

STATE RECORDS

of South Australia

Operational Records Disposal Schedule

OFFICE OF THE SOUTH AUSTRALIAN PRODUCTIVITY COMMISSION

RDS 2021/15 Version 1

Effective Dates: 22 February 2022 to 22 February 2032

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

RDS No	RDS 2021/15 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Office of the South Australian Productivity Commission
Records Scope	Records documenting the function/s of Productivity Reviews and Inquiries
Records Coverage Dates	22 October 2018 - ongoing
Effective Dates	22 February 2022 to 22 February 2032
Status	Determined by Director State Records and approved by State Records Council 22 February 2022
Associated RDS	This RDS does not supersede any schedules.
Associated Document	Use the RDS in conjunction with its RDS Context Statement

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Introduction

Scope

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

This RDS excludes:

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

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

Objectives

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

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

Relationship to other disposal schedules

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

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

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

Interpretation

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

Status/Disposal action definitions

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

Retain a record of records destroyed under this RDS

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

Compliance with the Determination

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

For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at www.archives.sa.gov.au.

State Records Contact Details

Contact details

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	PRODUCTIVITY REVIEWS AND INQUIRIES	The function of conducting activities, including reviews and inquiries, that facilitate productivity growth, unlock new economic opportunities, support job creation and remove existing regulatory barriers.		
1.1	Inquiries and Reviews	<i>The activity of conducting inquiries and reviews into productivity as directed by the Premier.</i>		
1.1.1	Inquiries and Reviews	Significant records of inquiries and reviews including: <ul style="list-style-type: none"> • notice of review or inquiry (includes terms of reference) • draft reports • research reports • final report • submissions • issues papers 	PERMANENT	Retain as State archives
1.1.2	Inquiries and Reviews	Supporting documentation of inquiries and reviews including: <ul style="list-style-type: none"> • planning • stakeholder engagement arrangements • research notes 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.2	Research Program	<i>The activity of conducting research to facilitate productivity growth.</i>		
1.2.1	Research Program	Final research discussion papers.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2.2	Research Program	Supporting records of research discussion papers.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
1.3	Commissioned Reports	<i>The activity of undertaking commissioned reports as directed by the Premier.</i>		
1.3.1	Commissioned Reports	Significant records of commissioned reports, including: <ul style="list-style-type: none"> • research reports • final report • submissions 	PERMANENT	Retain as State archives
1.3.2	Commissioned Reports	Supporting documentation of commissioned reports including: <ul style="list-style-type: none"> • planning • stakeholder engagement arrangements • research notes 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy