Act 1999*, arranged by Chapters of the Act
- Part 2: Entries 16-77 cover functions and activities under other policies and legislation where councils have a role in regulation or are required to comply, arranged alphabetically
- Part 3: Entries 78-106 cover general activities, arranged alphabetically. General these are to be used when records are not covered by more specific entries.

Within each section the schedule comprises:

- No. – a unique number for each activity and item
- Function / activity – the name of the function or activity
- Description – a description of the function, activity or class of records
- Status – whether the records are Permanent or Temporary value
- Disposal action – how long Temporary records must legally be retained at a minimum, or where Permanent records are Required as State archives (and should be transferred to State Records' custody)
- Reason – this is provided to show the basis for the disposal action and includes cross references to GDS 20 items. **Note:** This column will be removed in the final published version after approval by State Records Council. A separate table of cross references to GDS 20 will be provided in its place.

Part 1 Records relating to functions under the *Local Government Act 1999*

No	Section	Chapters covered	Parts covered
1	Constitution and incorporation	Chapter 3 Constitution of councils	Part 1 Creation, structuring and restructuring of councils Part 2 Reform proposals Part 3 General provisions
		Chapter 4 The council as a body corporate	Part 1 Fundamental features Part 2 Commercial activities and restrictions Part 3 Prudential requirements for certain activities Part 5 Public consultation policies
		Schedule 2 Provisions applicable to subsidiaries	Part 1 Subsidiaries established by one council Part 2 Regional subsidiaries established by two or more councils
2	Elected, independent and board members	Chapter 5 Members of council	Part 1 Membership Part 2 Term of office and related issues Part 3 Role of members Part 4 Conduct and disclosure of interests Part 5 Allowances and benefits Part 6 Training and development
		Schedule 2 Provisions applicable to subsidiaries	Part 1 Subsidiaries established by one council Part 2 Regional subsidiaries established by two or more councils
3	Governance Meetings	Chapter 6 Meetings	Part 1 Council meetings Part 2 Committee meetings Part 3 Public access to council and committee meetings Part 4 Minutes of council and committee meetings and release of documents Part 5 Code of practice Part 6 Meeting of electors Part 7 Related matters
		Schedule 2 Provisions applicable to subsidiaries	Part 1 Subsidiaries established by one council Part 2 Regional subsidiaries established by two or more councils
4	Human resource management	Chapter 7 Council staff	Part 1 Chief executive officer Part 2 Appointment of other staff

No	Section	Chapters covered	Parts covered
			Part 3 Human resource management principles Part 4 Conduct of employees
5	Strategic management	Chapter 8 Administrative and financial accountability	Part 1 Strategic management plans Part 2 Annual business plans and budgets Part 4 Annual reports Part 6 Related administrative standards
6	Financial management	Chapter 8 Administrative and financial accountability	Part 3 Accounts, financial statements and audits
7	Sources of funds and insurance claims	Chapter 9 Finances	Part 1 Sources of funds Part 2 Financial arrangements Part 3 Expenditure of funds Part 4 Investment Part 5 Miscellaneous
8	Rates and charges	Chapter 10 Rates and charges	Part 1 Rates and charges on land Part 2 Fees and charges
9	Land management	Chapter 11 Land	Part 1 Local government land Part 4 Specific by-law provisions
10	Roads management	Chapter 11 Land	Part 2 Roads Part 3 Anti-pollution measures
11	By-laws, orders and general regulation	Chapter 11 Land	Part 4 Specific by-law provisions
		Chapter 12 Regulatory functions	Part 1 By-laws Part 2 Orders Part 3 Authorised persons
12	Service delivery and reviews of services and operations	Chapter 13 Review of local government acts, decisions and operations	Part 1 Conduct of members Part 2 Internal review of council actions Part 3 Reviews initiated by the Minister
13	Private land and upgrade agreements	Chapter 14 Miscellaneous	Part 4 Other matters
		Schedule 1B Building upgrade agreements	

No	Section	Chapters covered	Parts covered
14	Procurement	Chapter 4 The council as a body corporate	Part 4 Contracts and tenders policies
15	Stormwater management	Schedule 1A Implementation of Stormwater Management Agreement	

Part 2 Records relating to council regulation or compliance under policies or legislation

No	Section	Policy or legislation
16	Adelaide Park Lands	<i>Adelaide Park Lands Act 2005</i>
17	Aerodromes and aircraft landing areas	Manual of Standards Part 139 Aerodromes
18	Aged care	<i>Aged Care Act 1997 (Cth)</i> Records Principles 1997 and 2014
19	Child care	National Quality Framework <i>Education and Early Childhood Services (Registration and Standards) Act 2011</i> Family Assistance Law (Cth) Child Care Provider Handbook
20	Children and young people (safety)	<i>Children and Young People (Safety) Act 2017</i> Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families
21	Citizenship ceremonies	
22	Clandestine drug laboratories	<i>South Australian Public Health Act 2011</i>
23	Controlled substances	<i>Controlled Substances Act 1984</i>
24	Crown land	<i>Crown Land Management Act 2009</i> Premier and Cabinet Circular 114 Government Real Property Management 2019
25	Dangerous substances	<i>Dangerous Substances Act 1979</i>
26	Disability services	<i>National Disability Insurance Scheme Act 2013 (Cth)</i>
27	Disability discrimination	<i>Disability Discrimination Act 1992 (Cth)</i>
28	Dog and cat management	<i>Dog and Cat Management Act 1995</i> <i>Dog Control Act 1979</i> <i>Registration of Dogs Act 1924-1975</i> <i>Alsation Dogs Act 1934-1965</i>
29	Drinking water	<i>Safe Drinking Water Act 2011</i>
30	Emergency management	<i>Local Government Act 1999</i>
31	Environment protection	<i>Environment Protection Act 1993</i>
32	Equal opportunity	<i>Equal Opportunity Act 1984</i>

No	Section	Policy or legislation
		<i>Sex Discrimination Act 1984 (Cth)</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Australian Human Rights Commission Act 1986 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Age Discrimination Act 2004 (Cth)</i>
33	Explosives	<i>Explosives Act 1936</i>
34	Fire and emergency services	<i>Fire and Emergency Services Act 2005</i> <i>Country Fires Act 1989</i> <i>South Australian Metropolitan Fire Service Act 1936</i>
35	Firearms and prohibited weapons	<i>Firearms Act 2015</i>
36	Fisheries	<i>Fisheries Management Act 2007</i>
37	Food safety	<i>Food Act 2001</i> <i>Food Act 1985</i> <i>Food Safety Standards</i>
38	Freedom of information	<i>Freedom of Information Act 1991</i>
39	Gene technology	<i>Gene Technology Act 2000 (Cth)</i> <i>Gene Technology Act 2001</i>
40	Heavy Vehicles	<i>Heavy Vehicle National Law (South Australia) Act 2013</i>
41	Heritage	<i>Heritage Places Act 1993</i>
42	Hospitals and asylums	<i>Hospitals Act 1934</i>
43	Housing improvement	<i>Housing Improvement Act 2016</i> <i>Housing Improvement Act 1940</i>
44	Immunisation	
45	Impounding	<i>Impounding Act 1920</i>
46	Intellectual property	<i>Copyright Act 1968 (Cth)</i> <i>Trade Practices Act 1975 (Cth)</i>
47	Legionella control	<i>South Australian Public Health Act 2011</i> <i>South Australian Public Health (Legionella) Regulations 2013</i>
48	Library management	<i>Libraries Act 1982</i>
49	Liquor licensing	<i>Liquor Licensing Act 1997</i>
50	Livestock and poultry	<i>Livestock Act 1997</i>

No	Section	Policy or legislation
51	Local nuisance and litter control	<i>Local Nuisance and Litter Control Act 2016</i>
52	Motor vehicles	<i>Motor Vehicles Act 1959</i>
53	National parks and wildlife	<i>National Parks and Wildlife Act 1972</i> <i>Fauna Conservation Act 1964</i> <i>Animal Welfare Act 1985</i>
54	Native title	<i>Native Title (South Australia) Act 1994</i> <i>Native Title Act 1993 (Cth)</i>
55	Native vegetation	<i>Native Vegetation Act 1991</i>
56	Natural resources	<i>Natural Resources Management Act 2004</i> <i>Water Resources Act 1997</i> <i>Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986</i> <i>Vertebrate Pests Act 1975</i> <i>Vermin Act 1931-1967</i> <i>Wild Dogs Act 1931-1970</i>
57	Parking services	
58	Passenger transport	<i>Passenger Transport Act 1994</i>
59	Planning and development	<i>Planning, Development and Infrastructure Act 2016</i> <i>Development Act 1993</i> <i>Development Regulations 2008</i> <i>Planning Act 1982</i> <i>City of Adelaide Development Control Act 1976</i> <i>Building Act 1971</i> <i>Planning and Development Act 1966</i> <i>Town Planning Act 1929</i>
60	Payment card industry (PCI) compliance	<i>Payment Card Industry Data Security Standards</i>
61	Primary produce food safety	<i>Primary Produce (Food Safety Schemes) Act 2004</i>
62	Protected disclosures	<i>Public Interest Disclosure Act 2018</i> <i>Whistleblowers Protection Act 1993</i>
63	Public health	<i>South Australian Public Health Act 2011</i> <i>Public and Environmental Health Act 1987</i> <i>Health Act 1935</i>

No	Section	Policy or legislation
		<i>Noxious Trades Act 1934</i> <i>Venereal Diseases Act 1947</i>
64	Public swimming pools and spa pools	<i>Swimming Pools Safety Act 1972</i> <i>South Australian Public Health (General) Regulations 2013</i>
65	Radio communication	<i>Radiocommunications Act 1992 (Cth)</i>
66	Records and information management	<i>State Records Act 1997</i> <i>Libraries Act 1982</i> <i>Public Library, Museum, Art Gallery and Institutes Act 1925</i> <i>Privacy Act 1988 (Cth)</i> ISO 15489 Records Management
67	Retirement villages	<i>Retirement Villages Act 2016</i> <i>Retirement Villages Regulations 2017</i> <i>Retirement Villages Act 1987</i>
68	Return to work	<i>Return to Work Act 2014</i> <i>Return to Work Regulations 2015</i> <i>Workers Rehabilitation and Compensation Act 1986</i>
69	Road opening and closing	<i>Roads (Opening and Closing) Act 1991</i> <i>Roads (Opening and Closing) Act 1932</i>
70	Road traffic	<i>Road Traffic Act 1961</i> <i>Expiation of Offences Act 1996</i> <i>Local Government Act 1934</i> <i>Local Government (Parking) Regulations 1991</i>
71	Supported residential facilities	<i>Supported Residential Facilities Act 1992</i>
72	Unclaimed goods	<i>Unclaimed Goods Act 1987</i>
73	Trade waste	<i>Water Industry Act 2012</i>
74	Urban renewal	<i>Urban Renewal Act 1995</i> <i>Urban Land Trust Act 1981</i>
75	Waste management	<i>Environment Protection Act 1993</i> <i>Green Industries SA Act 2004</i>
76	Wastewater	<i>South Australian Public Health (Wastewater) Regulations 2013</i>
77	Work health and safety	<i>Work Health and Safety Act 2012</i>

No	Section	Policy or legislation
		<i>Work Health and Safety Regulations 2012</i> <i>Occupational Health, Safety and Welfare Act 1986</i> <i>Industrial Safety, Health and Welfare Act 1972</i>

Part 3 Records of general activities

No	Section
78	Advice
79	Advocating
80	Agreements
81	Appointment scheduling and arrangements
82	Asset management
83	Awards and recognition
84	Collections and objects
85	Compliance
86	Conferences
87	Consultation
88	Economic development
89	Education
90	Enquiries and requests
91	Events
92	Facilitative records
93	Fleet management
94	Grants issued
95	Information communications and technology (ICT)
96	Inquiries and submissions
97	Leasing
98	Liaison
99	Litigation and legal proceedings
100	Marketing and communications
101	Membership
102	Planning
103	Program and project management
104	Reporting
105	Security and crime prevention

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
1	CONSTITUTION AND INCORPORATION	Constitution, amalgamation and abolition as corporate bodies and changes to the composition and representative structure of council including ward, name and boundary changes, initiated by the Minister, council or public. Also includes the establishment and winding-up of subsidiaries and delegation of powers and functions.		
1.1	Boundary reform	Records of composition, ward, name or boundary reforms, whether proceeded with or not, including: <ul style="list-style-type: none"> • proposals • feasibility studies • guidelines • submissions • Minister's advice • Reviews • Reports • Gazette notices • proclamations • periodic reviews • representations • options papers • public notices. 	PERMANENT	Retain as State archives
1.2	Business establishment	Records of the, establishment, amalgamation, abolition, or winding-up of councils, subsidiaries, regional subsidiaries, and trusts including: <ul style="list-style-type: none"> • terms of reference • constitution • business registration • Australian Business Number (ABN) notifications • feasibility studies • seal presses and seals. 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
1.3	Committee establishment and membership	Records of the establishment and membership of council initiated or external committees, including: <ul style="list-style-type: none"> • terms of reference • constitution • recommendations of members • nomination of members • committee appointments. 	TEMPORARY	Retain a minimum of 6 years after committee ceases, or after action completed, whichever is later, then destroy.
1.4	Delegations	Records of the delegation of powers, functions and responsibilities to council and from council to committees, subsidiaries, and employees, as well as withdrawal of delegations, including: <ul style="list-style-type: none"> • delegation manuals • register of delegations • gazette notices • identification • notifications. 	PERMANENT	Retain as State archives
2	ELECTED, INDEPENDENT AND BOARD MEMBERS	Induction, training, support and discipline of elected members including the Mayor or Chairperson, independent members of assessment panels or committees, and members of boards of subsidiaries. Also includes elections of members. See STRATEGIC MANAGEMENT for policies and for records of incidents or allegations of abuse of children, young people and vulnerable adults.		
2.1	Elections	Records of expired council voters rolls and returns of the returning officer certifying the election of specified candidates to specified vacancies.	PERMANENT	Retain as State archives

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No	Function / Activity	Description	Status	Disposal Action
		<p>Note: The voters roll expires on 1 January in each year in which a periodic election is to be held and a fresh voters roll is to be prepared after 1 January for the purposes of the election. Voters rolls must be brought up-to-date whenever an election or poll is to be held so as to reflect entitlements as they exist on the day fixed for the close of the roll. They must be available for public inspection. Addresses may be suppressed if this places at risk the personal safety of an elector.</p>		
2.2		<p>Records of council provision of information, education and publicity during the election process, and liaison with the Electoral Commission, including:</p> <ul style="list-style-type: none"> • informing potential electors to apply to be enrolled on the voters roll • advertising • applications to be enrolled on voters roll • notices sent to electors • consultation with council • campaign donations returns • notifications of failure to furnish a return • reports of matters that may involve a breach of the Act including candidate conduct • copies of voters rolls supplied to the Electoral Commissioner • copies of lists of person enrolled as electors for the House of Assembly provided to councils by the Electoral Commissioner. <p>Note: The following records of the conduct of elections are the responsibility of the Electoral Commissioner as returning officer:</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • public notice of vacancies to be filled • nominations of candidates, including copies displayed at council offices, and withdrawn nominations • notice of candidates and date of election, including declaration of any candidates as elected • preparation of ballot papers • appointment and notice of places for counting of votes and means of voting • arrangements for issue of voting papers • notice of candidate appointment of scrutineers • issue of postal voting papers and other material • record of electors and other persons to whom voting papers are issued • returned voting papers, not delivered • completed envelopes and ballot papers received • declarations of candidates elected • requests for recount of votes cast • notices to candidates and the public of the election result • returns collated after conclusion of election. 		
2.3	Information and invitations	<p>Records of elected and independent members' participation in deliberations and civic activities of council including:</p> <ul style="list-style-type: none"> • information bulletins • members requests for access to information • records of correspondence provided • invitations • responses. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
2.4	Member management	<p>Records of management of individual members including:</p> <ul style="list-style-type: none"> • personnel files • induction 	TEMPORARY	Retain a minimum of 6 years after exit

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • photos • training and development • contact details • declarations of conflict of interest • primary returns • ordinary returns • career and award summaries • resignation • allegations and complaints not investigated. 		from role, then destroy.
2.5		<p>Records of complaints against council members which were investigated including:</p> <ul style="list-style-type: none"> • allegations • disciplinary cases • investigations • criminal convictions • implementation of recommended actions • appeals. 	PERMANENT	Retain as State archives
2.6	Polls	<p>Records of council polls</p> <ul style="list-style-type: none"> • council appointment of scrutineers for a poll • returns from the returning officer certifying the results. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
2.7	Registers	<p>Registers relating to elected members including:</p> <ul style="list-style-type: none"> • registers of interests • registers of allowances and benefits. 	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
3	GOVERNANCE MEETINGS	<p>Management of council, committee, subsidiary, regional subsidiary, controlling authority, executive, management, unit and team meetings.</p> <p>See CONSTITUTION AND INCORPORATION for records of committee establishment.</p> <p>See FACILITATIVE RECORDS for copies of external committee or meeting minutes.</p> <p>See WORK HEALTH AND SAFETY for records of health and safety committees.</p>		
3.1	Council and council committee meetings	<p>Records of ordinary and special meetings of council, and committees initiated by council (section 41 committees) including:</p> <ul style="list-style-type: none"> • notices of meetings • agenda • documents • papers • reports • briefings • petitions tabled or submitted • deputation requests • minutes • summaries or indexes of decisions • indexes to revoked confidentiality orders. 	PERMANENT	Retain as State archives
3.2	Executive meetings	<p>Records of meetings of the top level management, executive or senior management team including:</p> <ul style="list-style-type: none"> • notices of meetings • agenda 	PERMANENT	Retain as State archives

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • papers • minutes • notes. 		
3.3	Subsidiary and external committee meetings	<p>Official set of records of meetings of boards of section 42 subsidiaries, boards of section 43 regional subsidiaries, controlling authorities (under the <i>Local Government Act 1934</i>), assessment panels and joint, inter-council or external committees on which council is represented and is responsible for keeping minutes including:</p> <ul style="list-style-type: none"> • notices of meetings • agenda • papers • reports • minutes. <p>Note: If multiple councils have established a regional Building Fire Safety Committee for example, only one set of minutes should be identified as the official set. The other sets can be disposed of as per 1.4 below.</p>	PERMANENT	Retain as State archives
3.4	Other meetings	<p>Records of business unit, team, committee, subcommittee and other internal or external meetings not covered by above entries where council is represented, including:</p> <ul style="list-style-type: none"> • agenda • notices of meetings • bookings • reports • minutes • notes. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
3.5	Meeting arrangements	<p>Records of arrangements for meetings including:</p> <ul style="list-style-type: none"> • bookings • informal notices of meetings • apologies • notices of absence • requests for deputation. <p>Note: The recording of absences, apologies, deputations should be included in the formal minutes of the meeting.</p>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3.6	Recordings	<p>Recordings and transcription of meetings used to compile minutes or facilitate access to those not present.</p> <ul style="list-style-type: none"> • audio tapes • video streaming • draft minutes. 	TEMPORARY	Retain until reference use ceases, then destroy.
4	HUMAN RESOURCE MANAGEMENT	<p>Council selection, appointment, management, training and development of workers including employees, volunteers, trainees, apprentices, work experience placements, community service order and work for the dole participants.</p> <p>See SOURCES OF FUNDS AND INSURANCE CLAIMS for records of workers compensation claims.</p> <p>See STRATEGIC MANAGEMENT for records of incidents or allegations of abuse of children, young people and vulnerable adults.</p> <p>See WORK HEALTH AND SAFETY for records of work health and safety induction, training and instruction and health monitoring of workers.</p>		

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No	Function / Activity	Description	Status	Disposal Action
4.1	Authorisations	<p>Records of authorisations and bookings for travel, car hire, accommodation, counselling, use of vehicles, plant and intellectual property (where there has been no specific risk assessment undertaken) including:</p> <ul style="list-style-type: none"> • registers • applications • booking forms • approvals • log books • misuse • infringements against traffic or parking laws, driving offences, or intellectual property laws. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
4.2	Employee registers	<p>Summary records of employees in a register or database comprising details including:</p> <ul style="list-style-type: none"> • dates of service • positions held • schedule of leave taken and balances (recreation, special, long service, and sick leave). <p>Note: There is no requirement to create a summary record if one does not already exist.</p>	PERMANENT	Retain as State archives
4.3	Employment conditions	<p>Records of management of employment conditions including:</p> <ul style="list-style-type: none"> • memos • templates. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
4.4	Industrial relations	Records of negotiation and implementation of industrial or enterprise bargaining agreements and awards, and action or disputes under the agreements, including: <ul style="list-style-type: none"> • draft agreements • agreements • Municipal Officers award • Memoranda of Understanding (MOU) to roll over agreement • proposals • voting slips. 	TEMPORARY	Retain a minimum of 6 years after agreement expiry, then destroy.
4.5	Leave and attendance	Records of individual employee leave requests and attendance including: <ul style="list-style-type: none"> • timesheets • rosters • adjustment forms • exception forms • leave applications • medical certificates • approvals • refusals. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
4.6	Organisational structure	Records of organisational structure including: <ul style="list-style-type: none"> • organisation charts • major restructure plans • reports • proposals. 	PERMANENT	Retain as State archives
4.7		Records of the creation, review and abolition of positions and job specifications, and minor restructures, including: <ul style="list-style-type: none"> • job specifications • position descriptions 	TEMPORARY	Retain a minimum of 6 years after

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • reclassifications • applications for reclassification • minor restructure plans • organisation charts. 		superseded, then destroy.
4.8	Performance management	<p>Records of employee performance assessment including:</p> <ul style="list-style-type: none"> • templates • guidelines • performance targets • appraisals • reviews • performance targets • sign off forms • schedules • withdrawn or missed target forms. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
4.9	Personnel records	<p>Records of employment of individuals where council is legally responsible maintained on personnel files or in various systems including:</p> <ul style="list-style-type: none"> • applications for appointment • evidence of qualifications • employment contract • identity checks • summary of results of mandated and non-mandated screening checks • signed job or position descriptions • evidence of commencement of employment • classification • applications • leave entitlements • leave schedules 	TEMPORARY	Retain a minimum of 7 years after employee exits where a sufficiently detailed summary record exists, or retain 45 years after employee exits where no detailed summary record exists, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • attendance or leave summaries • declarations of conflict of interests • performance reports • security breaches • certificates of competence • copies of licences and permits • training and development certificates • grievances • management of allegations or breach of Code of Conduct and disciplinary cases and work-related criminal convictions (not related to abuse of children, young people and vulnerable adults) • resignations • exit interviews. <p>Note: Under the <i>Fair Work Act 1994</i> records of employees are to include:</p> <ul style="list-style-type: none"> • employee's names and addresses • times of beginning and ending work, and wages paid and date of payment (time book only applies if paid hourly) • annual leave, sick leave, parental leave, and long service leave granted • date of birth (if under 21 years) • other records prescribed by regulation. <p>Records can be kept in writing or in electronic form.</p>		
4.10		Copies of criminal history information.	TEMPORARY	Dispose of in accordance with the provisions of the contract or memorandum of

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No	Function / Activity	Description	Status	Disposal Action
				understanding with provider.
4.11		Records of assignment of employees where there is a risk of long-term implications arising from the location, place or type of work such as employees working with children and vulnerable adults, and employees exposed to noise or dangerous substances, asbestos, etc. including: <ul style="list-style-type: none"> • timesheets referencing vehicles and equipment used • rosters. 	TEMPORARY	Retain a minimum of 45 years after last entry, then destroy.
4.12		Records of trainees and apprentices on training contracts, work experience placements, community service order participants, work for the dole participants, and similar schemes, where council is not the employer including: <ul style="list-style-type: none"> • agreements • applications • reports. <p>Note: If council is legally the employer refer to Personnel records entry 4.9.</p>	TEMPORARY	Retain a minimum of 6 years after exit, then destroy.
4.13	Staff development	Records of development and implementation of training and education programs designed to educate employees and other workers on how to manage and respond to incidents or allegations of abuse of children, young people and vulnerable adults.	PERMANENT	Retain as State archives
4.14		Registers of staff and worker training (other than above training or work health and safety training).	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
4.15		Records of development of staff and worker induction, training and development courses or evaluation and use of external training courses and materials (other than above training or work health and safety training) including: <ul style="list-style-type: none"> • programs • handouts • workshop notes. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
4.16	Recruitment	Records of the recruitment process, including: <ul style="list-style-type: none"> • selection criteria • advertisements • interview notes • applications of unsuccessful applicants • notifications • selection decisions • records of successful applicants who do not commence in the role. • 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
4.17	Social clubs	Records of Social Clubs and support and/or sponsorship given by council including: <ul style="list-style-type: none"> • events • bookings • invitations • photographs. 	TEMPORARY	Retain until reference use ceases, then destroy.
4.18	Wardrobe	Records of the management of corporate wardrobe including: <ul style="list-style-type: none"> • authorisations • reimbursement claims. 	TEMPORARY	Retain a minimum of 6 years after action

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No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
5	STRATEGIC MANAGEMENT	<p>Council development of long term and strategic management plans, identifying and managing risks, managing business continuity, as well as audits and annual reporting.</p> <p>See FINANCIAL MANAGEMENT for records of financial audits.</p> <p>See PROGRAM AND PROJECT MANAGEMENT for program and project specific risk reviews and registers.</p> <p>See WORK HEALTH AND SAFETY for identification and management of workplace health and safety hazards and risks and management of workplace emergency (safety) situations.</p> <p>See INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) for ICT disaster recovery planning and implementation.</p>		
5.1	Abuse allegations and incidents	<p>Records of the notification and handling of abuse allegations or incidents relating to children and young people, and adults where the incidents or allegations of abuse occurred as a child including:</p> <ul style="list-style-type: none"> • complaints • allegations • investigation • evidence • interviews • supporting materials • research 	TEMPORARY	Retain 105 years after date of birth of the child or young person, then destroy

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • appeals of decisions • material provided to/from external law enforcement agencies • counselling • discipline • decision of external authorities • provision of support • redress • remedial action • internal reviews • external reviews • reports • recommendations • consultation • advice. 		
5.2		<p>Records of abuse allegations or incidents relating to vulnerable adults including:</p> <ul style="list-style-type: none"> • complaints • allegations • investigation • evidence • interviews • supporting materials • research • appeals of decisions • material provided to/from external law enforcement agencies • counselling • discipline • decision of external authorities 	TEMPORARY	Retain 7 years after date of death of the vulnerable adult or 45 years after action completed, whichever is earlier, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • provision of support • redress • remedial action • internal reviews • external reviews • reports • recommendations • consultation • advice. 		
5.3	Annual report	<p>Council's annual report.</p> <p>Note: Copies of council publications should also be lodged with the State Library and Parliamentary Library under Legal Deposit provisions of the <i>Libraries Act 1982</i>.</p>	PERMANENT	Retain as State archives
5.4	Audit	<p>Records of audits of council practices and procedures by council or external bodies in response to investigations including Ombudsman and ICAC investigations, Royal Commissions, etc. including:</p> <ul style="list-style-type: none"> • notifications • legal advice • audit reports. 	PERMANENT	Retain as State archives
5.5		<p>Records of other internal or external performance and compliance audits including:</p> <ul style="list-style-type: none"> • notifications • legal advice • audit reports • appointment of auditors • requests for exemptions from the requirement to establish an audit committee. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
5.6	Organisational performance	Records of council management of organisational performance including: <ul style="list-style-type: none"> • development of key performance indicators (KPIs) • reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
5.7	Policy and procedures	Master copies of policies and procedures relating to high risk activities and services including: <ul style="list-style-type: none"> • management of and response to abuse incidents or allegations relating to children, young people and vulnerable adults • bush fire emergencies. 	PERMANENT	Retain as State archives
5.8		Records of publication, communication, and dissemination of approved policies and procedures including: <ul style="list-style-type: none"> • final policies and codes of conduct • final procedures • standards • approvals • communication • circulars. 	TEMPORARY	Retain a minimum of 20 years after superseded, then destroy.
5.9		Records of council development, review and implementation of operational and administrative policies and procedures including: <ul style="list-style-type: none"> • draft policies and codes of conduct • draft procedures • consultation • proposals • reports • surveys 	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • working papers • standard operating procedures. 		
5.10	Risk management	<p>Records of the identification, assessment, mitigation, management and monitoring of risks including:</p> <ul style="list-style-type: none"> • risk registers • risk management action plans • risk reviews • reports • disclaimers. <p>Note: See Strategic Planning for risk management plans.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
5.11		<p>Records of business continuity and disaster preparation, planning, exercises and testing including:</p> <ul style="list-style-type: none"> • test plans • sub plans • business continuity plans • disaster response plans • response action plans • desk top exercises • maintenance schedules • contact lists • responsibility statements. 	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
5.12		<p>Records of implementation of business continuity and disaster response plans including:</p> <ul style="list-style-type: none"> • notification of incident • declaration • communication • risk assessment • meeting notes 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • reports • media releases • post incident analysis. 		
5.13	Strategic planning	<p>Records of the development of strategic plans not captured in council or executive meeting papers including:</p> <ul style="list-style-type: none"> • adopted annual budgets • consultation drafts • submissions • final versions. • 	PERMANENT	Retain as State archives
5.14		<p>Records of the development of operational plans including:</p> <ul style="list-style-type: none"> • management plans • draft strategies • comments • revisions • working papers • annual business plans. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
6	FINANCIAL MANAGEMENT	<p>Council development of budgets and management of finances including accounting, banking, donations issued, financial audits, and financial delegations.</p> <p>See PROCUREMENT for records of the procurement process.</p> <p>See SOURCES OF FUNDS AND INSURANCE CLAIMS for records of donations and grants received, and loans and investments.</p> <p>See STRATEGIC MANAGEMENT for final budget papers.</p>		

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No	Function / Activity	Description	Status	Disposal Action
6.1	Accounting	Handwritten or typed general ledgers summarising council accounts prior to the introduction of computer based financial systems in council.	PERMANENT	Retain as State archives
6.2		<p>Summary accounting records including:</p> <ul style="list-style-type: none"> • subsidiary ledgers • journals • cash books. <p>Note: If subsidiary ledgers, journals and or cash books are the only records surviving of the council contact State Records to discuss whether they should be retained permanently.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
6.3		<p>Records of council accounting transactions relating to revenues, expenses, assets and liabilities as well as banking, debt recovery, management of unclaimed monies, tax, and fixed assets, including:</p> <ul style="list-style-type: none"> • tax invoices • approvals • cheques • purchase orders • claim vouchers • payment vouchers • payments • bank deposits and statements • reconciliations • credit card statements • transaction reports • write offs • overpayments • debt recovery • unclaimed monies 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • trial balance reports • levies • Business Activity Statements (BAS) • PAYG • Diesel fuel excise rebates • Sales tax exemptions • financial statements • rent payments • road rent payments • road moieties • fleet/vehicle registration payments • child care payments • retirement village payments • development fees • fine payments. 		
6.4		<p>Evidence of council receipt of cash payments and balance calculations, including</p> <ul style="list-style-type: none"> • cash register rolls and tapes • cashier rolls • EFTPOS statements • credit card statements • receipts issued and received • tally sheets • drawer balance reports • cashiers discrepancies. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
6.5	Budgeting	<p>Records of the development of budgets including:</p> <ul style="list-style-type: none"> • draft budgets • estimates • line items reports 	TEMPORARY	Retain a minimum of 6 years after action

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • budget request forms • variation sheets • budget comparisons. 		completed, then destroy.
6.6	Donations and sponsorship made	<p>Records of council providing donations and sponsorship for external community groups for events, public art, sports and recreation, reconciliation including:</p> <ul style="list-style-type: none"> • notifications • reports • acknowledgements • register. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
6.7	Financial audits	<p>Records documenting internal and external audits of council financial statements and internal controls against internal and external standards including:</p> <ul style="list-style-type: none"> • working papers • copies of audit trails • system reports • reports • appointments of auditor. 	TEMPORARY	Retain a minimum of 6 years after the end of the audit certification period or after action is completed, whichever is later, then destroy.
6.8	Financial delegations	Records of financial delegations.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
6.9	Loans issued	<p>Records of loans issued by council including:</p> <ul style="list-style-type: none"> • loan agreements 	TEMPORARY	Retain a minimum of 6

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • statements • loan discharge • extension requests. 		years after loan expiry, then destroy.
6.10	Payroll	<p>Records of processing of payroll including</p> <ul style="list-style-type: none"> • labour and overtime reports • pay drafts • payroll bank deposit listings • payroll deduction listings • payroll EFT • standing data charges • payroll worksheets • superannuation contribution reports • year to date registers • taxation payments • income protection claims and payments • deduction authorities • end of year payment summaries • payroll journals • forecast of entitlements • exception reports • reconciliations • statements • group certificates • staff termination payment statements • payment summaries. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
7	SOURCES OF FUNDS AND INSURANCE CLAIMS	<p>Council sourcing of funds, insuring against liabilities and processing of insurance claims.</p> <p>See RETURN TO WORK for records of worker compensation claims.</p>		

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No	Function / Activity	Description	Status	Disposal Action
		See WORK HEALTH AND SAFETY for records of worker incidents.		
7.1	Compensation	Registers of incidents and claims involving the public.	TEMPORARY	Retain a minimum of 45 years after last entry, then destroy.
7.2		Records of the management of personal injury claims and potential claims against council, including: <ul style="list-style-type: none"> • waivers • claims • responses • advice • settlement • incident reports • photographs • provision of first aid • swim centres injury incident reports • library injury incident reports • appeals. 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
7.3		Records of the management of other compensation claims against council, and potential claims, including: <ul style="list-style-type: none"> • waivers • claims • advice • settlement • property damage or loss claims • responses 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> incident reports photographs. 		
7.4	Donations received	<p>Records of council receipt and management of substantial financial gifts, bequests and donations of monies or property, and management of the requirements of trusts, including:</p> <ul style="list-style-type: none"> notifications reports acknowledgments register. <p>Note: Substantial gifts, bequests and donations are those itemised in the council's annual report.</p>	PERMANENT	Retain as State archives.
7.5		<p>Records of council receipt of other financial donations and sponsorships including:</p> <ul style="list-style-type: none"> applications approvals or decline / refusals returns reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
7.6	Fees and charges	<p>Records of council setting and notification of fees and charges including:</p> <ul style="list-style-type: none"> registers schedules amendments. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
7.7	Grants received	<p>Records of council receipt and acquittal of substantial grants including:</p> <ul style="list-style-type: none"> applications approvals 	PERMANENT	Retain as State archives.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • returns • reports. <p>Note: Substantial grants are those itemised in the council's annual report.</p>		
7.8		<p>Records of council receipt and acquittal of other grants, and unsuccessful applications, including:</p> <ul style="list-style-type: none"> • applications • approvals or decline / refusals • returns • reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, or as per grant agreement, then destroy.
7.9	Insurance	<p>Records of council establishment, management and renewal of insurance policies and indemnities covering liabilities for:</p> <ul style="list-style-type: none"> • workers compensation • staff income protection • injury or death from accidents or incidents • loss or damage to property • professional liability • income protection (for staff) • deeds • indemnity notices • waivers. <p>Includes:</p> <ul style="list-style-type: none"> • policy documents • policy amendments • placing slips • renewal certificates. 	TEMPORARY	Retain a minimum of 6 years after policy expires or cover ceases, whichever is later, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
7.10		Records of insurance claims made by council including: <ul style="list-style-type: none"> • claims • advice • settlement. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
7.11	Loans and investments	Records of council loans and investments including: <ul style="list-style-type: none"> • debenture loans • statements • certificates of discharge • extension requests. 	TEMPORARY	Retain a minimum of 6 years after expiry or redemption, then destroy.
8	RATES AND CHARGES	Council fixing, declaring and collecting rates and charges on land.		
8.1	Rating	Records of council declaration of rates including: <ul style="list-style-type: none"> • gazette notices • declarations • policy • business impact statements. 	PERMANENT	Retain as State archives
8.2		Council assessment records summarising the payment of rates including: <ul style="list-style-type: none"> • assessment books • rate books • rate indexes. 	PERMANENT	Retain as State archives

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No	Function / Activity	Description	Status	Disposal Action
8.3		<p>Records of council processing of rates payments, exemptions, remissions, postponements and recovery of unpaid rates including:</p> <ul style="list-style-type: none"> • rate transaction lists • duplicate rate notices • applications for rate rebate • rate generation lists • negotiations for ex-gratia payments • negotiation for payments through other agencies i.e. banks/Australia Post • rate schedule listings • rate trial balances • instalment payments/ arrangements • single farm enterprises • applications • approvals • notifications • outstanding rate lists • reminder notices • complaints and objections • application for the remission of fines. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
8.4		<p>Documents supporting changes to the assessment record including:</p> <ul style="list-style-type: none"> • Lands Titles Office reports • change of ownership/ address notifications. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
8.5		Records of rate and prescribed matter searches by council under the <i>Land and Business (Sale and Conveyancing) Act</i>	TEMPORARY	Retain a minimum of 20 years after

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No	Function / Activity	Description	Status	Disposal Action
		<p>1994 for possessory title claims, and records of recovery of unpaid rates through sale or forfeit of private land including:</p> <ul style="list-style-type: none"> • searches • applications • statutory declarations • notices • Minister's consent • advertisements • sale contracts • liabilities discharge • unclaimed monies. 		action completed, then destroy.
8.6		<p>Records of other rate and prescribed matter searches (e.g. under section 187 of the Local Government Act) council including:</p> <ul style="list-style-type: none"> • requests • searches • applications • statutory declarations • certificates of liabilities for rates and charges. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
8.7	Valuation	<p>Records of valuations undertaken by council, or commissioned by council, to calculate rates using the Annual Value rating method including:</p> <ul style="list-style-type: none"> • field books • valuation registers • objections. 	PERMANENT	Retain as State archives
8.8		<p>Records of valuations provided by the Valuer-General including:</p> <ul style="list-style-type: none"> • Memorandum of Understanding (MOU) • requests 	TEMPORARY	Retain a minimum of 6 years after action

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • Valuer General reports • Land Owners Returns • annual listing of valuations • notifications (includes site plans) • single farm enterprise • tenancy schedules • objection notifications • responses. 		completed, then destroy.
9	LAND MANAGEMENT	<p>Management of local government land, including acquisition and disposal of land (and associated property) and classification as community land.</p> <p>See ASSET MANAGEMENT for records of the identification, description, condition, valuation and monitoring of land assets, as well as acquisition, use and disposal of other assets such as property not linked to land assets.</p>		
9.1	Acquisition and disposal	<p>Records of the acquisition of land vested in council for an estate in fee simple, or by Crown lease, and disposal of council land including:</p> <ul style="list-style-type: none"> • registers of property acquired • copies of certificates of title • easements • proposals • expressions of interest • Crown leases • requests to purchase. 	PERMANENT	Retain as State archives
9.2		<p>Records of council leasing of land or property other than by Crown lease including:</p> <ul style="list-style-type: none"> • lease documents. 	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				expiry, then destroy.
9.3	Classification of community land	Register of community land and associated management plans, and records of council classification of land and revoking land from classification, including: <ul style="list-style-type: none"> • gazette notices • assessments • statements • Community Land Registers • management plans • Land Management Plans • Minister's approval • advice re Crown leases. 	PERMANENT	Retain as State archives
9.4		Records of council development of community land management plans, including: <ul style="list-style-type: none"> • assessments • statements • draft management plans. 	TEMPORARY	Retain a minimum of 6 years after plan superseded, then destroy.
9.5	Leasing out	Records of council granting a lease, licence, permit or easement over community land including: <ul style="list-style-type: none"> • lease documents • negotiation correspondence • tenancy files. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
9.6	Use of land	Records of requests, and council approvals and conditions for use of community land, hire of reserves, ovals, and public spaces including: <ul style="list-style-type: none"> • hire forms • diaries 	TEMPORARY	Retain a minimum of 6 years after action

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • registers • permits • complaints • correspondence re misuse, damage. 		completed, then destroy.
9.7		<p>Records of council control of access to and use of local government land including:</p> <ul style="list-style-type: none"> • fixing opening hours • prohibiting, restricting or closing access • prohibiting or restricting the bringing or movement of animals • prohibiting or restricting the lighting of fires • prohibiting or restricting sporting or other activities • regulating the use of facilities provided • regulating speed or route of vehicles driving on the land • prohibiting or restricting parking or standing of vehicles • prohibiting bringing of alcoholic liquor on a park or reserve. <p>Includes:</p> <ul style="list-style-type: none"> • complaints • responses • notices • expiations • inspections • photographs • authorisations • licences • notifications of offences • applications to waive or transfer expiations • statutory declarations. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
9.8		<p>Records of council granting authorisations or permits over community land including for:</p> <ul style="list-style-type: none"> • badge days • trading tables • food stalls • charitable collections • busking • preaching • parades • banners • collection of monies • olive collection • business promotion • on-street activities • helicopter landings and take-offs • media production • fitness training • depasturing of horses • raffles • doorknock appeals • requests to display pamphlets/promotional material • operating drones • fireworks. 	TEMPORARY	Retain a minimum of 2 years after expiry, then destroy.
9.9		<p>Records of council dealing with wildlife on land including:</p> <ul style="list-style-type: none"> • picking up injured or dead birds or animals • catching snakes. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
10	ROADS MANAGEMENT	<p>Council management of public roads, including declarations, changing of levels, naming and numbering of allotments, and control of use. Council can exercise powers in relation to highways by agreement with the Commissioner of Highways or other authority.</p> <p>See ASSET MANAGEMENT for records of the identification, description, condition, valuation and monitoring of road and transport assets as well as their operation, maintenance, renewal and upgrade.</p> <p>See ROADS OPENING AND CLOSING for records of the opening and closing of roads.</p> <p>See STRATEGIC MANAGEMENT for records of location rules for mobile food vending businesses and other policies.</p> <p>Note: Roads includes streets, roads, alleys, thoroughfares, bridges, footpaths, verges, nature strips, drains, and culverts.</p>		
10.1	Declaration of roads	<p>Records of council declaration of roads or land to be public roads, and conversion of private roads to public roads or public roads to private roads including:</p> <ul style="list-style-type: none"> • registers. 	PERMANENT	Retain as State archives
10.2	Nomenclature	<p>Records of council assigning or changing names of public and private roads and public places, which may be the result of land divisions including:</p> <ul style="list-style-type: none"> • notifications of intent • representations • notifications of change • public notices. 	PERMANENT	Retain as State archives.

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No	Function / Activity	Description	Status	Disposal Action
10.3		Records of council numbering of buildings and allotments adjoining roads, and adopting, altering and substituting numbering systems including: <ul style="list-style-type: none"> • notifications of intent • representations • notifications of change • public notices. 	PERMANENT	Retain as State archives
10.4	Regulation	Records of council authorisations and permits to external parties to install fixtures and equipment relating to public infrastructure in, on, across, under or over a public road including: <ul style="list-style-type: none"> • notifications • notices • permits • authorisations • codes of practice • inspections • photographs • agreements • complaints • responses. <p>Note: Public infrastructure covers the supply of water, electricity, gas, and other forms of energy, provision of telecommunications, and drainage or removal of waste water or sewerage.</p>	TEMPORARY	Retain a minimum of 6 years after end of asset life, then destroy.
10.5		Records of council authorisation to external parties to alter public roads, including construction, arrangement, or materials, or to erect, install, interfere with or remove structures, trees or vegetation including:	TEMPORARY	Retain a minimum of 6 years after authorisation

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> section 221 applications for driveway crossovers. 		expires, then destroy.
10.6		<p>Records of council orders to owners of private roads and infrastructure, and owners of adjoining land, to carry out specified roadwork, and recovery of costs including:</p> <ul style="list-style-type: none"> complaints responses photographs inspections. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy
10.7		<p>Records of council authorisations, permits and conditions for use of public roads, unmade roads, road reserves or fencing, enclosing or partitioning any part of a road including:</p> <ul style="list-style-type: none"> section 222 applications permits authorisations evidence of safety compliance works carried out insurance indemnities photographs inspections notices codes of practice notifications complaints responses road rents permits moiety registers. 	TEMPORARY	Retain a minimum of 6 years after expiry or cancellation, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		Note: Use of public roads may include for mobile food vending, kiosks, outside tables / outdoor dining, depasturing stock, and cropping.		
10.8	Removal of objects	Records of council removal and disposal of structures, objects and substances from roads, including removal and sale of abandoned vehicles, removal of injured and dead animals, and recovery of costs, as well as recovery of damages relating to roads and structures including: <ul style="list-style-type: none"> • complaints • responses • notices • permits • authorisations. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
10.9	Road levels	Records of council management of changing the level of roads, and assessment of risk of damage to adjoining properties including: <ul style="list-style-type: none"> • licences • easements • notices. 	PERMANENT	Retain as State archives
10.10	Temporary road closures	Records of council prohibition of traffic or closure of streets and roads and the erection of barricades and traffic control devices including clearways.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
10.11	Tree planting	Records of council planting trees or vegetation on a road, or authorising or permitting planting of trees or vegetation, including:	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • tree planting plans • consultation • consideration. 		action completed, then destroy.
10.12	Traffic counts	Records of counting of traffic on roads for management purposes.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
10.13	Use of roads	Records of council prohibition or restriction of the use of roads with respect to: <ul style="list-style-type: none"> • moveable signs • broadcasting of announcements and advertisements • public exhibitions and displays • soliciting for religious or charitable purposes • motor vehicle maintenance or repair • movement of animals. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
11	BY-LAWS, ORDERS AND GENERAL REGULATION	Council making of by-laws and orders and general enforcement of regulation not covered under specific activities.		
11.1	Authorisation	Records of council appointment and revocation of authorised persons, including: <ul style="list-style-type: none"> • lists of authorised persons • certificates of authority • notification of persons authorised • internal delegations • agreements for authorised officers to act in another council area. 	TEMPORARY	Retain a minimum of 6 years after authorisation ceases, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
11.2	By-laws	Register of by-laws and records of the development of by-laws made or adopted by council not captured in council meeting papers including: <ul style="list-style-type: none"> • consultation drafts • submissions • legal opinions • gazette notices • public notices • final versions. 	PERMANENT	Retain as State archives
11.3		Records of council drafting, adoption and publication of by-laws or adoption of model by-laws, including: <ul style="list-style-type: none"> • model by-laws • rough drafts • working papers • research. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
11.4	Orders	Records of council making of orders relating to hazards on lands adjoining a public place, including overgrown vegetation and hazards to road users, and orders relating to inappropriate use of vehicles as places of habitation. Includes recovery of debts.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
11.5	Regulation	Records of administration and enforcement of legislation, regulation or by-laws not covered by other activities.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
12	SERVICE DELIVERY AND REVIEW OF SERVICES AND OPERATIONS	Council management of customer service delivery operations and processes, and processing of complaints, compliments and feedback as well as internal and external reviews of services, decisions and actions.		
12.1	Customer service	Records of council development of service standards and management of service delivery including: <ul style="list-style-type: none"> • Service Level Agreements (SLA) • service standards • help desks • information desks • interpreting services. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
12.2		Audio recordings of phone calls with customers.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
12.3	External reviews	Records of reviews initiated by the Minister (e.g. under section 271 of the Local Government Act) including requests for information and requests to council to obtain an independent assessment of its probity or compliance.	PERMANENT	Retain as State archives
12.4		Records of investigations of council or subsidiaries on referral of the Minister (e.g. under sections 272, 273, 274 and 275 of the Local Government Act). Includes implementation of recommended actions and appointment of administrators in the case of a defaulting council.	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
12.5	Internal reviews	Records of internal reviews of council decisions (e.g. under section 270 of the Local Government Act) and actions including: <ul style="list-style-type: none"> • section 270 reviews • feasibility studies • performance indicators • surveys and questionnaires • reports. 	PERMANENT	Retain as State archives
12.6	Public reaction	Records of letters of appreciation, suggestions for improvement and complaints to council about actions of council, council employees or persons acting on behalf of council as well as mediation and conciliation of disputes including: <ul style="list-style-type: none"> • appreciation letters • complaints • petitions • negotiations. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
12.7	Service requests	Records of community requests for provision of services not covered under other activities, including: <ul style="list-style-type: none"> • requests • responses. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
12.8	Use of equipment	Records of loan or hire of council equipment e.g. possum traps, cat cages, barking prevention devices, etc. including: <ul style="list-style-type: none"> • register • bookings • copies of permits • hire forms. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
13	PRIVATE LAND AND UPGRADE AGREEMENTS	Council actions taken on private land associated with council activities, including extraction of minerals and emergency management. Also building upgrade agreements with private owners for works on heritage buildings, to comply with building rules or to facilitate ongoing occupation.		
13.1	Building upgrade agreements	Register and records of building upgrade agreements including: <ul style="list-style-type: none"> • declaration, levying and recovery of building upgrade charges from building owners • payment of monies to finance providers • sale of land for non-payment of a building upgrade charge. 	TEMPORARY	Retain a minimum of 6 years after agreement terminated, or after action completed, whichever is later, then destroy.
13.2	Entry and occupation of land	Records of council entry and occupation of land in connection with an activity, including fencing of the land, and payment of rent or compensation and remedy of damage.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
13.3		Records of the payment by council of royalties on extractive minerals paid into the Local Government Research and Development Scheme.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
13.4		Records of council mining returns reporting quantities of minerals recovered from borrow pits, including royalty payments (ceased 30 June 2019).	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
13.5		Records of council recovery of the cost of work to raise, fill in, improve, drain, level or reclaim land from owners of adjacent or adjoining rateable land improved by the work. Includes the valuation of the land.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
13.6		Records of council sale or disposal of rubbish collected.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
14	PROCUREMENT	Council procurement of goods, services or carrying out of works via tender, contract, lease, licence or purchase. See LAND MANAGEMENT for acquisition of land (and associated property) and sale or disposal of land.		
14.1	Contracting	Records of council procurement of property, goods and services, consultants and contractors, and managed services via contracts including: <ul style="list-style-type: none"> tender submission and evaluation report negotiations executed contract 	TEMPORARY	Retain a minimum of 6 years after contract or warranty expires,

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • addendums • variations • amendments • renewals • extensions • contract management • letters of engagement • arrangements • call for quotations • quotations • security or performance bond documents • copies of bank and company guarantees. 		whichever is later, then destroy.
14.2		Physical bank and company guarantees provided by external parties.	TEMPORARY	Retain until action completed, then return to supplier or bank.
14.3	Leasing	<p>Records of council acquisition of assets including property (other than land), fleet, plant, equipment, hardware or software by lease or licence including:</p> <ul style="list-style-type: none"> • expressions of interest • call for quotations • quotations • successful quotes • requisitions • leases • licences • letter of engagement • arrangements • negotiations 	TEMPORARY	Retain a minimum of 6 years after lease or licence expires or asset disposed of, written off or depreciated, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • reports • agreements • amendments. 		
14.4	Purchasing	Records of the acquisition of property or assets containing asbestos and other hazardous materials.	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
14.5		<p>Records of council acquisition of goods by purchase including equipment, plant, stores, library materials, publications including:</p> <ul style="list-style-type: none"> • registers • agreements • arrangements • expressions of interest • call for quotations • quotes • successful quotes • requisitions • negotiations • extracting agreements. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
14.6		<p>Quotes and documentation relating to council purchases which did not proceed.</p> <ul style="list-style-type: none"> • duplicate orders • unsuccessful quotes • price increase notifications. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
14.7	Registers	Registers of tenders and contracts, including preferred suppliers.	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.
14.8	Tendering	Records of successful tenders for heritage and significant structures and systems. Note: Significant structures include airports, town halls, council chambers.	PERMANENT	Retain as State archives.
14.9		Records of council tendering and evaluation processes including: <ul style="list-style-type: none"> • tender specifications • requests for quote • requests for information • tender responses • tender evaluations • register of preferred suppliers • consultants panels • unsuccessful tender submissions. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
15	STORMWATER MANAGEMENT	Development and implementation of stormwater management plans by council.		
15.1		Records of council preparation and revision of stormwater management plans. Includes approval by the Stormwater Management Authority.	PERMANENT	Retain as State archives.

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No	Function / Activity	Description	Status	Disposal Action
15.2		Records of orders issued by the Stormwater Management Authority to council regarding a failure to comply or action required to provide for the management of stormwater.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
15.3		Records of payments out of the fund to councils to prepare plans, carry out works or acquisition of land, undertake community education and awareness programmes, undertake projects or measures relating to water quality or pollution abatement, etc.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
15.4		Records of works carried out by council under a stormwater management plan or order including: <ul style="list-style-type: none"> • constructing, maintaining or removing infrastructure • excavating land • altering water table levels or change or stop water flows • deepen, widen or change a watercourse. 	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
15.5		Records of works carried out by council under a stormwater management plan or order including: <ul style="list-style-type: none"> • entering and occupying land • inspecting, examining or surveying land • hold water • divert or dispose of water • undertake testing, monitoring or evaluation. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
16	ADELAIDE PARK LANDS	<p>Council definition and management of the Adelaide Park Lands under the <i>Adelaide Park Lands Act 2005</i> (and similar legislation).</p> <p>See LAND MANAGEMENT for records of classification of community land and community land management plans.</p>		
16.1		<p>Records of the Adelaide Parks Lands Authority including:</p> <ul style="list-style-type: none"> • charter • development and publication of the Management Strategy • policy development • comments and advice • community forums. 	PERMANENT	Retain as State archives
16.2		Records of administration of the Adelaide Park Lands Fund.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17	AERODROMES AND AIRCRAFT LANDING AREAS	<p>Council operation of an aerodrome or aircraft landing area, and operation of aircraft including remote piloted aircraft (i.e. drones).</p> <p>See FINANCIAL MANAGEMENT for records of fuel sales.</p> <p>See PROCUREMENT for tenders for construction of airports.</p>		
17.1		Records of council undertaking master planning for an airport, including:	PERMANENT	Retain as State archives

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> background studies economic impact assessments runway capacity assessments passenger and movement forecasting. 		
17.2		Records of monitoring of the serviceability of aerodromes (daily visual checks) and significant upgrading or remedial works including aerodrome inspection logbooks.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
17.3		Records of aerodrome safety inspection reports submitted to the Civil Aviation Safety Authority (CASA) annually or as agreed including: <ul style="list-style-type: none"> audits. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17.4		Records of appointment and training or qualifications of reporting officers, works safety officers and runway visibility (RV) assessors including notification of appointments to NOTAM Office (NOF) and CASA. Note: NOTAM stands for Notice to Airmen.	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.
17.5		Records of council as site owner applying for certification or registration of an aerodrome with CASA, including: <ul style="list-style-type: none"> development of Aerodrome Manual (required for certification, recommended for registration) development of Safety Management System (required for certification) 	TEMPORARY	Retain a minimum of 6 years after certification or registration is suspended or cancelled, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • engineering and survey reports of the physical characteristics of the movement area, pavement strength and surface, obstacle limitation surfaces etc. • aerodrome information provided for publication in the Aeronautical Information Publication (AIP) including aerodrome diagrams, administration information, location, movement area, approach and runway lighting, other lighting and secondary power supply, navigation aids, rescue and fire-fighting services, ground services, low visibility procedures • aircraft parking control procedures • bird or animal hazard management plan • inspection or testing by CASA Aerodrome Inspectors. 		
17.6		Records of compliance of aerodrome facilities with standards, including applications for exemption from any standard.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
17.7		<p>Records of aerodrome operations including:</p> <ul style="list-style-type: none"> • aerodrome works • procedures for monitoring the obstacle limitation surfaces (OLS) • reporting bird strike incidents to the Australian Transport Safety Bureau (ATSB) • notifications to the Aeronautical Information Service (AIS) / CASA re changes • reporting of occurrences within the aerodrome and activities outside of the aerodrome which may result in hazards to aircraft operations. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
17.8		<p>Records of NOTAMS initiated / issued including reporting new obstacles.</p> <p>Note: NOTAMs are used to inform pilots and aircraft operators of significant changes to the aerodrome that may impact on aircraft operations. This is one of the most important aerodrome safety functions.</p>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
17.9		<p>Records of aerodrome emergency management including:</p> <ul style="list-style-type: none"> • Aerodrome Emergency Committee (AEC) minutes • Aerodrome Emergency Plan • procedures for coordinating the responses of assisting agencies • emergency exercises (table-top, full scale and specialty) • grid maps of aerodrome and vicinity (to be made available to all responding agencies) • medical sub-committees • testing facilities used in responses • incidents and investigations. 	TEMPORARY	Retain a minimum of 3 years after action completed, then destroy.
17.10		Records of permits issued for airside vehicle control.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
17.11		<p>Records of aerodrome works including:</p> <ul style="list-style-type: none"> • method of working plans (MOWP) provided to CASA • maintenance (time-limited works) • drawings for each stage of the works • notifying relevant parties 	TEMPORARY	Retain a minimum of 6 years after action

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> reports of any incidents. 		completed, then destroy.
17.12		Records of monitoring and reporting bird and animal hazards including: <ul style="list-style-type: none"> bird strike forms. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
17.13		Records of maintenance around navigational aids including procedures and consultation with telecommunication service providers.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17.14		Records of low visibility procedures.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17.15		Records of aerodrome technical inspections including plans for corrective action.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17.16		Records of runway visibility (RV) reports.	TEMPORARY	Retain a minimum of 2 years after

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No	Function / Activity	Description	Status	Disposal Action
				action completed, then destroy.
17.17		Records of siting of airways and navigation aid facilities including: <ul style="list-style-type: none"> • CASA assessments and authorisations • consultation with Airservices Australia. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17.18		Records of certified air/ground radio services including: <ul style="list-style-type: none"> • application to CASA for certification (by the person) • aeronautical documentation, NOTAM, and charts appropriate to Instrument Flight Rules (IFR) and Visual Flight Rules (VFR) operations • daily running sheets and Automatic Aerodrome Information Service (AAIS) broadcast records. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17.19		Records of development and implementation of a transport security program for security controlled airports, including: <ul style="list-style-type: none"> • Transport Security Plans (TSPs) • security zones and signage • security screening of passengers and baggage • security and visitor identification cards • visitor logs • notification of movement of persons in custody • notification of security incidents to the Department of Home Affairs. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
17.20		Records of aircraft movements including statistics.	TEMPORARY	Retain a minimum of 6

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No	Function / Activity	Description	Status	Disposal Action
				years after action completed, then destroy.
18	AGED CARE	<p>Council provision of aged care services under the <i>Aged Care Act 1997</i> (Cth) (and similar legislation), including home support services and residential care facilities including nursing homes.</p> <p>See AGREEMENTS for service agreements.</p> <p>See STRATEGIC MANAGEMENT for records of incidents or allegations of abuse of vulnerable adults.</p>		
18.1	Compliance	Records of council registration as operator of a residential aged care facility.	PERMANENT	Retain as State archives
18.2		<p>Records of council seeking and receiving accreditation of aged care facilities and nursing homes including:</p> <ul style="list-style-type: none"> audits schedule of fees and charges. 	TEMPORARY	Retain a minimum of 6 years after accreditation lapses, then destroy.
18.3	Service Delivery	Aged care admission registers.	PERMANENT	Retain as State archives
18.4		<p>Records of council provision of aged care services and programmes including:</p> <ul style="list-style-type: none"> registers terms of reference recommendations progress reports 	TEMPORARY	Retain a minimum of 6 years after action completed, or 6 years after last

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • returns • communication books • schedules of fees and charges for previous and current care recipients. 		entry, whichever is later, then destroy.
18.5		<p>Consolidated records of all incidents involving allegations or suspicions of reportable assaults including:</p> <ul style="list-style-type: none"> • allegations • reports to police or Department. 	TEMPORARY	Retain 7 years after date of death of the vulnerable adult or 45 years after action completed, whichever is earlier, then destroy.
18.6		<p>Records of staff members and volunteers specifically required by Accountability Principles 2014 (and similar legislation) including:</p> <ul style="list-style-type: none"> • evidence that police certificates are not more than 3 years old • applications for police certificates • statutory declarations. 	TEMPORARY	Retain a minimum of 6 years after action completed, or 6 years after last entry, whichever is later, then destroy.
18.7		<p>Records of council provision of aged care services to individual care recipients including:</p> <ul style="list-style-type: none"> • assessments of care recipients • appraisal and reappraisal records for care recipients • evidence mentioned in Answer Appraisal Packs • copies of applications for classification 	TEMPORARY	Retain a minimum of 6 years after client exits, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • care plans • medical records, progress notes and clinical records • agreements • entry, discharge and leave arrangements including death certificates • declarations re financial hardship • accounts • from 1 July 2014 records of whether the care recipient made a written choice to be covered by Chapters 3 and 3A of the Act in relation to the service • name and contact details of representatives • applications • accommodation agreements • accommodation bonds • care recipients arrangements • consent forms • consultation letters and summaries • health care plans • client history • management plans • observation and management reports • referral letters • drug sheets • prescription sheets • prescription forms • worksheets • observation charts • fluid balance charts • pressure recordings • monitoring of circulation, respiration, oxygenation, overnight 		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • treatment sheets • spirometry readings • work notes • clinical photographs. 		
18.8		<p>Records of program performance information required to be collected including (but not limited to):</p> <ul style="list-style-type: none"> • client consent (where required) • client identity characteristics • client demographic characteristics • service delivery information • client outcomes. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
18.9		<p>Records of accounting information and meeting of prudential requirements not specific to care recipients including:</p> <ul style="list-style-type: none"> • payment and repayment of refundable deposits, accommodation bonds and entry contributions • records of the amount of daily accommodation payments, daily accommodation contribution and accommodation charge paid or payable to the approved provider by care recipients • records of the amount of accommodation charge refunded • refundable deposit register • annual prudential compliance statements • aged care financial report • auditor statements • outstanding payments. 	TEMPORARY	Retain a minimum of 6 years after action completed, or 6 years after last entry, whichever is later, then destroy.
18.10		<p>Records of annual meetings of residents including:</p> <ul style="list-style-type: none"> • notice of the meeting • accounts 	TEMPORARY	Retain a minimum of 6 years after

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • questions submitted in writing • minutes • detailed written answers to residents • agenda. 		action completed, then destroy.
18.11		Records of menus and catering.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
19	CHILD CARE	<p>Council provision of centre-based child care services, including as an approved provider in compliance with the <i>National Quality Framework, Education and Early Childhood Services (Registration and Standards) Act 2011, Family Assistance Law</i> (Cth) (and similar legislation).</p> <p>See FINANCIAL MANAGEMENT for invoices and receipts in relation to payment of child care fees.</p> <p>See STRATEGIC MANAGEMENT for records of incidents or allegations of abuse of children and young people.</p>		
19.1		<p>Records of council registration as operator of a child care facility including:</p> <ul style="list-style-type: none"> • applications for provider approval • applications to add or remove a service. 	PERMANENT	Retain as State archives
19.2		Records of complaints made to the provider, or to any services of the provider, relating to compliance.	TEMPORARY	Retain a minimum of 7 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
19.3		Records of planning and management of child care services including: <ul style="list-style-type: none"> • accreditation • audits • management plans. 	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
19.4		Registers of children.	TEMPORARY	Retain a minimum of 45 years after last entry, then destroy.
19.5		Records of enrolment, attendance and absences of children including: <ul style="list-style-type: none"> • agreed complying written arrangements, and updates • enrolment notices, and updates • attendance reports • bookings • absences from care • statements of entitlement • personal identification • client files • parent fees contracts • medication records • medical forms when a child is sent home • doctors' letters • special needs records. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
19.6		Records of council notification of notifiable events including: <ul style="list-style-type: none"> • mandatory notifications 	TEMPORARY	Retain a minimum of 7

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • notifiable incident reports • accident reports. 		years after action completed, then destroy.
19.7		Records of mandated and non mandated screening checks for personnel, including evidence and information provided with applications.	TEMPORARY	Retain a minimum of 7 years after worker exits, then destroy.
19.8		Daily communication between centre staff and families, including: <ul style="list-style-type: none"> • communication books • recordings • custody and pick up arrangements. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
19.9		Daily or routine charts about children in care regarding intake of food and drinks, sleep, nappy changes, yard checks, sudden infant death syndrome checks, etc.	TEMPORARY	Retain a minimum of 7 years after last entry, then destroy.
19.10		Records of custody orders.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
19.11		Records of consent forms and risk assessments for excursions.	TEMPORARY	Retain a minimum of 7 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				action completed, then destroy.
19.12		Records of menus and catering including: <ul style="list-style-type: none"> menu plans. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
20	CHILDREN AND YOUNG PEOPLE (SAFETY)	<p>Council compliance with requirements to report suspicion that a child or young person may be at risk of harm under the <i>Children and Young People (Safety) Act 2017</i> (and similar legislation).</p> <p>Also compliance with Recommendation 21 of <i>Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families</i> (1997).</p> <p>See CHILD CARE for records of the establishment and operation of child care services.</p>		
20.1		Records relating to Indigenous individuals, families or communities or to any children, Indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies.	PERMANENT	Retain as State archives
20.2		Records of council reports that a child or young person may be at risk, including mandatory notification.	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
21	CITIZENSHIP CEREMONIES	Council conduct of citizenship ceremonies and affirmation ceremonies on behalf of the Australian Government.		
21.1		Records of citizenship ceremonies including: <ul style="list-style-type: none"> • schedules of ceremony dates • invitations to candidates • messages or speeches • program • promotional material • pledge lists of candidates • consent forms • bookings. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
22	CLANDESTINE DRUG LABORATORIES	Council involvement in investigating clandestine drug laboratories, known as clan labs, under the <i>South Australian Public Health Act 2011</i> (and similar legislation).		
22.1		Records of council involvement in investigating clandestine drug labs including: <ul style="list-style-type: none"> • notification from SAPOL • site visit reports • assessments • notification reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
23	CONTROLLED SUBSTANCES	Council compliance with the <i>Controlled Substances Act 1984</i> (and similar legislation).		
23.1		Records of council reporting or notification of drugs of dependence including:	TEMPORARY	Retain a minimum of 2

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> registers. 		years after action completed, then destroy.
24	CROWN LAND	<p>Council involvement in disposal of Crown land or government real property under the <i>Crown Land Management Act 2009</i> and <i>Premier and Cabinet Circular 114 Government Real Property Management 2019</i> (and similar policy and legislation), including changes in Crown term and perpetual leases.</p> <p>See LAND MANAGEMENT for records of council acquisition, management or disposal of community land and crown land it is the custodian of.</p>		
24.1		<p>Records of advice to council about Crown leases where the land is adjacent to community land, including:</p> <ul style="list-style-type: none"> changes in Crown leases perpetual shack leases. 	PERMANENT	Retain as State archives
24.2		<p>Records of State Government advice to, or consultation with, council regarding disposal of Crown land or government owned real property including:</p> <ul style="list-style-type: none"> site strategic land use assessments comments registration of interest lists of surplus property expressions of interest. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
25	DANGEROUS SUBSTANCES	Council compliance with requirements under the <i>Dangerous Substances Act 1979</i> (and similar legislation).		

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No	Function / Activity	Description	Status	Disposal Action
25.1		Records of council licences to store dangerous or hazardous substances including LP gas, motor spirit, flammable liquids, toxic substances and corrosive substances including: <ul style="list-style-type: none"> • fuel licences • diesel fuel certificates. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
26	DISABILITY SERVICES	Council provision of services for disabled people, including as an approved provider in compliance with the <i>National Disability Insurance Scheme Act 2013</i> (and similar legislation). See FINANCIAL MANAGEMENT for invoices and receipts in relation to payment of child care fees. See STRATEGIC MANAGEMENT for records of incidents or allegations of abuse of children and young people and vulnerable adults.		
26.1		Records of council registration as a provider of disability services including: <ul style="list-style-type: none"> • applications for provider approval • applications to add or remove a service • assessments • audits. 	PERMANENT	Retain as State archives
26.2		Registers of disability service recipients.	PERMANENT	Retain as State archives
26.3		Records of service provision.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
27	DISABILITY DISCRIMINATION	<p>Council compliance with the <i>Disability Discrimination Act 1992</i> (Cth) (and similar legislation).</p> <p>See ASSET MANAGEMENT for records of works undertaken to council buildings and public places.</p> <p>See SERVICE DELIVERY AND REVIEW OF SERVICES AND OPERATIONS for records of complaints.</p>		
27.1		<p>Records of assessment and management of disability access and equitable participation including:</p> <ul style="list-style-type: none"> • disability action plans • investigations • audits • inspection reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
28	DOG AND CAT MANAGEMENT	<p>Council administration and enforcement of regulation of dogs and cats under the <i>Dog and Cat Management Act 1995</i>, the <i>Dog Control Act 1979</i>, the <i>Registration of Dogs Act 1924-1975</i>, the <i>Alsatian Dogs Act 1934-1965</i> (and similar legislation).</p> <p>See BY-LAWS, ORDERS AND GENERAL REGULATION for development of by-laws relating to dogs and cats and appointment of authorised persons.</p> <p>See LITIGATION AND LEGAL PROCEEDINGS for cases of enforcement which lead to court action.</p>		
28.1		<p>Records of enforcement including:</p> <ul style="list-style-type: none"> • impounding of dogs • surrender and release of dogs • expiation notices 	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • complaints • dog diaries • inspection reports • responses • notices • photographs • remission or waiving of fines • applications to keep more than the prescribed number of dogs or cats. 		completed, then destroy.
28.2		Records of preparation of plans relating to the management of dogs and cats within its area.	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
28.3		Records of registration by council of individual dogs and businesses involving dogs from 29 May 2018, including: <ul style="list-style-type: none"> • applications copied into Dogs and Cats Online (DACO) • notifications of removal, death of dog, missing dog or change of owner, ceasing of business • requests to rectify an entry in the register. 	TEMPORARY	Retain until reference use ceases, then destroy.
28.4		Records of council making and revoking destruction and control orders relating to specified dogs, or applying to the Magistrates Court for an order, including: <ul style="list-style-type: none"> • steps taken by council to give effect to the order and recovery of costs • notifications by owners relating to dogs subject to orders. 	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
28.5		Records of council making and revoking prohibition orders, prohibiting persons from acquiring or becoming responsible for the control of any dog. <ul style="list-style-type: none"> • orders • applications. 	TEMPORARY	Retain a minimum of 6 years after order revoked or expired, then destroy.
28.6		Records of council payments into the Dog Control Statutory Fund.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
28.7		Records of Dog and Cat Management Board audits of councils, and referral of councils to the Minister for failure to discharge responsibilities.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
28.8		Annual reports to the Dog and Cat Management Board prior to 2018.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
28.9		Dog registers up to 28 May 2018.	TEMPORARY	Retain a minimum of 15 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
28.10		Records of amendments to the dog register up to 28 May 2018.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
29	DRINKING (POTABLE) WATER	<p>Council provision of drinking water (where council operates an independent town water supply) and administration and enforcement of regulation relating to drinking water in accordance with the <i>Safe Drinking Water Act 2011</i> (and similar legislation).</p> <p>See BY-LAWS, ORDERS AND GENERAL REGULATION for appointment of authorised officers.</p>		
29.1	Compliance	Records of council applying to the Department for registration as a drinking water provider, and notification by council of ceasing to supply drinking water. Includes notice from the Department of suspension of registration and submissions made by council.	TEMPORARY	Retain a minimum of 6 years after registration cancelled or suspended, then destroy.
29.2		<p>Records of council compliance with registration as a drinking water provider including:</p> <ul style="list-style-type: none"> development and implementation of a risk management plan, and documents relied upon by the plan including operating manuals and documents detailing procedures 	TEMPORARY	Retain a minimum of 6 years after registration cancelled or suspended, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • departmental review and approval of the monitoring program and incident identification and notification protocol under the risk management plan • copies of audit or inspection reports of compliance with the risk management plan • results of monitoring and testing of the drinking water • reporting known or suspected contamination • results of any monitoring program • records of maintenance activity, incident notification and remedial action. 		
29.3	Regulation	Records of Departmental approval of council staff as safe drinking water auditors and inspectors, including council objections to conditions of approval.	TEMPORARY	Retain a minimum of 6 years after cancelled or suspended, then destroy.
29.4		<p>Records of council enforcement of safe drinking water within their area including:</p> <ul style="list-style-type: none"> • notification of registered drinking water providers in the area • reports prepared by council auditors or inspectors on compliance with risk management plans of drinking water providers, provided to the Department and drinking water provider • issuing, varying or revoking a notice, or emergency notice, to a drinking water provider • taking action on non-compliance with a notice • annual reports to the Minister. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
30	EMERGENCY MANAGEMENT	Council planning, preparation, response and recovery for emergencies in their area under the <i>Local Government Act 1999</i> (and similar legislation) and pre-2004 State emergencies. See <i>GDS 33 Across-Government Emergency Management</i> for records of the management of emergencies under the <i>Emergency Management Act 2004</i> .		
30.1		Records of council coordination of local response and recovery operations or coordination of State-wide recovery and response operations pre-2004.	PERMANENT	Retain as State archives
30.2		Records of council planning and preparation for an emergency including: <ul style="list-style-type: none"> • emergency management plans • disaster plans • evacuation plans • action plans • emergency evacuation tests • emergency response testing. 	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
30.3		Records of council response and recovery actions taken in an emergency.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
30.4		Pre 2004 records of council actions taken in a State emergency under the <i>State Disaster Act 1980</i> (and similar legislation).	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
31	ENVIRONMENT PROTECTION	<p>Council management of the environment within their area, including enforcement of the <i>Environment Protection Act 1993</i> (and similar legislation) as an administering agency and council compliance with the Act.</p> <p>See ASSET MANAGEMENT for records of the design, construction and maintenance of environmental infrastructure.</p> <p>See BY-LAWS, ORDERS AND GENERAL REGULATION for appointment of authorised officers.</p> <p>See PLANNING AND DEVELOPMENT for records of septic tank and community wastewater management scheme connections included as part of development applications.</p> <p>See PROCUREMENT for records of acquisition of equipment.</p> <p>See WASTE MANAGEMENT for records of waste and recycling services.</p>		
31.1	Compliance	<p>Records of council reporting or notifying the Environment Protection Authority (EPA) of:</p> <ul style="list-style-type: none"> serious or material environmental harm from pollution caused or threatened in the course of an activity undertaken site contamination at a site, or in the vicinity of a site, owned or occupied that affects or threatens water occurring naturally under the ground or introduced to an aquifer or other area under the ground other significant environmental matters. 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
31.2		Records of the rehabilitation of contaminated land, sites or buildings including: <ul style="list-style-type: none"> • plans • submissions • reports • progress reports. 	PERMANENT	Retain as State archives
31.3		Records of council compliance including: <ul style="list-style-type: none"> • notices • complaints • statements • breaches • environmental impact statements • reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
31.4		Records of council applications to the EPA for environmental authorisations or exemptions, including: <ul style="list-style-type: none"> • transfer of authorisation • annual returns • payment of fees. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
31.5		Records of voluntary environmental audits or environment performance agreements entered into by council with the EPA.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
31.6	Regulating	Records of declaration of council as, or ceasing to be, an administering agency under the <i>Environment Protection Act 1993</i> and reports provided by council to the Environment	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		Protection Authority on their performance as an administering authority.		
31.7		Records of council enforcement of environmental protection within their area including: <ul style="list-style-type: none"> • issue, variation or revocation of environment protection orders, emergency environment protection orders, and information discovery orders • the application to the Registrar-General for registration of orders • taking action required by environment protection and information discovery orders and recovering costs • remission or waiving of fines. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
31.8		Records of council enforcement relating to illegal dumping including: <ul style="list-style-type: none"> • special powers warrants obtained from a judge of the Supreme Court • camera recordings • GPS recordings. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
31.9		Records of notices received by council from the EPA in respect of applications for environmental authorisations (works approval and licences), and proposed variations of conditions, relating to adjacent land owned or managed by council.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
31.10		Records of applications to connect to community wastewater management schemes which are not part of a development application, including lapsed, withdrawn, refused and cancelled applications.	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
32	EQUAL OPPORTUNITY	Council compliance with the <i>Equal Opportunity Act 1984</i> , <i>Sex Discrimination Act 1984</i> (Cth), <i>Racial Discrimination Act 1975</i> (Cth), <i>Australian Human Rights Commission Act 1986</i> (Cth), <i>Disability Discrimination Act 1992</i> (Cth), <i>Age Discrimination Act 2004</i> (Cth) (and similar legislation). See SERVICE DELIVERY AND REVIEW OF SERVICES AND OPERATIONS for records of complaints.		
32.1		Records of the establishment, implementation and management of equal opportunity and anti-discrimination programs.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
33	EXPLOSIVES	Council compliance with requirements under the <i>Explosives Act 1936</i> (and similar legislation).		
33.1		Records of council licences to store explosives or operate a magazine including: <ul style="list-style-type: none"> • licences for storage of explosive ammunition. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
34	FIRE AND EMERGENCY SERVICES	Council management of fire and emergency services within their area, including enforcement of the <i>Fire and Emergency Services Act 2005</i> , the <i>Country Fires Act 1989</i> , <i>South Australian Metropolitan Fire Service Act 1936</i> (and similar legislation) and council compliance with the Act.		

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No	Function / Activity	Description	Status	Disposal Action
		<p>See BY-LAWS, ORDERS AND GENERAL REGULATION for appointment of authorised officers.</p> <p>See CONSTITUTION AND INCORPORATION for records of council delegation of powers or functions to fire prevention officers.</p> <p>See WORK HEALTH AND SAFETY for records of training, fire drills and safe work practices.</p>		
34.1	Compliance	Records of the South Australian Fire and Emergency Services Commission (or similar) consulting with council regarding designation of an area of urban bushfire risk or a fire district.	PERMANENT	Retain as State archives
34.2		Records of bushfire management committees consulting with councils in relation to bushfire management area plans for their area.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
34.3		<p>Records of agreements and requests by government agencies, the State Bushfire Coordination Committee or a bushfire management committee to use council staff, equipment or facilities in an emergency including:</p> <ul style="list-style-type: none"> • agreements • Memoranda of Understanding • requests • responses • lists of resources. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
34.4	Regulation	Records of council issue and revocation of permits to light and maintain a fire or to conduct fireworks during the fire danger season including: <ul style="list-style-type: none"> • applications • assessments • conditions • Schedule 9 permits. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
34.5		Records of council requiring the owners of premises to take steps to prevent the outbreak or spread of fire or remove flammable debris from roads, including: <ul style="list-style-type: none"> • block clearing / slashing • fire notices • expiations. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
35	FIREARMS AND PROHIBITED WEAPONS	Council compliance with requirements under the <i>Firearms Act 2015</i> (and similar).		
35.1		Records of council licences to possess firearms and exemptions / permits to possess prohibited weapons including: <ul style="list-style-type: none"> • prohibited weapons licences. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
36	FISHERIES	Council compliance with requirements of the <i>Fisheries Management Act 2007</i> (and similar legislation).		
36.1		Records of council permits or exemptions relating to fisheries including: <ul style="list-style-type: none"> • collection of seagrass. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
37	FOOD SAFETY	<p>Council management of food safety within their area, including administration and enforcement of the <i>Food Act 2001</i>, <i>Food Act 1985</i> (and similar legislation) and council compliance with the Act.</p> <p>See BY-LAWS, ORDERS AND GENERAL REGULATION for appointment of authorised officers.</p> <p>See CONSTITUTION AND INCORPORATION for records of council delegations of enforcement agency powers or functions.</p>		
37.1	Compliance	<p>Records of council compliance with food safety requirements for example in child care, aged care, disability services, and community centres including:</p> <ul style="list-style-type: none"> • notices • complaints • statements • breaches • reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
37.2	Regulation	Records of certificates of authority as a food safety auditor.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
37.3		Records of council reports on the performance of functions, or details of proceedings for an offence taken by council.	TEMPORARY	Retain a minimum of 6 years after action

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No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
37.4		<p>Records of council enforcement of food safety within their area including:</p> <ul style="list-style-type: none"> • complaints • statements • warrants • documents seized • photographs, films, audio or video recordings • measurements, sketches and drawings • interview notes • investigations and inquiries • seizure orders • improvement notices • copies of documented food safety management systems (FSMS) or food safety programs (FSP) • reports by authorised officers • certificates of analysis of samples. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
37.5		<p>Records of notifications to council of a food business and notices of transfer of business to another person or change of name or address of the business including:</p> <ul style="list-style-type: none"> • transfer of licence applications. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
37.6		<p>Records of council food safety auditing (of high risk food business sectors) including:</p> <ul style="list-style-type: none"> • priority classification of individual food businesses, and any changes • frequency of auditing of food safety programs 	TEMPORARY	Retain a minimum of 6 years after food business

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • notifications to proprietors of food businesses • audits and assessments of food businesses • follow-up actions • reports provided to the enforcement agency and proprietor of the food business. 		ceases, then destroy.
37.7		<p>Records of council inspections of food premises as part of a regular inspection programme or in response to a complaint, food safety incident or in response to surveys including:</p> <ul style="list-style-type: none"> • complaints • requests • responses • inspections • notices • reports (including analysis). 	TEMPORARY	Retain a minimum of 6 years after food business ceases, then destroy.
38	FREEDOM OF INFORMATION	<p>Council compliance with the <i>Freedom of Information Act 1991</i> (and similar legislation).</p> <p>See LITIGATION AND LEGAL PROCEEDINGS for records of proceedings for offences under the Act.</p>		
		<p>Note: Information accessed under Freedom of Information (FOI) should be retained until the FOI appeal period has expired, then dispose of in accordance with relevant entry in this GDS.</p>		
38.1		<p>Records of Freedom of Information (FOI) applications, responses, legal advice and appeals, including:</p> <ul style="list-style-type: none"> • applications • determinations • appeals 	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • copies of information accessed or provided • lapsed applications • withdrawn applications • referrals. 		completed, then destroy.
38.2		<p>Records of reporting of Freedom of Information (FOI) applications including:</p> <ul style="list-style-type: none"> • surveys of cost of administering Act • Freedom of Information management System (FOIMS) registration forms • FOIMS user guides. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
39	GENE TECHNOLOGY	Council involvement in regulation of genetically modified organisms (GMOs) under the <i>Gene Technology Act 2000</i> (Cth), or <i>Gene Technology Act 2001</i> (and similar legislation).		
39.1		Records of council being consulted about licence applications, risk assessments and plans and licence variations.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
40	HEAVY VEHICLES	<p>Council as road manager regulating under the <i>Heavy Vehicle National Law (South Australia) Act 2013</i> (and similar), as well as council compliance as an operator and fleet manager of heavy vehicles.</p> <p>See FLEET MANAGEMENT for records of the management of leased or purchased vehicles.</p>		

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No	Function / Activity	Description	Status	Disposal Action
40.1	Compliance	Records of council as an operator and fleet manager of heavy vehicles including: <ul style="list-style-type: none"> • monitoring drivers' health and fitness for duty • scheduling their work and rest hours • keeping records of the hours they work. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
40.2	Regulation	Records of council as road manager consenting to allow access to restricted vehicles on its roads including: <ul style="list-style-type: none"> • pre-approved routes • permits. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
41	HERITAGE	Council protection or management of State heritage places under the <i>Heritage Places Act 1993</i> (and similar legislation). See PLANNING AND DEVELOPMENT for development applications relating to heritage sites, local heritage listings under the <i>Development Act 1993</i> and contributory items listed in development plans. See GRANTS ISSUED for heritage incentives scheme grants. See ASSET MANAGEMENT for design, construction, maintenance, and conservation of heritage sites and structures.		
41.1		Records of council entering as a party to a heritage agreement, to provide for the remission of rates.	PERMANENT	Retain as State archives
41.2		Records of council applications or submissions to the Environment, Resources and Development Court relating to	PERMANENT	Retain as State archives

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No	Function / Activity	Description	Status	Disposal Action
		orders, including orders that no development occur, restraining conduct or ordering payment of funds.		
41.3		Records of notice given to councils by the South Australian Heritage Council of entry of heritage places in the South Australian Heritage Register including: <ul style="list-style-type: none"> • provisional entry • copies of written representations from council • confirmation of an entry • removal of an entry • alteration of an entry. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
41.4		Records of council providing heritage and conservation advice in relation to heritage incentives schemes.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
42	HOSPITALS AND ASYLUMS	Council management and operation of hospitals and asylums.		
42.1		Admission registers of hospital or asylum patients.	PERMANENT	Retain as State archives
42.2		Records of provision of health care to individuals including: <ul style="list-style-type: none"> • admission forms • case notes • treatment forms. 	TEMPORARY	Retain a minimum of 15 years after last contact, once person has reached 18 years of age, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
43	HOUSING IMPROVEMENT	Council regulation under the <i>Housing Improvement Act 2016</i> , the <i>Housing Improvement Act 1940</i> (and similar).		
43.1		Records of declarations by council that a house is undesirable or unfit for human habitation. Note: Declarations issued and in force under the 1940 Act continued as if they were housing improvement orders under the 2016 Act.	PERMANENT	Retain as State archives
43.2		Records of enforcement of regulation relating to unsanitary conditions including: <ul style="list-style-type: none"> • notifications • responses • authorisations • assessments • emergency housing improvement orders. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
44	IMMUNISATION	Council provision of immunisation services under the Australian Government National Immunisation Program (and similar programs).		
44.1		Records of council provision of services under the National Immunisation Program (NIP) and State-based programs including: <ul style="list-style-type: none"> • immunisation consent forms • assessment forms • care plans • consultation summaries • progress notes. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
44.2		Records of persons immunised prior to the introduction of State-based systems and the Australian Immunisation Register (AIR) including: <ul style="list-style-type: none"> immunisation consent forms immunisation history forms. 	TEMPORARY	Retain a minimum of 15 years after last contact, once person has reached 18 years of age, then destroy.
44.3		Records of management and storage of vaccines including: <ul style="list-style-type: none"> cold chain monitoring records fridge temperature recordings cold chain breach reports self-audits. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
45	IMPOUNDING	Council establishment, maintenance and operation of public pounds for cattle and other animals within the district in accordance with the <i>Impounding Act 1920</i> (and similar legislation).		
45.1		Records of establishment, maintenance or closure of a public pound and appointment or removal of a pound keeper.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
45.2		Records of copies of the pound book sent to council monthly by the poundkeeper, or the pound book itself recording particulars of cattle impounded when the poundkeeper ceases to hold office.	TEMPORARY	Retain a minimum of 2 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
45.3		Records of orders made by any justice concerning any cattle impounded, including orders to destroy unsold cattle.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
45.4		Records of notice given to the poundkeeper of cattle impounded, and notices of impounding or sale of cattle given by the poundkeeper.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
45.5		Records of claims to council for repayment of fees paid for a depasturing lease or licence.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
46	INTELLECTUAL PROPERTY	Council management of intellectual property including compliance with requirements of the <i>Copyright Act 1968</i> (Cth), the <i>Trade Practices Act 1975</i> (Cth) (and similar legislation).		
46.1		Records of council application for and establishment of intellectual property rights including patents, trade marks, registered designs.	PERMANENT	Retain as State archives
46.2		Records of requests to council to use its intellectual property including refusals.	TEMPORARY	Retain a minimum of 50

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				years after action completed, then destroy.
46.3		Records of requests by council to use the intellectual property of others, including: <ul style="list-style-type: none"> • Australasian Performing Right Association Limited (APRA) licences • Australasian Mechanical Copyright Owners Society Limited (AMCOS) licences • Phonographic Performance Company of Australia Ltd (PPCA) licences • surveys. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
46.4		Records of the administration or licence royalties paid to council as intellectual property owner.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
47	LEGIONELLA CONTROL	Council compliance with requirements of the <i>South Australian Public Health Act 2011</i> (and similar legislation) for high risk manufactured water systems (cooling towers and warm water systems) installed in council premises. See PUBLIC HEALTH for records relating to council regulating high risk manufactured water systems in their area.		
47.1	Compliance	Plans and operating and maintenance manuals for high risk manufactured water systems installed in council premises.	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				system decommissioned or removed, then destroy.
47.2		Log books of maintenance of high risk manufactured water systems installed in council premises including: <ul style="list-style-type: none"> • temperature measurements of water in storage areas and distribution system of warm water systems every month • microbiological test results of samples • type and quantity of biocide used. 	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.
48	LIBRARY MANAGEMENT	Council management of libraries including compliance with requirements under the <i>Libraries Act 1982</i> (and similar legislation). See MEMBERSHIP for member records. See PROCUREMENT for acquisition of library materials.		
		Records received into or made for the collection of a library, and not otherwise associated with the business of the council.	Not official records	
48.1		Records of management of library collections and material, including: <ul style="list-style-type: none"> • collection policy • cataloguing • repair • stocktakes • deaccession policy • deaccessions. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
48.2		Records of council providing copies of material to the Libraries Board, Parliamentary Librarian or National Library of Australia (legal deposit).	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
48.3		Records of council being exempted from the requirement to lodge material with the Parliamentary Librarian.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
48.4		Records of library programs including storytelling, literacy, mobile library, including: <ul style="list-style-type: none"> • management plans • schedules • brochures • advertising material • bookings. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
48.5		Records of public authorisations including: <ul style="list-style-type: none"> • photocopying declarations • internet usage forms and bookings • parent or guardian consent forms. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
48.6		Records of council issuing a notice banning a person from entering a library for a period (not exceeding 2 years).	TEMPORARY	Retain a minimum of 2 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				expiry, then destroy.
48.7		Records relating to recovery of library materials including: <ul style="list-style-type: none"> • notices • statutory declarations • fines. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
48.8		Records of research requests, reservation of library material and borrowing including: <ul style="list-style-type: none"> • notifications of library material ready for collection • holds. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
49	LIQUOR LICENSING	Council regulation and compliance under the <i>Liquor Licensing Act 1997</i> (and similar legislation). See PLANNING AND DEVELOPMENT for records of development applications relating to premises where liquor is sold.		
49.1	Compliance	Records of council applying for a liquor licence including: <ul style="list-style-type: none"> • applications • licence • limited licence. 	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
49.2	Regulation	Records of council authorisation of extension of trading area for liquor licensing applications where the place is under control of council e.g. footpaths.	TEMPORARY	Retain a minimum of 6 years after authorisation

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				ceases, then destroy.
49.3		<p>Records of council involvement in applications for liquor licences relating to premises or proposed premises, or applications for limited licences, within the council area, and complaints about licensed premises including:</p> <ul style="list-style-type: none"> • copies of Form 1 provided by the applicant • consultation with local residents and police • provision of information about planning and building approvals, consents or exemptions • comments and representations to the licensing authority • notices of interventions lodged with the Commissioner before an application is determined • noise complaints. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
49.4		<p>Records of council temporarily prohibiting consumption or possession of liquor in public places, including:</p> <ul style="list-style-type: none"> • development of local liquor accords • gazette notice • variations • revocations • provision of copies to the Commissioner of Police. 	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
50	LIVESTOCK AND POULTRY	<p>Council management of livestock within their area, including administration and enforcement under the <i>Livestock Act 1997</i> (and similar legislation), and compliance with regulations relating to the management of saleyards.</p> <p>Livestock includes: horses, cattle, sheep, pigs, goats, deer, alpacas, buffaloes, donkeys, camels, mules, llamas.</p>		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<p>Poultry includes: chickens, ducks, geese, guinea fowl, mutton birds, partridges, pheasants, pigeons, quails, turkeys.</p> <p>See ASSET MANAGEMENT for design, construction, and maintenance of saleyards.</p> <p>See WORK, HEALTH AND SAFETY for records of saleyards inductions, incident management and emergencies.</p>		
50.1		<p>Records of council establishment, accreditation, and strategic management of saleyards including:</p> <ul style="list-style-type: none"> • master plan • marketing plan • funding partnerships • quality assurance. 	PERMANENT	Retain as State archives
50.2		Records of council compliance with the National Livestock Identification System (NLIS).	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
50.3		Records of licence agreements with selling agents.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
50.4		<p>Records of sales including:</p> <ul style="list-style-type: none"> • calendar • sale draws 	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> weighbridge reports market reports sales reports. 		completed, then destroy.
51	LOCAL NUISANCE AND LITTER CONTROL	Council management of local nuisance and litter control within their area, including administration and enforcement under the <i>Local Nuisance and Litter Control Act 2016</i> (and similar legislation).		
51.1		<p>Records of council enforcement of the management of local nuisance and littering within the council area, including</p> <ul style="list-style-type: none"> notifications complaints (e.g. noisy roosters) responses photographs inspections notices permits authorisations inspections expiation notices licensing notices (nuisance and litter abatement, unsightly conditions) action taken on non-compliance with abatement notices, and recovery of costs and expenses attendance at conferences or appeals applications for court orders negotiation of recovery of civil penalties applications for exemption site nuisance management plans declarations of exemptions by council. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
51.2		Records of council provision of educational information to help detect, prevent and manage local nuisance and littering.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
51.3		Records of council notification to the Environmental Protection Authority (EPA) of material or serious environmental harm.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
52	MOTOR VEHICLES	Council compliance with requirements of the <i>Motor Vehicles Act 1959</i> (and similar legislation).		
52.1		Records of applications by disabled people to park near their place of employment including: <ul style="list-style-type: none"> • arrangements • permits • exemptions under the <i>Road Traffic Act 1961</i> • varying and revoking arrangements. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
53	NATIONAL PARKS AND WILDLIFE	Council compliance with requirements of the <i>National Parks and Wildlife Act 1972</i> , <i>Fauna Conservation Act 1964</i> , <i>Animal Welfare Act 1985</i> (and similar legislation).		
53.1		Records of permits obtained by council, with respect to native animals and plants including: <ul style="list-style-type: none"> • taking, selling or giving away native plants 	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • taking protected animals or the eggs of protected animals • releasing protected animals from captivity • keeping, possessing, selling or giving away protected animals, carcasses or eggs of protected animals • harvesting, selling or using carcasses of protected animals under a plan of management • hunting. <p>Includes</p> <ul style="list-style-type: none"> • applications • revocations • conditions • register of permits • permits • requests • responses • possum permits • native animal permits. 		expiry, then destroy.
54	NATIVE TITLE	Council compliance with requirements under the <i>Native Title (South Australia) Act 1994</i> , the <i>Native Title Act 1993</i> (Cth) (and similar legislation).		
54.1		<p>Records of council responding to native title claims in their area including:</p> <ul style="list-style-type: none"> • court notifications • claims • responses • consent determinations • Indigenous Land Use Agreements (ILUAs). 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
54.2		Records of council consideration of native title rights and interests for activities and developments in areas where native title exists or may exist.	PERMANENT	Retain as State archives
55	NATIVE VEGETATION	Council compliance with requirements under the <i>Native Vegetation Act 1991</i> (and similar legislation). See BY-LAWS, ORDERS AND GENERAL REGULATION for appointment of authorised officers.		
55.1	Agreements	Records of council entering into heritage agreements with the Minister as owner of land, including financial assistance.	PERMANENT	Retain as State archives
55.2	Consultation	Records of council being consulted regarding application of the Act or regulations to their council area.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
55.3	Compliance	Records of applications by council to the Native Vegetation Council for consent to clear native vegetation, including: <ul style="list-style-type: none"> • management plans • clearance applications • consents granted or refused • approvals • conditions imposed • assessment reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
55.4	Regulation	Records of council consent / approval for: <ul style="list-style-type: none"> • clearance of vegetation on road reserves or rail corridors 	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> collection of seeds, cuttings and specimens on roadsides. 		expiry, then destroy.
55.5		Records of enforcement of regulation.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
56	NATURAL RESOURCES	<p>Council compliance with requirements relating to use of water including stormwater and aquifer recharge in accordance with the <i>Natural Resources Management Act 2004</i>, <i>Water Resources Act 1997</i>, <i>Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986</i>, <i>Vertebrate Pests Act 1975</i>, <i>Vermin Act 1931-1967</i>, <i>Wild Dogs Act 1931-1970</i> (and similar legislation).</p> <p>See ASSET MANAGEMENT for records of the design, construction, installation and maintenance of stormwater harvesting and reuse schemes.</p> <p>See ENVIRONMENT PROTECTION for records of council obtaining works or development approval to build a Managed Aquifer Recharge (MAR) scheme.</p>		
56.1	Compliance	Records of council establishment and strategic management of stormwater harvesting and reuse and aquifer recharge schemes including Managed Aquifer Recharge (MAR) schemes.	PERMANENT	Retain as State archives
56.2		Records of council applying for water licences, allocations and permits including:	TEMPORARY	Retain a minimum of 6

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • applications • licences • permits • water allocations. 		years after expiry, then destroy.
56.3	Regulation	<p>Records of council enforcement of regulation relating to the destruction or control of pest animals (such as rabbits, foxes, dingoes) or plants, or animal-proof fences, including:</p> <ul style="list-style-type: none"> • accounts • agreements • inspections • minutes • reports • reviews. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
57	PARKING SERVICES	<p>Council operation of parking garages and stations.</p> <p>See CONSTITUTION AND INCORPORATION for records of the establishment of the business.</p>		
57.1		Records of the operation of council parking garages and stations.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
58	PASSENGER TRANSPORT	Council regulation of passenger transport services under the <i>Passenger Transport Act 1994</i> (and similar legislation) and operation of passenger transport services and compliance with requirements.		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
58.1	Compliance	Records of accreditation for operation of passenger transport services including: <ul style="list-style-type: none"> • operator accreditations • driver accreditations • centralised booking services accreditations • investigations. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
58.2		Records of council establishment and operation of passenger transport and community bus services including: <ul style="list-style-type: none"> • feasibility studies • business plans • reviews • reports • timetables • statistics • participant lists • schedules • route information • bookings • rosters • incident reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
58.3	Regulation	Registers of taxi licences.	PERMANENT	Retain as State archives.
58.4		Records of enforcement of regulation relating to passenger transport including: <ul style="list-style-type: none"> • licensing of taxis. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
59	PLANNING AND DEVELOPMENT	<p>Council management of planning and development within their area, including administration and enforcement of regulation under the <i>Planning, Development and Infrastructure Act 2016</i>, the <i>Development Act 1993</i>, the <i>Planning Act 1982</i>, the <i>City of Adelaide Development Control Act 1976</i>, the <i>Building Act 1971</i>, the <i>Planning and Development Act 1966</i>, the <i>Town Planning Act 1929</i> (and similar legislation).</p> <p>See ASSET MANAGEMENT where council is undertaking the development.</p> <p>See BY-LAWS, ORDERS AND GENERAL REGULATION for records of appointment of authorised officers.</p> <p>See LAND MANAGEMENT for records of acquisition of land.</p> <p>See LITIGATION AND LEGAL PROCEEDINGS for cases of enforcement which lead to court action.</p> <p>See URBAN RENEWAL for records of council operating as a precinct authority in relation to urban renewal, or being consulted relating to urban renewal within their area</p> <p>Note: Classes of Buildings include</p> <ul style="list-style-type: none"> • Class 1 - single dwellings e.g. detached or attached houses, as well as boarding houses, guest houses, hostels or the like not exceeding 300m² and where not more than 12 people reside • Class 2 - buildings containing 2 or more sole-occupancy units • Class 3 - buildings for long-term or transient living for a number of unrelated persons e.g. hostel, backpackers 		

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No	Function / Activity	Description	Status	Disposal Action
		<p>accommodation or residential part of a hotel, motel, school or detention centre</p> <ul style="list-style-type: none"> • Class 4 - dwellings within class 5, 6, 7, 8, or 9 buildings • Class 5 – office buildings for professional or commercial purposes • Class 6 – shops or buildings for sale of goods by retail or services direct to the public e.g. café, restaurant, kiosk, hairdressers, showroom or service station • Class 7a – car parks • Class 7b – buildings for storage or display of goods or produce for sale by wholesale • Class 8 – laboratories or buildings in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain • Class 9 – public buildings e.g. health care buildings, assembly buildings, aged care buildings • Class 10 - non-habitable buildings or structures e.g. carports, sheds, fences, masts, retaining walls, swimming pools, bushfire shelters. 		
59.1	Assessment	<p>Registers including:</p> <ul style="list-style-type: none"> • development register • decision notification forms • building classification register • significant tree register • heritage register • Land Management Agreements register • building register • transferable floor area register (CoA). 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
59.2		<p>Records of development assessment of buildings and structures, which are, or become, of heritage significance including:</p> <ul style="list-style-type: none"> • applications • heritage studies. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>	PERMANENT	Retain as State archives
59.3		<p>Original documents received or created by council which are scanned, uploaded and actioned in the SA Planning Portal including:</p> <ul style="list-style-type: none"> • hard copy development applications and documents lodged with council and scanned for upload • council endorsed copies of plans • building notifications received via email or in hard copy • emails and attachments relating to development assessment • notes of meetings and phone calls including building notifications received via telephone. 	TEMPORARY	Destroy once all documents uploaded and after quality control of uploaded documents is completed.
59.4		<p>Copies of documents provided to council by an accredited professional or private certifier including:</p> <ul style="list-style-type: none"> • planning consent • building consent • agreements • notifications of engagement • decision notifications • complaints. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
59.5		<p>Records of council involvement in applications for development where the State Planning Commission or Minister acts as the relevant authority for a proposed development including:</p> <ul style="list-style-type: none"> • applications • requests for transfer • referral • conflict of interest notifications • responses • reports of applications under consideration • notifications • Environmental Impact Statements required in relation to impact assessed developments • consultation • reports • responses • final approvals • gazette notices. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.6		<p>Records of council concurrence with the State Planning Commission for proposed development in environment and food production areas of Greater Adelaide, including:</p> <ul style="list-style-type: none"> • notifications • notices • consultation • responses • gazette notices. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
59.7		<p>Records of development applications lapsed, withdrawn, and not approved, or referred to council for review or comment where council is not the assessment authority, including:</p> <ul style="list-style-type: none"> • applications • concept plans. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.8		<p>Records of building assessment of Class 2 to 9 buildings and structures as part of development assessment under the <i>Planning, Development and Infrastructure Act 2016</i> or <i>Development Act 1993</i> (and similar) including:</p> <ul style="list-style-type: none"> • development applications • building applications • Electricity Act declarations • copy of certificate of title • building proposal plans, specifications and schedules e.g. detailed floor plans, sections and drawings including footing and slab design • copy of Building Indemnity Insurance • completed Construction Industry Training Board (CITB) Levy form • notices • reports • easement and encumbrance documentation • opinions or advice obtained from the State Planning Commission where there is variance from Building Rules • design panel advice • building rules consents • outline consent • development approval 	TEMPORARY	Retain until building demolished, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • conditions of approval • inspections • statements of compliance • essential safety provisions (Form 1 schedule of ESPs installed or to be installed). <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>		
59.9		<p>Records of building assessment of Class 1 and 10 buildings and structures as part of development assessment under the <i>Planning, Development and Infrastructure Act 2016</i> or <i>Development Act 1993</i> (or earlier Acts) including:</p> <ul style="list-style-type: none"> • development applications • Electricity Act declarations • copy of certificate of title • building proposal plans, specifications and schedules e.g. detailed floor plans, sections and drawings including footing and slab design • copy of Building Indemnity Insurance • completed Construction Industry Training Board (CITB) Levy form • easement and encumbrance documentation • opinions or advice obtained from the State Planning Commission where there is variance from Building Rules • design panel advice • building rules consents • outline consent • development approval • conditions of approval • inspections • statements of compliance. 	TEMPORARY	Retain a minimum of 60 years after action completed, or until all conditions cease to apply, whichever is later, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		Note: Applies where the records are held outside of the SA Planning Portal.		
59.10		Records of building work plans and specifications for Class 1 and 10 buildings approved under the <i>Development Act 1993</i> in the council area, whether approved by council or otherwise including: <ul style="list-style-type: none"> • planning application plans • building application plans • specifications. 	TEMPORARY	Retain a minimum of 10 years after approval, then destroy.
59.11		Records of council requiring building upgrades including building work be carried out to ensure the building is safe and conforms to proper structural and health standards, or to meet performance requirements relating to access, facilities and services for people with disabilities. <ul style="list-style-type: none"> • Inspections • Orders • Notices • Expiation Notices • Reports • Photographs Note: These may be required when an application for building consent relates to the alteration to a building constructed before a specific date or the change of classification of a building.	TEMPORARY	Retain a minimum of 60 years after action completed, or until all conditions cease to apply, whichever is later, then destroy.
59.12		Records of applications to council for development authorisation after urgent building work has been undertaken. <ul style="list-style-type: none"> • Inspections 	TEMPORARY	Retain a minimum of 60 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • Notifications • Notices • Reports • Photographs • Retrospective Development Applications. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>		action completed, then destroy
59.13		<p>Records of planning assessment of Code Assessed (Deemed to Satisfy or Performance Assessed) category developments by council or council's assessment manager or assessment panel including:</p> <ul style="list-style-type: none"> • plans and applications • pre-lodgement advice • notifications to adjoining land owners • notices • requests for information • specialist or technical reports • design panel advice • assessment reports • consultation • representations • applicant response to representations • referrals • deemed Planning Consent Notice • outline consent • appeals. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, or until all conditions cease to apply, whichever is later, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<p>Planning assessment may be required for:</p> <ul style="list-style-type: none"> • premises selling liquor • removal of significant trees. 		
59.14		<p>Records of applications to council, or council's assessment manager or assessment panel for development authorisation after urgent tree-damaging activity has been undertaken.</p> <ul style="list-style-type: none"> • Inspections • Notifications • Notices • Reports • Photographs • Retrospective Development Applications. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy
59.15		<p>Records of State Planning Commission inquiries into failure of an assessment panel to comply with requirements including:</p> <ul style="list-style-type: none"> • notices • notifications • reports • inquiry documents • responses. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.16	Building classification	<p>Records of council assigning classifications to buildings erected in its area and notifying the building owner including:</p> <ul style="list-style-type: none"> • applications • building classification certificates • building rules consent • notifications • inspections. 	TEMPORARY	Retain until building demolished, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<p>Note: Buildings erected by 1 January 1974 cannot be assigned a classification which would stop it being used for a purpose it was lawfully being used for before classification.</p>		
59.17	Development planning	<p>Records of council involvement in regional (and metropolitan) planning including:</p> <ul style="list-style-type: none"> • notices by the Minister of proposed proclamation of a planning region or subregion • advice of the State Planning Commission • submissions by councils on proposals • proposals by councils • draft planning agreements • establishment of and participation in Joint Planning Boards • official minutes of Joint Planning Boards • preparation of Regional Plans • establishment of assessment panels • consultation • gazette notices. <p>Note: The Chief Executive of the Department (DPTI) is required to maintain a register of planning agreements and publish the register on the SA planning portal. Planning agreements expire at the end of 10 years from the date of the agreement.</p>	PERMANENT	Retain as State archives
59.18		<p>Records of council developing and amending Development Plans under the <i>Development Act 1993</i> as well as heritage, housing and tree surveys, plans and programs including:</p> <ul style="list-style-type: none"> • statements of intent • development plans 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • gazette notices • reviews • objections to development • endorsements of development • requests • responses • preliminary proposals (PPs) • Development Plan Amendment (DPAs) • changes of zoning • heritage studies • heritage and conservation plans • local heritage listings including townscape / streetscape listings • contributory items. <p>Note: Councils were responsible for developing and amending Development Plans until superseded by the Planning and Design Code under planning reforms 2019-2020.</p>		
59.19		<p>Records of drafting of, and consultation on, Development Plans and Development Plan Amendments including:</p> <ul style="list-style-type: none"> • drafts • working papers • consultation. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.20	Development policies and instruments	<p>Records of council proposals to amend, and comments on, designated instruments (state planning policy, Planning and Design Code or design standards), including:</p> <ul style="list-style-type: none"> • consultation • notices • reports 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • recovery of costs • proposals • amendments • suggestions • submissions • responses • reimbursement claims and payments • gazette notices. 		
59.21	Infrastructure schemes	<p>Records of council involvement in schemes for provision of basic infrastructure in a designated growth area, or general schemes for essential infrastructure and related development including:</p> <ul style="list-style-type: none"> • draft outline of schemes • submissions • variations of outlines of schemes • establishment of schemes • final schemes • plans • funding agreements • reports • gazette notices • contribution of funds • consultation • notices. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.22	Land division	<p>Records of applications to council or council's assessment manager or assessment panel for land divisions including:</p> <ul style="list-style-type: none"> • applications • deposited plans • filed plans • strata title plans 	TEMPORARY	Retain a minimum of 60 years after action completed, then destroy

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> community title plans copies of bank guarantees and bond documents. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>		
59.23		<p>Records relating to land division certificates issued by the State Planning Commission, and information requested from council or provided to council including:</p> <ul style="list-style-type: none"> land division certificates requests for information referrals. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.24	Land management agreements	<p>Records of council entering into land management agreements with the owners of land relating to the development, management, preservation or conservation of the land including:</p> <ul style="list-style-type: none"> Land Management Agreements agreement negotiations consultation reports complaints court documents open space contribution scheme agreements requests management plans transfer and management of funds. 	PERMANENT	Retain as State archives
59.25		<p>Records of council establishing an off-set scheme with approval of the Minister including:</p> <ul style="list-style-type: none"> Minister approvals establishment of schemes 	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • agreements • agreement negotiations. 		completed, then destroy.
59.26		<p>Records of council establishment of urban trees funds for designated areas including:</p> <ul style="list-style-type: none"> • agreements • negotiations • reports • gazette notices. 	TEMPORARY	Retain a minimum of 6 years after fund ceases, then destroy.
59.27		<p>Records of payments to council's open space fund as ordered by a court including:</p> <ul style="list-style-type: none"> • payments reports • court orders • copy of court records • reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.28	Post approval	<p>Records of building work carried out in accordance with development approval including:</p> <ul style="list-style-type: none"> • mandatory notification to council of the commencement or completion of a prescribed stage of development work by the licensed building work contractor or building owner • building notifications • statements of compliance • essential safety provisions Form 2s (certificates of ESP compliance)) • essential safety provisions Form 3s (ESP maintenance verification) • inspection reports • certificates of classification • certificates of occupancy. 	TEMPORARY	Retain a minimum of 60 years after action completed, or until all conditions cease to apply, whichever is later, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		Note: Applies where the records are held outside of the SA Planning Portal.		
59.29		Records of council requiring completion of development work (where approval has been granted) by applying to the court for an order or serving a notice on the owner of the land, and causing the work to be carried out and recovery of costs, including: <ul style="list-style-type: none"> • inspections • orders • notices • court documentation • reimbursement claims and payments • photographs. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.30		Records of applications to council to occupy a building on a temporary basis without a certificate of occupancy and approval or refusal by council including: <ul style="list-style-type: none"> • applications • responses • temporary certificates of occupancy. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
59.31	Pre-lodgement	Records of pre-application and pre-development advice including: <ul style="list-style-type: none"> • requests • concept plans. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.32	Regulation	Records of enforcement of development regulation (e.g. under section 84 of the <i>Development Act 1993</i>) including:	TEMPORARY	Retain a minimum of 6

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • inspections • orders • notices • reports • photographs • expiation notices • removal or demolition notices • approvals • refusals • licences • breach of conditions • unauthorised developments notices. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>		years after action completed, then destroy.
59.33		<p>Records of council making emergency orders where there is a threat to safety arising out of the condition or use of a building or an excavation or a dangerous structure including:</p> <ul style="list-style-type: none"> • inspections • emergency orders / notices • reimbursement claims and payments • photographs. <p>Note: Applies where the records are held outside of the SA Planning Portal.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.34		<p>Records of council inspection of buildings to determine whether fire safety is adequate, (e.g. under section 71 of the <i>Development Act 1993</i>) including:</p> <ul style="list-style-type: none"> • notices served on building owners • representations 	TEMPORARY	Retain a minimum of 60 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • reports • notifications from owners • inspections • fire safety order / notices • photographs. 		completed, then destroy.
59.35		<p>Copies of notices provided to council from the Metropolitan Fire Service or Country Fire Service containing rectification orders or closure orders served on occupiers of buildings in the council area where safeguards against fires or other emergencies are not adequate including:</p> <ul style="list-style-type: none"> • fire safety defect notices • fire safety orders • inspections. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.36		<p>Records of council recovering an amount as a civil penalty as an alternative to criminal proceedings, as authorised by the State Planning Commission, including:</p> <ul style="list-style-type: none"> • notices served • application to the court • copy of court records • negotiations • agreements. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.37		<p>Records of enforceable voluntary undertakings received by council, as authorised by the State Planning Commission, in connection with a contravention or alleged contravention of the Act including:</p> <ul style="list-style-type: none"> • notices • notifications • orders • copy of court records. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
59.38		<p>Records of council serving notice of an order to remove or obliterate an advertisement or remove advertising hoarding (e.g. under section 84 of the <i>Development Act 1993</i>), or council taking steps to carry out the requirements and recovering costs including:</p> <ul style="list-style-type: none"> • inspections • photographs • complaints • orders • notices • reimbursement claim and payments • copy of court records. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
59.39		<p>Records of notifications from external authorities required to notify council of work being undertaken in the local area e.g. Crown developments, development of essential infrastructure, applications for mining production tenements (mining leases, retention leases, miscellaneous purposes licences) including:</p> <ul style="list-style-type: none"> • development applications • works notifications • submissions • responses • reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
60	PAYMENT CARD INDUSTRY (PCI) COMPLIANCE	<p>Council compliance with the processing, storing or transmitting of payment card data under Payment Card Industry Data Security Standards (and similar standards).</p> <p>See SECURITY AND CRIME PREVENTION for records of video camera footage and logging of visitors at data centers.</p>		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
60.1		Sensitive authentication data including full track data, card validation code and PIN data.	TEMPORARY	Destroy immediately after authorisation (even if encrypted).
60.2		Audit trail history.	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy.
60.3		Records of penetration testing results and remediation activities results.	TEMPORARY	Retain a minimum of 6 months after action completed, then destroy.
60.4		Records of quarterly or regular reviews to verify BAU activities are being followed.	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy.
60.5		Other cardholder data <ul style="list-style-type: none"> • Primary Account Number (PAN)¹ • Cardholder name² • Service code² • Expiration date² • EFTPOS slips and / or data. 	TEMPORARY	Retain a minimum of 6 months after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
61	PRIMARY PRODUCE FOOD SAFETY	Council regulation of primary produce under the <i>Primary Produce (Food Safety Schemes) Act 2004</i> (and similar legislation). See BY-LAWS, ORDERS AND GENERAL REGULATION for appointment of authorised officers.		
61.1		Records of council enforcement of regulation.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
62	PROTECTED DISCLOSURES	Council compliance with requirements under the <i>Public Interest Disclosure Act 2018, Whistleblowers Protection Act 1993</i> (and similar legislation).		
62.1		Records of public disclosures to council of environmental and health information or public administration information including: <ul style="list-style-type: none"> • responses • assessments • notifications. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
62.2		Records of staff disclosures of public administration information including: <ul style="list-style-type: none"> • responses • assessments • notifications. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
63	PUBLIC HEALTH	<p>Council management of public health within their area, including administration and enforcement of the <i>South Australian Public Health Act 2011</i>, the <i>Public and Environmental Health Act 1987</i>, the <i>Health Act 1935</i>, the <i>Noxious Trades Act 1934</i>, the <i>Venereal Diseases Act 1947</i> (and similar legislation) and council compliance with the Act.</p> <p>See BY-LAWS, ORDERS AND GENERAL REGULATION for records of appointment or revocation of council staff as local authorised officers, including notifying the Chief Public Health Officer.</p> <p>See CONSTITUTION AND INCORPORATION for records of council delegations of enforcement agency powers or functions.</p> <p>See FOOD SAFETY for records of council regulation of food safety within their area.</p> <p>See LITIGATION AND LEGAL PROCEEDINGS for cases of enforcement which lead to court action.</p>		
63.1	Delegation	Records of council requests to transfer functions to the Chief Public Health Officer.	PERMANENT	Retain as State archives
63.2		<p>Records of requests, consultation and advice to council from the Minister or Chief Public Health Officer, and council responding or reporting on administration or operation of the legislation including:</p> <ul style="list-style-type: none"> • requests • consultation • advice • responses 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> reports. 		
63.3	Local and country boards of health	<p>Summary records of local and country boards of health including:</p> <ul style="list-style-type: none"> minutes inspectors reports registers e.g. licence registers letter books. 	PERMANENT	Retain as State archives
63.4		<p>Other records of local and country boards of health including:</p> <ul style="list-style-type: none"> infectious disease returns accounting records. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
63.5	Notifiable diseases	<p>Records of communication to council by the Chief Public Health Officer (as required) or Department (monthly) of notifiable diseases or medical conditions in the area including:</p> <ul style="list-style-type: none"> complaints requests responses inspections notices reports (including analysis) statistics permits warrants expiations order to pay costs notifications. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
63.6	Planning and reporting	Records of council preparation, maintenance, amendment, review and implementation of regional public health plans, including: <ul style="list-style-type: none"> • consultation • agreements with public health partner authorities to take responsibility for strategies or goals under the plan • reports of the implementation of regional public health plans • reports of significant incidents or emergencies. 	PERMANENT	Retain as State archives
63.7		Records of council management of public health incidents or emergencies e.g. pumping of septic waste into the street.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
63.8	Regulation	Records of council enforcement of public health regulation including: <ul style="list-style-type: none"> • registers • issuing, varying and revoking notices documents received from Courts • emergency notices complaints • requests • responses • inspections • notices • reports (including analysis) • statistics • permits • warrants • expiations 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • order to pay costs • notifications. <p>Note: Regulation can cover:</p> <ul style="list-style-type: none"> • contaminants • infectious diseases • offensive trades • sanitary conditions • swimming pools and spa pools. 		
63.9		Register of high risk manufactured water systems.	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.
63.10		<p>Records of by council regulation of high risk manufactured water systems installed in premises, including:</p> <ul style="list-style-type: none"> • registration • inspection reports • results of microbiological testing of samples • reports detecting Legionella • renewals of registration • notification to council of change of ownership of premises • shutdown of system • notice of fees payable • notice of permanently decommissioned or removed. 	TEMPORARY	Retain a minimum of 6 years after system decommissioned or removed, then destroy.
63.11		Records of applications to council to install on-site wastewater systems or to connect these systems to a community wastewater management system or equivalent including:	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • notifications • applications for connection or alteration • approvals • variations • revocations • exemptions • septic tank applications • trade waste approvals • plumbing works. <p>Note: See PLANNING AND DEVELOPMENT for applications that are part of development applications.</p>		system decommissioned or removed, or action completed, whichever is later, then destroy.
63.12		Records of council receipt of licenced plumbing contractor or registered plumbing worker certificates of wastewater work undertaken in accordance with an approval and detailed drawings (in the case of the installation of pipes, fittings, system components or equipment).	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
63.13	Services	Records of delivery of public health and drug and alcohol services by council including: <ul style="list-style-type: none"> • sobering up services • mobile assistance patrols • substance misuse • residential rehabilitation. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
64	PUBLIC SWIMMING POOLS AND SPA POOLS	Council management and operation of public swimming pools, including hydrotherapy pools, and spa pools including compliance with the <i>Swimming Pools Safety Act 1972</i> (and similar).		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<p>See ASSET MANAGEMENT for records of the design, construction, and maintenance of swimming pools and spa pools including inspections of safety and medical equipment.</p> <p>See PUBLIC HEALTH for records relating to council regulating swimming pools and spa pools in their area.</p> <p>See SERVICE DELIVERY AND REVIEW OF SERVICES AND OPERATIONS for records of complaints.</p> <p>Note: Naracoorte and Millicent swimming lakes are not classified as swimming pools.</p>		
64.1		Records of membership applications and processing, and client information.	TEMPORARY	Retain a minimum of 6 years after membership expires or action completed, then destroy.
64.2		<p>Records of operation of pools and spas including:</p> <ul style="list-style-type: none"> • communication books • program development and delivery. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
64.3		Records made by automatic equipment that analyses and controls the level of disinfectant and pH level of the water, manual tests of the accuracy and reliability of the equipment making the analysis, and other manual tests undertaken to monitor compliance.	TEMPORARY	Retain a minimum of 2 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
65	RADIO COMMUNICATION	Council compliance with the <i>Radiocommunications Act 1992</i> (Cth) (and similar legislation).		
65.1		Records of spectrum, apparatus or class licences for radio communications devices including: <ul style="list-style-type: none"> two-way radio licences. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
66	RECORDS AND INFORMATION MANAGEMENT	Council management of records and information including compliance with the <i>State Records Act 1997</i> , the <i>Libraries Act 1982</i> , the <i>Public Library, Museum, Art Gallery and Institutes Act 1925</i> (and similar legislation) and with the <i>Privacy Act 1988</i> (Cth) (and similar legislation) and implementation of national and international standards such as ISO 15489 Records Management.		
66.1	Access	Records of council access to records in State Records' custody by loan including: <ul style="list-style-type: none"> loan requests. 	TEMPORARY	Retain a minimum of 6 years after record returned, or action completed, whichever is later, then destroy.
66.2		Records of public requests to access records.	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				action completed, then destroy.
66.3	Correspondence Systems	File registers, indexes and classification schemes / file plans / thesauri (control records).	PERMANENT	Retain as State archives
66.4		<p>Historical correspondence and correspondence registers (pre 1946, excluding correspondence relating to human resource management), and chronological sets of original correspondence where correspondence was not captured in council records.</p> <p>Note: Contact State Records for further advice about sentencing of these records. Some correspondence may not be accepted.</p>	PERMANENT	Retain as State archives
66.5		Copies of inward or outward correspondence filed in chronological order e.g. Mayor's correspondence.	TEMPORARY	Retain until reference use ceases, then destroy
66.6		<p>Records of the tracking of mail and records including:</p> <ul style="list-style-type: none"> • mail receipt and dispatched registers • movement registers • fax confirmations • courier job sheets and receipts • resubmits • storage locations • barcodes • correspondence distribution 	TEMPORARY	Retain a minimum of 2 years after last entry, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> retrieval requests from storage stocktakes. 		
66.7	Data management	Records of implementation of data response plans and notifiable data breaches.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
66.8	Disposal	Records of council seeking a disposal determination from State Records including: <ul style="list-style-type: none"> authorisations destruction certificates. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
66.9	Metadata	Metadata records of document registration, access, security, permissions, movement, disposal of temporary value records.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
66.10	Permanent records	Records of council management of permanent records in their own custody including: <ul style="list-style-type: none"> consignment lists receipts of transfer agency registrations series registrations access determinations registers schedules surveys conservation 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • preservation • exemptions from mandatory transfer. 		
66.11		<p>Records of council transfer of records into the custody of State Records including:</p> <ul style="list-style-type: none"> • consignment lists • receipts of transfer • agency registrations • series registrations • access determinations • registers • schedules • surveys • conservation. 	TEMPORARY	Retain until records destroyed, then destroy.
66.12	Preservation plans	Records of planning for preservation of records, including vital records.	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
66.13	Surveys	<p>Records of council responses to surveys of official records and records management including:</p> <ul style="list-style-type: none"> • self-assessment audits. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
66.14	Temporary records	<p>Records of council management and disposal of temporary value records, including</p> <ul style="list-style-type: none"> • storage lists • repairs 	TEMPORARY	Retain a minimum of 50 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • authorisations • destruction certificates • intention to destroy records reports • destruction lists. 		completed, then destroy.
66.15		Records of State Records consulting with council regarding disposal of council records in custody that are not worthy of preservation.	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
67	RETIREMENT VILLAGES	Council operating and managing a retirement village in compliance with the <i>Retirement Villages Act 2016</i> , the <i>Retirement Villages Act 1987</i> (and similar).		
67.1		Records of council registration as operator of a retirement village, including notice of changes to be made to the Registrar appointed under the Act.	PERMANENT	Retain as State archives
67.2		Registers of residents.	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.
67.3		Records of individual residents including: <ul style="list-style-type: none"> • residence contracts • tenancy files • outstanding payments • application to make payments to an aged care facility • terminations • Tribunal decisions 	TEMPORARY	Retain a minimum of 6 years after resident exits, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> disputes. 		
67.4		<p>Records of the operation of the retirement village including:</p> <ul style="list-style-type: none"> disclosure statements copies of financial statements minutes residence rules remarketing policy code of conduct premises condition reports cooling-off notices or waivers consultation with residents regarding village redevelopment. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
67.5		Records of annual meetings of residents including notice of the meeting, accounts, questions submitted in writing, minutes, detailed written answers to residents.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
67.6		Records of the membership of residents' committees provided to the operator and consultation with the committee, including in relation to the annual budget and interim financial reports.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
67.7		Records of the operator endorsing land used as a retirement village on the certificates of title, including notifying persons who hold a mortgage, charge or encumbrance over the land.	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
67.8		Records of the operator leasing or granting a licence to occupy land within the village not required for the purposes of the scheme including: <ul style="list-style-type: none"> tenant files. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
68	RETURN TO WORK	Council management of recovery, return to work, rehabilitation and support of workers, and workers compensation claims, in relation to work injuries in compliance with the <i>Return to Work Act 2014</i> , the <i>Workers Rehabilitation and Compensation Act 1986</i> (and similar legislation). See HUMAN RESOURCES MANAGEMENT for records of personnel management. See SOURCES OF FUNDS AND INSURANCE CLAIMS for records of workers compensation insurance and other types of claims.		
68.1	Compensation	Records of workers compensation claims against council, including: <ul style="list-style-type: none"> register claims responses incident reports photographs provision of first aid appeals. 	TEMPORARY	Retain a minimum of 20 years after final payment is made, then destroy

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		Note: The LGA is the self-insured group employer for all councils under Return to Work legislation and is responsible for maintaining documentation relating to all claims for 20 years after the final payment is made. Workers compensation and liability claims data is provided to Local Government Risk Services (LGRS) and uploaded into electronic claims systems against unique claim numbers.		
68.2		Records of the management of individual return to work and rehabilitation cases including: <ul style="list-style-type: none"> • recovery / return to work plans • case notes. 	TEMPORARY	Retain a minimum of 20 years after worker returns to pre-injury work, or action is completed, whichever is later, then destroy.
69	ROAD OPENING AND CLOSING	<p>Council regulating under the <i>Roads (Opening and Closing) Act 1991</i>, the <i>Roads (Opening and Closing) Act 1932</i> (and similar legislation).</p> <p>See ASSET MANAGEMENT for records of works undertaken to fence boundaries of roads altered or diverted.</p> <p>See LAND MANAGEMENT for records of the vesting of land over which a road is opened, or divesting of land when a road is closed, as well as acquisition of land and payment of compensation under the <i>Land Acquisition Act 1969</i>.</p> <p>See ROAD MANAGEMENT for records of temporary road closures.</p>		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		Note: Opening includes widening or lengthening of a road and closure includes narrowing or shortening of a road.		
69.1		Records of applications by council to make a road associated with Adelaide Park Lands wider, narrower, shorter or longer including: <ul style="list-style-type: none"> • applications • preliminary plans • notifications • public notices • representations • Surveyor-General's report • orders • gazette notices. 	PERMANENT	Retain as State archives
69.2		Records of council making road process orders to open or close roads including: <ul style="list-style-type: none"> • preliminary plans • statements of persons affected and information about the land • public notices • notices to persons affected • exchange or transfer agreements with land owners • caveats • notices of objections or applications for easements • road process orders • notice of no road process order being made • road closure orders • orders for easements • Surveyor-General reviews • confirmation of order, or decline 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> notice of declined order gazette notices. 		
69.3		<p>Records of notification to council of proposed road openings or closures under special powers for major developments including:</p> <ul style="list-style-type: none"> proposals development reports environmental impact statements public environmental reports notices representations and submissions by council orders. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
70	ROAD TRAFFIC	<p>Council regulating under requirements of the <i>Road Traffic Act 1961</i>, <i>Expiation of Offences Act 1996</i>, <i>Local Government Act 1934</i>, <i>Local Government (Parking) Regulations 1991</i> (and similar legislation).</p> <p>See BY-LAWS, ORDERS AND GENERAL REGULATION for records of parking by-laws and appointment of authorised officers.</p> <p>See LITIGATION AND LEGAL PROCEEDINGS for records of proceedings for offences under the Act.</p>		
70.1	Regulating	<p>Records of council closing a road for traffic management purposes by installing or altering a traffic control device including:</p> <ul style="list-style-type: none"> proposals notices submissions 	TEMPORARY	Retain a minimum of 6 years until superseded, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> consultation. 		
70.2		<p>Records of requests to council by the Minister for consent to close roads temporarily and make road traffic exemptions for events in the council area including:</p> <ul style="list-style-type: none"> consents advertisements. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
70.3		<p>Records of council setting parking fees, granting parking permits, enforcing parking controls and granting road traffic exemptions including:</p> <ul style="list-style-type: none"> applications parking permits expiation notices photographs notifications applications to waive or transfer expiation notices statutory declarations from vehicle owners re other driver or owner applications for name and address of registered vehicle owner. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
70.4		<p>Records of council removing an abandoned, unattended, broken down or unclaimed vehicle and disposing of an unclaimed vehicle including:</p> <ul style="list-style-type: none"> notifications sale records. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
70.5		Records of council being directed by the Minister to install, maintain, alter, operate or remove a traffic control device, and recovery of debts for expenses.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
71	SUPPORTED RESIDENTIAL FACILITIES	Council regulation of supported residential facilities under the <i>Supported Residential Facilities Act 1992</i> (and similar legislation).		
71.1	Regulation	Records of council licensing of supported residential facilities including: <ul style="list-style-type: none"> • licence applications • approvals • licences • conditions • returns • reports • prospectus • renewals • transfers • cancellations • appointment of administrator • appeals • orders • applications for dispute resolution. 	TEMPORARY	Retain a minimum of 6 years after licence expires, then destroy.
71.2		Records of council administration and enforcement of the Act within its area including: <ul style="list-style-type: none"> • complaints • requests 	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • inspections • notices • reports • expiations • orders • submissions. 		completed, then destroy.
72	UNCLAIMED GOODS	Council management of unclaimed goods under the <i>Unclaimed Goods Act 1987</i> (and similar legislation).		
72.1		Records of sale or disposal of unclaimed goods.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
73	TRADE WASTE	Council compliance with requirements of the <i>Water Industry Act 2012</i> (and similar legislation).		
73.1		Records of council applications for trade waste authorisation including: <ul style="list-style-type: none"> • trade waste permits • discharge permits. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
74	URBAN RENEWAL	Council operating as a precinct authority in relation to urban renewal, or being consulted relating to urban renewal within their area under the <i>Urban Renewal Act 1995</i> , <i>Urban Land Trust Act 1981</i> (and similar legislation).		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
74.1		Records of council requests to the Minister to establish a specified area of land as a precinct, including the business case.	PERMANENT	Retain as State archives
74.2		Records of council acting as a precinct authority, including: <ul style="list-style-type: none"> • appointment by Minister • establishment of design review panels, community reference panels and other panels • preparing and maintaining precinct master plans and implementation plans. 	PERMANENT	Retain as State archives
74.3		Records of the precinct authority consultation with council regarding transfers of assets or infrastructure to council on revocation of a precinct.	PERMANENT	Retain as State archives
74.4		Records of the Minister or a precinct authority consulting with council <ul style="list-style-type: none"> • relating to a proposed precinct, including consultation on precinct plans • regarding the authority exercising equivalent statutory powers • requiring the council to collect a rate on behalf of the precinct authority • granting a concession or varying the rates or charges imposed by council. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
74.5		Records of council authorising a person to attend a meeting of a panel and access papers provided to members of the panel, including the panel advising council that a matter dealt with at the meeting is confidential.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
75	WASTE MANAGEMENT	<p>Council management and provision of waste and recycling services including compliance with the <i>Environment Protection Act 1993</i>, the <i>Green Industries SA Act 2004</i> (and similar legislation).</p> <p>See PROCUREMENT for contracting of waste service companies.</p> <p>See SERVICE DELIVERY AND REVIEW OF SERVICES AND OPERATIONS for records of requests for bins and rubbish collection and notification of illegal dumping.</p> <p>See ENVIRONMENT PROTECTION for records of enforcement of illegal dumping.</p> <p>See ASSET MANAGEMENT for design, construction, and maintenance of sites and plant.</p>		
75.1		Records of council establishment and strategic management of landfill sites including closure and remediation.	PERMANENT	Retain as State archives
75.2		<p>Records of council licences and limited purpose applications for waste management activities, waste and recycling depots or transfer stations, transport of waste, and composting including:</p> <ul style="list-style-type: none"> • applications • licences • renewals • annual returns • surrenders • applications to transfer • waste depot licence. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
75.3		Records of council operation of waste facilities.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
75.4		Records of council communication and education about waste, landfill or recycling including: <ul style="list-style-type: none"> • transfer station and depot price lists • bin education • waste and recycling collection calendars. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
76	WASTEWATER	<p>Council management of Community Wastewater Management Systems (CWMS), septic tank effluent drainage schemes (STEDS), septic tank effluent pumping schemes (STEPS), sewerage systems, wastewater treatment facilities and recycled use schemes in compliance with requirements of the <i>South Australian Public Health (Wastewater) Regulations 2013</i> (and similar legislation).</p> <p>See PUBLIC HEALTH for records relating to council regulating wastewater works and systems in their area.</p> <p>See ASSET MANAGEMENT for records of the design, construction, installation and maintenance of wastewater systems.</p> <p>See PLANNING AND DEVELOPMENT for development applications for septic tanks and community wastewater management schemes.</p>		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
76.1	Compliance	<p>Records of council applying for approval for a wastewater system for the whole or part of its area including:</p> <ul style="list-style-type: none"> • proposals • notices to owners of land • submissions received • application • concept report • risk management plan • calculations • technical specifications • soil and site assessments • engineering reports and drawings • plans • Ministerial approval • certificates of wastewater work undertaken • detailed drawings (in the case of the installation of pipes, fittings, system components or equipment). 	PERMANENT	Retain as State archives
76.2		<p>Records of operation, maintenance, servicing and desludging of wastewater systems, septic tanks, enviro-cycle systems including:</p> <ul style="list-style-type: none"> • requests • responses • laboratory analysis reports <p>manuals.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77	WORK HEALTH AND SAFETY	Council management of the work health and safety of workers under the <i>Work Health and Safety Act 2012</i> , the <i>Occupational Health, Safety and Welfare Act 1986</i> , the <i>Industrial Safety, Health and Welfare Act 1972</i> (and similar legislation).		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<p>See RETURN TO WORK for records of processing of workers compensation claims and recovery, return to work, rehabilitation and support of injured workers.</p> <p>See SOURCES OF FUNDS AND INSURANCE CLAIMS for records of workers compensation insurance.</p> <p>See LITIGATION AND LEGAL PROCEEDINGS for records of proceedings for offences under the Act.</p> <p>Note: A person is a worker under the <i>Work Health and Safety Act 2012</i> if the person carries out work in any capacity for a person conducting a business or undertaking including work as:</p> <ul style="list-style-type: none"> • an employee • a contractor or subcontractor • an employee of a contractor or subcontractor • an employee of a labour hire company assigned to work in the business or undertaking • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a person of a prescribed class. <p>An object of the WHS Act is to protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant including:</p> <ul style="list-style-type: none"> • layout, work areas, floors and surfaces, lighting, ventilation, extreme heat / cold, near essential services • toilets, drinking water, washing facilities, eating facilities 		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • first aid equipment and training • emergency plans and procedures • testing of emergency procedures • personal protective equipment • remote or isolated work • airborne contaminants • hazardous atmospheres and ignition sources • flammable and combustible material • preventing or arresting objects from falling • exposure to noise • manual tasks that might lead to musculoskeletal disorder • confined spaces • risk of falling • demolition work • safety of electrical equipment and installations • overhead and underground electric lines • diving • plant and structures • construction • hazardous chemicals • lead • asbestos. 		
77.1	Committees	<p>Records of the establishment and constitution of a health and safety committee including:</p> <ul style="list-style-type: none"> • nominations • ballot results. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
77.2		Records of meetings of a health and safety committee.	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.3	Compliance	Records of applications to the regulator, and authorisations or refusals, to use, handle or store prohibited and restricted carcinogens including: <ul style="list-style-type: none"> • changes to information provided to the regulator • cancellations of authorisation by the regulator. 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.4	Exposure	Records of individual worker use of or exposure or likely exposure to hazards known to have a cumulative or delayed health effect, including: <ul style="list-style-type: none"> • chemical use and exposure records • daily / weekly sheets • machinery / plant usage sheets • chemical and poisons schedules • reports on workers carrying out asbestos related work including maintenance audits • worker complaints and objections. 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.5		Records of exposure of workers to prohibited or restricted carcinogens, including: <ul style="list-style-type: none"> • records of each worker likely to be exposed to the carcinogen during the period of authorisation • a copy of each authorisation including any conditions imposed 	TEMPORARY	Retain a minimum of 30 years after authorisation ends, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • copies of statements of exposure to carcinogens given to workers at the end of their engagement • chemical and poisons schedules. 		
77.6		Records of damage to, defects in or the need to clean or decontaminate any personal protective equipment.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.7	Hazard and incident reporting	<p>Reports of hazards and incidents including near misses and injuries and actions taken in response including:</p> <ul style="list-style-type: none"> • registers • hazard reports • incident reports • injury reports • accident reports • responses • investigations. 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.8		<p>Records of the notification to the regulator of notifiable incidents occurring at the workplace.</p> <p>Note: Notifiable incidents include:</p> <ul style="list-style-type: none"> • death of a person • serious injury or illness of a person • high potential and dangerous incidents. 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
77.9		<p>Records of the entry and functioning of an inspector on behalf of the regulator, including:</p> <ul style="list-style-type: none"> • notifications 	TEMPORARY	Retain a minimum of 45 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • copies of search warrants • notice of seizure and receipt of seizure • applications for return of things seized • improvement, prohibition or non-disturbance notices • injunctions for non-compliance with notices • WHS undertakings given to the regulator • varying and withdrawing the undertaking court orders • applications to the regulator for internal review of a decision • applications to the South Australian Employment Tribunal (SAET) for an external review of a reviewable decision. 		superseded, then destroy.
77.10		<p>Records of an inspector on behalf of the regulator:</p> <ul style="list-style-type: none"> • confirming, or amending a provisional improvement notice (known as an improvement notice) • cancelling a provisional improvement notice • issuing an improvement notice • issuing a prohibition notice • issuing a non-disturbance notice • varying or cancelling a notice or extending a compliance period. 	TEMPORARY	Retain a minimum of 6 years after expiry, then destroy.
77.11	Hazard identification and risk assessment	<p>Records of the identification of hazards and assessment and management or mitigation of risks for hazards known to have a cumulative or delayed health effect including:</p> <ul style="list-style-type: none"> • risk assessment reports • inspection reports • audits • investigations • surveillance and monitoring records hazardous substances notices 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • material safety data sheets • actions taken to eliminate or minimise risks through implementation of risk control measures • monitoring and review of control measures and safe systems of work. 		
77.12		<p>Records of the identification of hazards and assessment and management or mitigation of risks for other hazards including:</p> <ul style="list-style-type: none"> • risk assessment reports • inspection reports • audits • investigations • surveillance and monitoring records hazardous substances notices • material safety data sheets • actions taken to eliminate or minimise risks through implementation of risk control measures • monitoring and review of control measures and safe systems of work. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.13	Health and safety representatives	<p>Records of the negotiation, agreement and variation of the number and composition of work groups including:</p> <ul style="list-style-type: none"> • notice to workers of the outcome of the negotiations. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.14		Records of the election, and removal or disqualification of health and safety representatives, including lists of representatives for each work group required to be displayed or provided to the regulator.	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
77.15		Records of council consultation with workers and health and safety representatives (and other duty holders) and advising workers of the outcome of the consultation.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.16		Records of health and safety issues or matters including: <ul style="list-style-type: none"> • notification there is an issue to be resolved • discussion of issues • agreements reflecting resolution of the issue • resolution of issues • worker notice of ceasing unsafe work. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.17		Records of the functioning of health and safety representatives including: <ul style="list-style-type: none"> • representing workers • monitoring measures taken in compliance with the Act • investigating complaints from members of the work group • inquiring into risks to health or safety • inspecting workplaces • attending interviews with workers and the regulator • requesting establishment of a health and safety committee • receiving information concerning work health and safety, including hazards and risks • consulting about issues and attempting to resolve the matter 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> directing unsafe work to cease issuing, varying or cancelling provisional improvement notices. 		
77.18		Records of training of health and safety representatives.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.19		Records of requests to the regulator to appoint an inspector to: <ul style="list-style-type: none"> negotiate work group agreements resolve issues review provisional improvement notices resolve disputes about WHS entry permit holder exercising rights of entry. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.20	Health monitoring	Records of health monitoring of individual workers including: <ul style="list-style-type: none"> pre-employment medical assessment results health monitoring reports first aid treatment given fitness testing blood pressure testing cholesterol testing audiometric testing of workers information provided to the workers and registered medical practitioners health monitoring reports by registered medical practitioners provision of health monitoring reports to the workers and regulator. 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
77.21	Policies and procedures	Records of the development of standards, rules and procedures relating to health and safety including: <ul style="list-style-type: none"> • safe work method statements • standard operating procedures. 	TEMPORARY	Retain a minimum of 45 years after superseded, then destroy.
77.22	Staff development	Records of training undertaken by workers involved in asbestos removal or asbestos-related work.	TEMPORARY	Retain a minimum of 5 years after worker ceases working for the council, then destroy.
77.23		Records of the provision of information, induction, training and instruction to workers working with other hazards known to have a cumulative or delayed health effect, of the risks associated with the work at the time, and the control measures implemented covering: <ul style="list-style-type: none"> • implementing the emergency procedures • proper use, wearing, storage and maintenance of personal protective equipment • specific hazards, control measures, personal protective equipment, permits and emergency procedures relating to confined spaces • operation, testing, maintaining or decommissioning a system for the use, handling or storage of hazardous chemicals. <p>Includes:</p> <ul style="list-style-type: none"> • OHS training registers • manuals • notices 	TEMPORARY	Retain a minimum of 45 years after last entry or after action completed, whichever is longer, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • instructions. <p>Examples of hazards known to have a cumulative or delayed health effect include:</p> <ul style="list-style-type: none"> • airborne contaminants • hazardous atmospheres and ignition sources • exposure to noise • manual tasks that might lead to musculoskeletal disorder • diving • use of plant and structures • hazardous chemicals • lead. 		
77.24		<p>Records of the provision of information, training and instruction to workers working with other hazards, of the risks associated with the work at the time, and the control measures implemented.</p> <p>Examples include hazards associated with:</p> <ul style="list-style-type: none"> • layout, work areas, floors and surfaces, lighting, ventilation, extreme heat / cold, near essential services • toilets, drinking water, washing facilities, eating facilities • remote or isolated work • flammable and combustible material • preventing or arresting objects from falling • confined spaces • risk of falling • demolition work • safety of electrical equipment and installations • overhead and underground electric lines • plant and structures 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • construction • using a filing cabinet • using a coffee machine. 		
77.25	WHS entry permits	<p>Records of notice of entry and rights exercised by a WHS entry permit holder at the workplace in relation to a suspected contravention of the Act, including:</p> <ul style="list-style-type: none"> • inspecting work systems, plant, substances, structures • consulting with workers and the employer • giving notice, inspecting and copying documents, including employee records • warning workers of risks. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.26		Records of council applications to the authorising authority (permit holder and union) for a WHS entry permit to be revoked.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.27	Airborne contaminants	Records of air monitoring carried out to determine the airborne concentration of substances or mixtures.	TEMPORARY	Retain a minimum of 45 years after action completed.
77.28	Amusement devices	Records of erection, daily checks, operation and storage of amusement devices and passenger ropeways including log books.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
77.29	Asbestos	<p>Asbestos registers.</p> <p>Note: The asbestos register must be reviewed and may be revised (if inadequate) having regard to the demolition or refurbishment of a structure or plant constructed or installed before 31 December 2003.</p>	TEMPORARY	Retain until workplace sold then transfer to new owner.
77.30		<p>Records of the management of asbestos or non-friable asbestos (ACM) including:</p> <ul style="list-style-type: none"> • analysis of samples • asbestos management plans (also required if there is naturally occurring asbestos) • determination whether asbestos or ACM is fixed to or installed in structure or plant (if pre 31 December 2003 and no register exists) • notice given to the regulator about an emergency at a workplace where a structure or plant must be demolished. 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.31		<p>Records of asbestos removal including:</p> <ul style="list-style-type: none"> • asbestos removal control plans provided by a licensed asbestos removalist • notice of the licensed asbestos removal work to be carried out • information provided to workers • clearance certificates • air monitoring results. <p>Note: If a notifiable incident occurs in connection with the asbestos removal work to which the asbestos removal control plan relates, a copy of the asbestos removal plan should be kept at least 2 years after the incident occurs.</p>	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
77.32	Confined spaces	<p>Records of the conduct, review and revision of risk assessments with respect to confined spaces and records of confined space entry permits issued to workers.</p> <p>Note: If a notifiable incident occurs in connection with the work to which the assessment or permit relates, the person must keep the copy of the assessment or permit (as applicable) for at least 2 years after the incident occurs.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.33	Construction work	<p>Records of consultation with designers of structures, and principal contractors, regarding eliminating or minimising risks to health and safety arising from the design during construction work, including:</p> <ul style="list-style-type: none"> • provision of information relating to hazards and risks at the workplace • safety reports provided by the designer • copies of safe work method statements. 	TEMPORARY	Retain a minimum of 6 years after construction completed, then destroy.
77.34		<p>Records of the development, review and revision of safe work method statements for high risk construction work.</p> <p>Note: If a notifiable incident occurs in connection with the high risk construction work to which the statement relates, the person must keep the statement for at least 2 years after the incident occurs.</p>	TEMPORARY	Retain a minimum of 6 years after construction completed, then destroy.
77.35		<p>Records relating to excavation work including:</p> <ul style="list-style-type: none"> • copies of underground essential services information obtained before excavation commences • provision of information to persons carrying out excavation work 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> advice from a geotechnical engineer relating to safety of sides of a trench from collapse. <p>Note: if a notifiable incident occurs in connection with the excavation work to which the information relates the information must be available for at least 2 years after the incident occurs.</p>		
77.36		<p>Records of construction work including:</p> <ul style="list-style-type: none"> signage development, review and revision of a WHS management plan informing workers about the content of the WHS management plan, including any revisions safe work method statements relating to high risk construction work provision of general construction induction training or evidence of completed training. <p>Note: If a notifiable incident occurs in connection with the construction project to which the statement relates, the person must keep the WHS management plan, and all revised versions of the plan, for at least 2 years after the incident occurs.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.37	Demolition	<p>Records of proposed demolition work (where required) including</p> <ul style="list-style-type: none"> notice given to the regulator demolition work plan submitted to the regulator regulator approval to commence the work, including any conditions. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
77.38	Diving	<p>Records relating to general diving work including:</p> <ul style="list-style-type: none"> certificates of medical fitness of workers evidence of diving competence supplied by workers risk assessments dive plans. <p>Note: If a notifiable incident occurs in connection with the work to which the assessment or dive plan relates, the person must keep the assessment or dive plan (as applicable) for at least 2 years after the incident occurs.</p>	TEMPORARY	Retain a minimum of 6 years after work completed, then destroy.
77.39		Dive safety logs.	TEMPORARY	Retain a minimum of 2 years after last entry, then destroy.
77.40	Electrical work	Records of the inspection and tag and testing of electrical equipment and residual current devices.	TEMPORARY	Retain a minimum of 6 years after equipment disposed of, then destroy.
77.41		<p>Records of electrical work on energised electrical equipment including:</p> <ul style="list-style-type: none"> risk assessments safe work method statements. <p>Note: If a notifiable incident occurs in connection with the work to which the assessment or statement relates, the person must</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		keep the assessment or statement (as applicable) for at least 2 years after the incident occurs.		
77.42		Records of risk assessments relating to proposed work near overhead and underground electric lines.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.43	Hazardous chemicals	Safety data sheets for hazardous chemicals provided by manufacturers, importers or suppliers.	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.44		Register of hazardous chemicals used, handled or stored at the workplace.	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.45		Manifests of hazardous chemicals where the quantity used, handled or stored exceeds the manifest quantity.	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
77.46		Records of the review and revision of measures implemented to control risks in relation to hazardous chemicals after:	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> any change to a safety data sheet or the register for the hazardous chemical health monitoring reports and test results indicate a worker has been exposed or contracted disease, injury or illness monitoring of airborne concentration exceeds the exposure standard. 		superseded, then destroy.
77.47		Records identifying risk of physical or chemical reactions in relation to hazardous chemicals used, handled, generated or stored at a workplace.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
77.48		Records of testing results and maintenance of fire protection and firefighting equipment designed and built for hazardous chemicals.	TEMPORARY	Retain a minimum of 6 years after testing completed, then destroy.
77.49		Records of the provision of a copy of an emergency plan to an emergency service organisation and any written recommendations received, where required if the quantity of hazardous chemicals exceeds the manifest quantity.	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
77.50	High risk work	Records of direct supervision of high risk work and evidence provided by workers that they hold high risk work licences, or are undertaking the course of training or have the necessary certification.	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				completed, then destroy.
77.51	Lead processes	Records of lead processes including <ul style="list-style-type: none"> • identification of lead risk work • provision of information to workers • notification to the regulator of lead risk work, including changes to information provided. 	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
77.52	Plant	Records of the installation, assembly, construction, commission, decommission or dismantling of plant including: <ul style="list-style-type: none"> • provision of information for eliminating or minimising risks • inspections that ensure risks associated with activities are monitored. 	TEMPORARY	Retain a minimum of 6 years after plant decommissioned or disposed of, then destroy.
77.53		Records of the management and control of plant and its use including: <ul style="list-style-type: none"> • ensuring plant is used only for the purpose for which it was designed • assessment of risk associated with proposed use of plant • maintenance, inspection and testing of plant. 	TEMPORARY	Retain a minimum of 6 years after plant decommissioned or disposed of, then destroy.
77.54		Records of safety integrity tests, inspections, maintenance, commissioning, decommissioning, dismantling and alteration of plant with presence-sensing safeguarding systems.	TEMPORARY	Retain a minimum of 6 years after plant decommissioned or disposed of, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
77.55		Records of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant.	TEMPORARY	Retain until plant decommissioned or disposed of, then provide to new owner or destroy.
77.56	Underground tanks	Records of the notification to the regulator of an abandoned fully or partially underground or fully mounded tank used to store flammable gases or liquids.	TEMPORARY	Retain a minimum of 6 years after tank removed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
78	ADVICE	<p>Provision of advice within council or from external parties to council, where not covered by a more specific function / activity.</p> <p>See MEETINGS for high level advice provided to council members, committees or executive through briefings and meeting papers.</p> <p>See relevant function / activity for advice provided by council to external parties.</p>		
78.1		<p>Records of executive advice, legal opinions or advice, and advice relating to incidents or allegations of abuse of children, young people and vulnerable adults including:</p> <ul style="list-style-type: none"> • requests • responses. 	PERMANENT	Retain as State archives
78.2		<p>Records of other advice including:</p> <ul style="list-style-type: none"> • requests • responses • circulars e.g. Local Government Association (LGA), SA Health, Planning SA, Dog and Cat Management Board. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
79	ADVOCATING	Council advocating on behalf of the local community, where not covered by a more specific function / activity.		
79.1		<p>Records of council advocating on unique issues of significant interest to the local community where the records are not captured in council or Executive meeting papers including:</p> <ul style="list-style-type: none"> • submissions • reports 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> petitions. 		
79.2		<p>Records of council advocating on common and other issues including:</p> <ul style="list-style-type: none"> submissions reports petitions. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
80	AGREEMENTS	<p>Council establishing, managing and reviewing agreements with external parties, including joint ventures, joint funding, Sister City / Twin Town relationships, and memoranda of understanding (MOU), where not covered by a more specific function / activity.</p> <p>See PROCUREMENT for records of purchasing contracts.</p>		
80.1		Registers of agreements.	PERMANENT	Retain as State archives
80.2		<p>Records of the establishment and review of agreements which are endorsed by council and are not captured in council or Executive meeting papers including:</p> <ul style="list-style-type: none"> registers negotiations feasibility studies formal drafts addendums agreement management variations amendments renewals extensions. 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
80.3		Records of the establishment and review of other agreements including: <ul style="list-style-type: none"> • feasibility studies • negotiations • Memoranda of Understanding (MoU) • agreements • service agreements. 	TEMPORARY	Retain a minimum of 6 years after agreement ceases, then destroy.
80.4		Physical bank and company guarantees provided by external parties.	TEMPORARY	Retain until action completed, then return to supplier or bank.
81	APPOINTMENT SCHEDULING AND ARRANGEMENTS	Scheduling of appointments and arrangements, where not covered by a more specific function / activity. See PROCUREMENT for documentation supporting expenditure (e.g. quotes) which should be retained as per accounting records (e.g. invoices).		
81.1	Appointment scheduling	Diaries and records recording business appointments and meetings of <ul style="list-style-type: none"> • Mayor / Chairperson • Councillors • CEOs • managers • regulators • Authorised Officers.. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
81.2	Arrangements	Records of making arrangements not related to purchasing including:	TEMPORARY	Retain a minimum of 2

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • accommodation • bookings • catering • confirmations • meeting arrangements • staff diaries • Councillor/elected member diaries • transport arrangements • venue arrangements • education arrangements • notice of meetings. 		years after action completed, then destroy.
82	ASSET MANAGEMENT	<p>Council management of assets including stormwater drainage, CWMS and water scheme infrastructure, buildings and structures, plant and equipment, and furniture and fittings from acquisition to disposal. Covers identification, description, condition, valuation and monitoring of assets as well as their operation, maintenance, renewal and upgrade including design, construction, alterations, additions, fitouts, and conservation.</p> <p>See LAND MANAGEMENT for records of acquisition, management and disposal of land.</p> <p>See ROADS MANAGEMENT for records of control of roads including their classification and use.</p> <p>See STRATEGIC MANAGEMENT for records of asset management planning and policy.</p>		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		See WORK HEALTH AND SAFETY for records of hazard identification, risk assessment, exposure and incidents relating to asbestos and other hazards.		
82.1	Asset register	Records summarising the value and status of council assets, including: <ul style="list-style-type: none"> • asset register • registers of equipment • register of fleet acquired • asset information system • road inventories • audit reports • valuations • photos. 	TEMPORARY	Retain a minimum of 6 years after asset disposal, then destroy.
82.2		Records documenting council management of assets, including: <ul style="list-style-type: none"> • disposal orders • inspections • transaction records • gazette notices • public notices • expressions of interest • valuations • machinery hire • plant costing details • insurance valuation reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
82.3		Records documenting stocktakes of assets and other inventory and copies of information entered into asset management systems including: <ul style="list-style-type: none"> • inventories and lists 	TEMPORARY	Retain a minimum of 2 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • system reports • identification sheets • computer print outs • plant and fleet forms • remittance slips • auctioneer sheets • video recordings used to produce reports. 		completed, then destroy.
82.4	Conservation	<p>Records of the conservation and restoration of heritage buildings, structures and infrastructure including:</p> <ul style="list-style-type: none"> • surveys • specifications • engineers reports • progress reports • proposals • plans • maps. 	PERMANENT	Retain as State archives
82.5		<p>Records of the conservation and restoration of other buildings, structures and infrastructure including:</p> <ul style="list-style-type: none"> • surveys • specifications • engineers reports • progress reports • proposals • plans • maps. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
82.6	Design and construction	<p>Records of the design and construction of heritage buildings, structures and infrastructure including:</p> <ul style="list-style-type: none"> • surveys • specifications 	PERMANENT	Retain as State archives

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> engineers reports progress reports road plans proposals plans maps environmental impact statements. 		
82.7		<p>Records of the design and construction of other structures and infrastructure which are required for ongoing management of the asset throughout its life including:</p> <ul style="list-style-type: none"> plans and drawings specifications calculations e.g. bridge loadings. surveys specifications engineers reports progress reports road plans proposals plans maps environmental impact statements. <p>Examples of assets where records are required for the life of the structure include:</p> <ul style="list-style-type: none"> roads footpaths bridges inverts crossovers 	TEMPORARY	Retain a minimum of 6 years after the asset has been renewed or replaced, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • culverts • side entry pits • drains • traffic control devices. 		
82.8		<p>Records of the design and construction of other structures and infrastructure which are not required for ongoing management of the asset throughout its life including:</p> <ul style="list-style-type: none"> • road work agreements. <p>Examples of assets where records are not required for the life of the structure include:</p> <ul style="list-style-type: none"> • paving • bollards • bins • seats • planter boxes. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
82.9		Records of council fencing along road boundaries altered by opening or closing of roads.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
82.10	Disposal	Records of disposal of council property and infrastructure other than land.	PERMANENT	Retain as State archives
82.11		<p>Records of disposal of assets, items, equipment, plant, stores, and fleet including:</p> <ul style="list-style-type: none"> • valuations • forms 	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • auction lists • returns • schedules. 		completed, then destroy.
82.12	Maintenance and repairs	<p>Records of maintenance and repairs of heritage buildings, structures and infrastructure where the maintenance or repairs impacts on the fabric or heritage aspects of the asset including:</p> <ul style="list-style-type: none"> • plans • submissions • reports • progress reports. 	PERMANENT	Retain as State archives
82.13		<p>Records of planned and reactive asset maintenance programmes and repairs which are required for ongoing management of the asset throughout its life including:</p> <ul style="list-style-type: none"> • maintenance schedules • inspection reports • maintenance records and reports • registers. 	TEMPORARY	Retain a minimum of 6 years after disposal of asset or after compliance assessment, then destroy.
82.14		<p>Records of planned and reactive asset maintenance programmes and repairs which are not required for ongoing management of the asset throughout its life including:</p> <ul style="list-style-type: none"> • pavement management system • requests • completed actions • permits • inspection reports • street sweeping reports • notifications • linemarking 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> tree removal requests weed eradication schedules and notifications. 		
82.15		Records relating to cleaning and minor maintenance e.g. changing light globes.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
82.16	Use of assets	<p>Records of requests, council approvals, conditions and correspondence re use and hire of council property, halls, meeting rooms, community centres including:</p> <ul style="list-style-type: none"> hire forms diaries registers permits forms public liability insurance certificates of currency agreements security arrangements complaints correspondence re misuse, damage. 	TEMPORARY	Retain a minimum of 6 years after hire completed, then destroy.
83	AWARDS AND RECOGNITION	Council issuing awards to, and receiving awards from, external parties, where not covered by a more specific function / activity.		
83.1		<p>Records of nomination, endorsement, recommendation, and award or recognition including:</p> <ul style="list-style-type: none"> awards received 	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> unsuccessful nominations. 		action completed, then destroy.
84	COLLECTIONS AND OBJECTS	<p>Council management of collections of art, artefacts, museum objects, and (private) archives as well as display and exhibition of items, where not covered by a more specific function / activity.</p> <p>See LIBRARY MANAGEMENT for records of public libraries.</p> <p>See SOURCES OF FUNDS AND INSURANCE CLAIMS for records of gifts, bequests and donations.</p>		
		Records received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the council.	Not official records	
		Objects, artefacts and memorabilia including flags, award plaques, art, framed pictures, which do not provide evidence of the transaction of business.	Not records of transactions	
84.1		<p>Records of the development and management of collection policies including:</p> <ul style="list-style-type: none"> collection policy deaccessioning policy. 	TEMPORARY	Retain a minimum of 6 years after superseded, then destroy.
84.2		<p>Records of the acquisition, management, conservation and restoration of collection items, and mayoral chains, including:</p> <ul style="list-style-type: none"> registers receipts photos submissions 	TEMPORARY	Retain until disposal of item, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • reports • progress reports. 		
84.3		<p>Records of exhibitions and displays, including:</p> <ul style="list-style-type: none"> • artists profiles • exhibition requests • artist information • responses • arrangements • programmes • publicity • bookings • visitor books. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
84.4		Seal presses and seals.	PERMANENT	Retain with the State archives
85	COMPLIANCE	Council compliance with external requirements in legislation, standards, government policy, where not covered by a more specific function / activity.		
85.1		<p>Records of council compliance with external requirements and the management of breaches of external compliance including:</p> <ul style="list-style-type: none"> • reports • audits • system reports • interim reports • notices • statements. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
86	CONFERENCES	Council convening or arranging conferences, forums and seminars, where not covered by a more specific function / activity.		
86.1		Records of the organisation and delivery of conferences, forums and seminars including: <ul style="list-style-type: none"> • agenda • speaker papers • programmes • presentations • publicity • arrangements • bookings. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
87	CONSULTATION	Council consulting with the community and internally with staff, where not covered by a more specific function / activity.		
87.1		Records summarising significant community consultation where the council records are not captured in council or Executive meeting papers including: <ul style="list-style-type: none"> • reports. 	PERMANENT	Retain as State archives
87.2		Records of council consultation processes, community and ward forums, community or ratepayer surveys and questionnaires, staff consultation, including: <ul style="list-style-type: none"> • master copy of survey / questionnaires • returned questionnaires • returned surveys • responses • petitions • statistics • mailing lists used to generate letters. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
87.3		Completed survey forms where the data is entered into a system for data analysis or statistics in a summary or report format including: <ul style="list-style-type: none"> • returned questionnaires • returned surveys. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
88	ECONOMIC DEVELOPMENT	Council working with local communities to develop a prosperous local economy including attracting investment, tourism, and regional development.		
88.1		Master copies of published promotional material relating to the local area which has not been submitted for legal deposit including: <ul style="list-style-type: none"> • tourist posters • brochures. 	PERMANENT	Retain as State archives
88.2		Records of the development, implementation and promotion of investment, tourism and regional development in the local area including: <ul style="list-style-type: none"> • proposals • strategies • reports • visitor guides. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
88.3		Records of public enquiries and bookings for tourist facilities and caravan parks including: <ul style="list-style-type: none"> • diaries • hire forms • registers • permits • enquiries 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • requests • responses • complaints • correspondence re misuse, damage. 		
88.4		Records of promotion of businesses not owned or operated by council including: <ul style="list-style-type: none"> • business forums • business liaison and alliances • promotional material. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
89	EDUCATION	Council providing education to the community, where not covered by a more specific function / activity. See APPOINTMENT SCHEDULING AND ARRANGEMENTS for bookings.		
89.1		Records of the development and delivery of community and school education programs including: <ul style="list-style-type: none"> • pamphlets • programmes • requests for speakers • training materials and aides. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
90	ENQUIRIES AND REQUESTS	Council responding to enquiries and requests from the community and stakeholders, including requests for information, where not covered by a more specific function / activity.		
90.1		Records of enquiries and requests for information including responses.	TEMPORARY	Retain a minimum of 6

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
				years after action completed, then destroy.
91	EVENTS	<p>Council organising or approving events in the local area, where not covered by a more specific function / activity.</p> <p>See LAND MANAGEMENT for records of council authorisation for use of community land.</p> <p>See FOOD SAFETY for records of compliance with food safety regulations.</p> <p>See LIQUOR LICENSING for records of council applying for liquor licences.</p> <p>See ROADS MANAGEMENT for council authorisations for use of public roads, including traffic management and temporary road closures.</p>		
91.1		<p>Records of the establishment of unique council-run events.</p> <p>Note: Unique events are those specific to one or several councils e.g.</p> <ul style="list-style-type: none"> • Port Lincoln Art Prize • council run Tour Down Under festivities • Prospect Spring Fair • Twilight sessions • Lord Mayors Gala Concert. 	PERMANENT	Retain as State archives
91.2		<p>Records of event coordination and running of routine and unique council-run events, including:</p> <ul style="list-style-type: none"> • final program 	TEMPORARY	Retain a minimum of 6 years after

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • final guest lists • final event reports including curated / selected photographs or videos • promotional material • final run sheets • final speeches • annual events calendar, program or diary • emergency response plans • invitations and responses • distribution lists • permits • photographs and videos • reports • risk assessments • working drafts. • bookings • draft promotional material • procedures • draft running sheets • draft speeches • progress reports • non-curated photographs. <p>Note: Routine events are those run by most or all councils including regular community events at Neighbourhood Centres.</p>		action completed, then destroy.
91.3		<p>Records of events run by external organisations, and external events run on land within council area, including:</p> <ul style="list-style-type: none"> • applications • certificates of currency to demonstrate public liability or other insurances held • emergency response plans 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • traffic management plans and road closures • permits and licences to demonstrate they have relevant authorisations e.g. limited liquor licence, food safety, fireworks • risk assessments • requests • responses • authorisations • site fees • water and electricity supply • rubbish collection • toilet cleaning and maintenance • lawn mowing and rejuvenation • removal requests • notices. 		
92	FACILITATIVE RECORDS	Records or items of an ephemeral or transitory nature created, acquired or collected by council officers in the course of their official duties that has no ongoing value and is not usually incorporated into the council recordkeeping system.		
		Drafts not for further use or reference.	Not official records	
92.1		<p>Facilitative records include:</p> <ul style="list-style-type: none"> • duplicates • copies of emails captured into a business system or EDRMS • working notes • publications and information received from other councils and external parties e.g. circulars, policies, publications, unsolicited information, media releases, 	TEMPORARY	Retain until reference use ceases, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<p>reports, notification of grants, promotional material for events</p> <ul style="list-style-type: none"> • unsolicited job applications • copies of external committee or meeting minutes (unless council is responsible for the official records of the committee or meeting) • copies of internal memos and information broadcast or circulated internally for information only (the sender should retain a record as per the relevant activity) • messages provided FYI (information only) • copies of information provided to elected and independent members • copies of circulars or reports • newspapers and press cuttings (not curated) • unsolicited material from consultants, contractors and suppliers offering services and products, including product lists and price increase notifications • address lists for sending greetings. <p>Note: Formal drafts submitted for review or approval, and duplicates with relevant annotations, are not covered by this class.</p>		
93	FLEET MANAGEMENT	<p>Council management of leased or purchased vehicles including for community transport.</p> <p>See PROCUREMENT for records of acquisition of vehicles by lease or purchase.</p> <p>See PASSENGER TRANSPORT for records of council management of passenger transport services.</p>		

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		See WORK HEALTH AND SAFETY for records of vehicle accidents.		
93.1		Records of registration, servicing, maintenance and repair of vehicles including: <ul style="list-style-type: none"> • registration certificates • inspection reports • maintenance reports • service records • log books • fuel consumption. 	TEMPORARY	Retain a minimum of 6 years after disposal of vehicle, then destroy.
94	GRANTS ISSUED	Provision of grants issued by council as well as council support to community groups for external grants.		
94.1		Register of grants issued by council.	PERMANENT	Retain as State archives
94.2		Records of the administration and issue of grants by council and their management through to acquittal, as well as refusal or decline of grant applications, including: <ul style="list-style-type: none"> • advertisements • notices • selection criteria • schedules • enquiries • approvals • notifications • returns • reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
94.3		Records of council providing support to community groups and organisations seeking grants from other funding bodies including: <ul style="list-style-type: none"> • requests • letters of support • unsuccessful applications. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
95	INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT)	Council management of telecommunications systems and technology in support of business objectives. See PROCUREMENT for records of acquisition of hardware and software or managed services by purchase or leasing including platforms and software as a service. See PROJECT MANAGEMENT for records of project management of system implementation.		
95.1	Application development	Records of application, database or business system planning and development whether or not proceeded with including: <ul style="list-style-type: none"> • concepts • business case • specifications • solution architecture • process diagrams / flowcharts • pilot test reports • migration plans • data dictionaries • usage protocols • access and security models • change plans • application and hardware operating manuals • major configuration changes / upgrades. 	TEMPORARY	Retain a minimum of 6 years after the system or application is decommissioned or action is completed, whichever is later, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
95.2	Implementation	Summary records of the installation and audit of technology and telecommunications equipment and software including: <ul style="list-style-type: none"> • register of ICT assets • software licence audits. 	TEMPORARY	Retain a minimum of 6 years after last entry, then destroy.
95.3		Records of the installation and audit of technology and telecommunications equipment and software.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
95.4	Operation and maintenance of networks, systems and data	Records of the management of access, security and permissions including: <ul style="list-style-type: none"> • user identification and passwords. 	TEMPORARY	Retain a minimum of 6 years after superseded, or after action completed, whichever is later, then destroy.
95.5		Records of the operation and maintenance of technology and applications including: <ul style="list-style-type: none"> • server and application upgrades and patches • reports • usage and service logs. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
95.6		Records of network, system and data administration including: <ul style="list-style-type: none"> • routine reports 	TEMPORARY	Retain a minimum of 2

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • help desk tickets • backups of data • testing. 		years after action completed, then destroy.
95.7	Security	Records of the definition and implementation of cyber security systems and processes, and management of security breaches including: <ul style="list-style-type: none"> • reports • investigation records • security reports. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
95.8	Year 2000	Records of Y2K compliance (responsibility ceased 2001).	TEMPORARY	Retain until reference use ceases, then destroy.
96	INQUIRIES AND SUBMISSIONS	Council responses to inquiries, and council submissions to other organisations including State and Australian government agencies with respect to policy, legislation, regulation or other matters, where not covered by a more specific function / activity.		
96.1	Inquiries	Records of council responses to ICAC and Ombudsman investigations, Parliamentary inquiries, and Royal Commissions including: <ul style="list-style-type: none"> • requests • responses. 	PERMANENT	Retain as State archives
96.2	Submissions	Records of other council responses and submissions on proposals from Local, State and Commonwealth government agencies and other organisations with respect to policy, legislation, and regulation including:	TEMPORARY	Retain a minimum of 6 years after action

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • requests • nil responses • completed surveys and questionnaires for return to external organisations • investigations • notifications • other council's plans • other council's development applications • objections to development • endorsement of development • plan amendment reports (PARs). 		completed, then destroy.
97	LEASING	Council leasing of land, property and equipment to external parties and council leasing from external parties, where not covered by a more specific function / activity.		
97.1		<p>Records of council entering into perpetual leases with external parties including:</p> <ul style="list-style-type: none"> • lease documents • negotiation correspondence • special leases • sub-leases • licences. 	PERMANENT	Retain as State archives
97.2		<p>Records of council leasing to external parties and managing tenancy relationships including:</p> <ul style="list-style-type: none"> • tenancy files • lease documents • negotiation correspondence • special leases • sub-leases • evidence of permits and licences e.g. liquor licence 	TEMPORARY	Retain a minimum of 6 years after lease expires or action completed, whichever is later, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> complaints investigations evictions. 		
97.3		<p>Records of council leasing from external parties including:</p> <ul style="list-style-type: none"> lease documents negotiation correspondence. 	TEMPORARY	Retain a minimum of 6 years after lease expires or action completed, whichever is later, then destroy.
98	LIAISON	<p>Council liaison with external parties including greetings, invitations and visits by council and to council, where not covered by a more specific function / activity.</p> <p>See EVENTS where the visit involves organising an event.</p>		
98.1		<p>Records documenting notable visits and greetings by council or to council, including:</p> <ul style="list-style-type: none"> curated / selected photographs or videos invitations protocol and security procedures. 	PERMANENT	Retain as State archives
98.2		<p>Records of interaction between council and other bodies, not covered by other activities, including:</p> <ul style="list-style-type: none"> visitors books invitations greetings correspondence. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Local Government Records (GDS 40)

No	Function / Activity	Description	Status	Disposal Action
98.3		Invitations to the Mayor / CEO and responses.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
99	LITIGATION AND LEGAL PROCEEDINGS	Council management of legal proceedings as a party in a criminal or civil matter, as an accused, or as a witness.		
99.1		Records of council involvement in legal proceedings, including: <ul style="list-style-type: none"> • court documents • subpoenas and discovery orders. • case files • applications • registers • complaints • responses • photographs • inspections • notices • judgements • transcripts • authorisations • notifications • inspections • licensing • payments for fines. 	TEMPORARY	Retain a minimum of 6 years after matter completed, then destroy.
99.2		Original information requested or provided under subpoena or discovery order.		Retain until appeal period has expired,

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No	Function / Activity	Description	Status	Disposal Action
				then dispose of in accordance with relevant entry in this GDS.
99.3		Records of council participation in proceedings for disputed returns including: <ul style="list-style-type: none"> • copies of petitions to the court, served on council • council reply. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
99.4		Records of indemnity deeds.		Retain a minimum of 6 years after superseded, then destroy.
100	MARKETING AND COMMUNICATIONS	Council branding, marketing and promotion of services, events, programs, projects and the local area including local businesses. Includes media and publications where not covered by a more specific function / activity.		
100.1		Records of the design and usage policy for Coat of Arms, corporate logo, Mayoral Chain and insignia, etc.	PERMANENT	Retain as State archives
100.2		Records of the implementation of branding, including: <ul style="list-style-type: none"> • style manual • stationery • forms design • drafts • designs 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> unsuccessful submissions. 		
100.3		Records of the development and implementation of marketing plans, including development of marketing collateral.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
100.4		<p>Press cuttings curated and pasted into books.</p> <p>Note: There is no requirement to create a book if one does not already exist.</p>	PERMANENT	Retain as State archives
100.5		<p>Records of media liaison, monitoring and use including:</p> <ul style="list-style-type: none"> press releases statements media monitoring reports loose press cuttings articles in external publications. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
100.6		<p>Council publications (other than annual report) including:</p> <ul style="list-style-type: none"> commemorative publications master set of newsletters posters website snapshots. <p>Note: Copies of council publications, including digital publications and pamphlets, should be lodged with the State Library and Parliamentary Library under Legal Deposit provisions of the <i>Libraries Act 1982</i>. This can be undertaken through the National eDeposit service.</p>	PERMANENT	Lodge with State Library and Parliamentary Library under legal deposit provisions.

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No	Function / Activity	Description	Status	Disposal Action
100.7		Records of permission to use a person's image including: <ul style="list-style-type: none"> talent release forms. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
100.8		Records of production and distribution of council promotional material and publications including: <ul style="list-style-type: none"> newsletters notices circulars drafts circulation lists stock inventories website changes research. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
101	MEMBERSHIP	Managing community membership of council services (e.g. library, pool, recreation centre) and committees, and council membership of external bodies, where not covered by a more specific function / activity.		
101.1		Records of membership applications and processing, and subscriptions.	TEMPORARY	Retain a minimum of 6 years after membership expires or action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
101.2		Management of allegations and investigations into breaches by members.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
102	PLANNING	Council planning, where not covered by a more specific function / activity.		
102.1		Records of council development and review of plans.	TEMPORARY	Retain a minimum of 6 years after plan superseded, then destroy.
103	PROGRAM AND PROJECT MANAGEMENT	Council establishment, management and evaluation of programs and projects, including research, where not covered by a more specific function / activity.		
103.1		Records of program and project establishment, implementation and evaluation for programs and projects which are unique within the State including: <ul style="list-style-type: none"> • registers • feasibility studies • agreements • performance indicators • project variations • proposals • registrations of interest • requests for information • reports 	PERMANENT	Retain as State archives

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • survey and questionnaire templates • strategies. <p>Note: Unique programs and projects are those specific to one or several councils.</p>		
103.2		<p>Records of program and project establishment, implementation and evaluation for common and other programs and projects, including:</p> <ul style="list-style-type: none"> • feasibility studies • agreements • performance indicators • project variations • proposals • registrations of interest • requests for information • reports • survey and questionnaire templates • completed survey forms and questionnaires where the data is entered into a system for data analysis or in a report • strategies • communication books • programs and projects that do not proceed • programs run at Neighbourhood centres. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
104	REPORTING	Council internal and external reporting, where not covered by a more specific function / activity.		
104.1		<p>Reports not covered under other activities including:</p> <ul style="list-style-type: none"> • support documentation • research data 	TEMPORARY	Retain a minimum of 6 years after

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • working papers • statistics • reviews • returns e.g. Australian Bureau of Statistics • discussion papers • surveys • questionnaires. 		action completed, then destroy.
105	SECURITY AND CRIME PREVENTION	<p>Council managing the security and safety of people, property, assets and other items, where not covered by a more specific function / activity.</p> <p>See INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) for records of council management of technology infrastructure, digital assets and citizen information against cybercrime and espionage.</p>		
105.1		<p>Records of the definition and implementation of security systems and processes including:</p> <ul style="list-style-type: none"> • procedures • reports • investigation records • registers. 	TEMPORARY	Retain a minimum of 6 years after superseded or last entry, then destroy.
105.2		<p>Records of the operation of security and crime prevention systems and processes, and breaches, including:</p> <ul style="list-style-type: none"> • patrols • graffiti removal • reports • investigation records • sign in books and sheets 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

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No	Function / Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • building opening, closing, access, security and visitor logs • audio-visual surveillance usage logs. 		
105.3		Recordings of audio-visual surveillance (CCTV) and Worn Body Camera footage.	TEMPORARY	Retain a minimum of 31 days, then destroy.