

Operational Records Disposal Schedule

The Department for Trade and Investment

RDS 2021/17 Version 1

Effective Dates: 25 November 2021 to 25 November 2031

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 2021/17 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	The Department for Trade and Investment
Records Scope	Records documenting the function of Trade and Investment Promotion and Attraction
Records Coverage Dates	1 st July 2018 – ongoing With exceptions- Agent-General records 1999 - ongoing
Effective Dates	25 November 2021 to 25 November 2031
State Records Council	Approved 10 August 2021
Status	Determined by Director State Records and approved by State Records Council
Associated RDS	This RDS does not supersede any schedule.
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
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

Relationship to other disposal schedules

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

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

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

Interpretation

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

Status/Disposal action definitions

- Permanent – retain as State archives
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- Temporary – retain 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* and may be considered by Ombudsman SA as misconduct or maladministration.

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	TRADE AND INVESTMENT PROMOTION AND ATTRACTION	The function of targeting, developing and attracting opportunities that will increase investment and trade into South Australia, grow the economy and increase employment. Including the development and implementation of strategies and programs that increase the international competitiveness of South Australian businesses and facilitate international exports and high value jobs growth.		
1.1	<i>Engagement Strategy</i>	<i>The activity of developing and implementing strategies to grow trade and investment opportunities, build strategic engagement and partnerships and enhance long-term economic cooperation.</i>		
1.1.1	Engagement Strategy	Master records of engagement strategies i.e., China Strategy and strategies under the Growth State Agenda. Includes final reports.	PERMANENT	
1.1.2	Engagement Strategy	Records relating to the development and implementation of engagement strategies. Includes: <ul style="list-style-type: none"> • Discussion papers • Implementation plans • Draft strategies • Economic modelling • Reviews of strategy 	TEMPORARY	Destroy 7 years after action completed.
1.2	Grant and Funding Program Management	<i>The activity of processing grant and funding applications. Includes sponsorship.</i>		
1.2.1	Grant and Funding Program Management	Summary records of grant applications contained in grant management system and spreadsheets. Includes details of: <ul style="list-style-type: none"> • applicant 	TEMPORARY	Retain a minimum of 15 years after last entry/action completed.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • 3rd party deliverer (if applicable) • milestones; • payments; • grant details; and • reporting <p>See Item 1.2.4 for unsuccessful grant and funding applications.</p>		
1.2.2	Grant and Funding Program Management	<p>Records relating to successful applications for grants and funding e.g., eCommerce Accelerator and SA Export Accelerator Programs. Includes:</p> <ul style="list-style-type: none"> • application; • assessment (e.g., peer review); • notification; • correspondence; • contracts; • KPI's; • financials; and • export plans. <p>See Item 1.2.1 for summary grant and funding records. See Item 1.2.4 for unsuccessful grant and funding applications.</p>	TEMPORARY	Retain a minimum of 15 years after action completed or grant acquitted.
1.2.3	Grant and Funding Program Management	Records relating to sponsorship of awards and events.	TEMPORARY	Retain for a minimum of 15 years after action completed.
1.2.4	Grant and Funding Program Management	<p>Records relating to unsuccessful applications for grants and funding. Includes:</p> <ul style="list-style-type: none"> • application; • assessment; 	TEMPORARY	Retain for a minimum of 5 years after action completed.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • feedback; and • notification. <p>See Item 1.2.1 for summary grant and funding records. See Item 1.2.2 for successful grant and funding applications.</p>		
1.3	<i>Mission Management</i>	<i>The activities involved in coordinating trade and business missions to assist South Australia companies to engage with global markets and attract interest in South Australia as a destination for overseas and interstate companies. Includes interstate, international and virtual/digital missions.</i>		
1.3.1	Mission Management	<p>Records relating to management of missions. Record examples include:</p> <ul style="list-style-type: none"> • programs and itineraries • delegate lists • surveys • delegate programs <p>See Item 1.4.1 for significant projects. See Item 1.4.2 for non-significant projects. See GDS30 (as amended) COMMUNITY RELATIONS – Arrangements Item 3.2.2 for arrangements.</p>	TEMPORARY	Retain for a minimum of 7 years after action completed.
1.4	Project Management	<i>The activities associated with the management of projects to support the function of trade and investment promotion. Includes trade and investment sectors.</i>		
1.4.1	Project Management	Records relating to the management of significant projects to promote trade and investment opportunities within South Australia. For example,	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>expansion of supply chain in South Australia or the provision of an extension to the existing Post-Production, Digital and Visual Effects rebate to video game development. Includes:</p> <ul style="list-style-type: none"> • Briefings • Project plans • Contracts • Reports (including economic analysis, feasibility studies, benefit cost analysis) • Business Cases • KPI's • Research <p>See Item 1.4.2 for non-significant projects See Item 1.3.1 for missions See item 1.1 for engagement strategies</p>		
1.4.2	Project Management	<p>Records relating to the management of non-significant projects to promote trade and investment opportunities within South Australia. Record examples include:</p> <ul style="list-style-type: none"> • Briefings • Project plans • Contracts • Reports (including economic analysis, feasibility studies, benefit cost analysis) • Business Cases • KPI's • Research <p>See Item 1.4.2 for significant projects. See Item 1.3.1 for missions.</p>	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.5	Registration	<i>The process of registering businesses to use state branding, for example Brand SA and I Choose SA.</i>		
1.5.1	Registration	Records relating to applications to use the State Brand. Includes registrant details and artwork.	TEMPORARY	Retain for a minimum of 15 years after last entry, then destroy
1.6	<i>Business and Industry Engagement</i>	<i>The activities associated with engaging with business, exporters and industry stakeholders to create employment opportunities, economic sustainability and an internationally competitive economy.</i>		
1.6.1	Business and Industry Engagement	Summary records and case files of interactions with business, exporters and industry. Includes contact details, communications, and activities with all stakeholders. (Currently Dynamics)	TEMPORARY	Retain for a minimum of 15 years after last entry, then destroy
1.6.2	Business and Industry Engagement	Agent-Generals Office business and industry case files. Records include communications with stakeholders, advice, mentoring, case notes. Closed Series - 1999 to 30.6.2018. See Item 1.6.1 for Agent-General records post 1.7.2018.	TEMPORARY	Retain for a minimum of 5 years after last action, then destroy.
1.6.3	Business and Industry Engagement	Data from Industry Capability Network (ICN) database. Includes contact details and product and service information that facilitates the connection of suppliers and purchasers. Also includes client interactions with South Australian businesses by DTI employees.	TEMPORARY	Retain for a minimum of 15 years after last entry. If use of system ceases export data and retain for 5 years.
1.6.4	Business and Industry Engagement	Records relating to the administration of the South Australia Club. Includes details of corporate sponsors, funding and membership.	TEMPORARY	Retain for a minimum of 5 years after last action, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6.5	Business and Industry Engagement	Records relating to the management of South Australia club events. Includes arrangements, invitations and promotions.	TEMPORARY	Retain for a minimum of 5 years after last action, then destroy.
1.6.6	Business and Industry Engagement	Records relating to the establishment of new international trade offices includes justifications, decisions for establishment and dissolution.	TEMPORARY	Retain for a minimum of 5 years after last action, then destroy.
1.7	<i>Liaison (Government)</i>	<i>The activities associated with maintaining relationships and liaising with foreign governments and government officials.</i>		
1.7.1	Liaison (Government)	Records of communications with foreign governments i.e., correspondence with Ambassadors re upcoming visits by Minister or congratulation on appointment.	TEMPORARY	Retain for a minimum of 5 years after last action, then destroy.
1.8	<i>Training Development and Delivery</i>	<i>The activities associated with all aspects of training development and delivery to stakeholders, including businesses and exporters.</i>		
1.8.1	Training Development and Delivery	Records relating to the development of specialist trade and investment training. Training may be delivered in-house or by external providers.	TEMPORARY	Retain for a minimum of 7 years after training superseded.
1.8.2	Training Development and Delivery	Records relating to the delivery of specialist trade and investment training when delivered in-house.	TEMPORARY	Retaining for a minimum of 2 years after action completed.