

Operational Records Disposal Schedule

Official Visitors Scheme

RDS 2023/04 Version 1

Effective Dates: 28 February 2023 to 28 February 2033

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

RDS No	RDS 2023/04 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Official Visitors Scheme
Records Scope	Records documenting the function of the Official Visitors Scheme
Records Coverage Dates	19 th January 2022 - ongoing
Effective Dates	28 February 2023 to 28 February 2033
Status	Determined by Director State Records and approved by State Records Council 28 February 2023
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 paper, film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

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

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

Objectives

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

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

Relationship to other disposal schedules

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

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

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

Interpretation

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

Status/Disposal action definitions

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

Retain a record of records destroyed under this RDS

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

Compliance with the Determination

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

For more information

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

State Records Contact Details

Contact details

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	OFFICIAL VISITORS SCHEME	The function of performing Official Visits of Correctional Institutions to ensure that the prison system in South Australia adheres to the provisions of the United Nations Operational Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment. This is facilitated by receiving complaints from prisoners, advocating for prisoners, conducting inspections, and providing advice and recommendations on prison management, quality, care, and treatment of prisoners.		
1.1	Official Visits	<i>The activity of conducting official visits to correctional institutions.</i>		
1.1.1		<p>Notebooks and journals containing summaries of communications and conversations with prisoners. Information may include:</p> <ul style="list-style-type: none"> • Date of meeting or conversation • Summary of issues • Action taken <p>See GDS 30 v2 (as amended) 7.2 Government Relations – Briefings Item (various) for reports to the Minister.</p>	TEMPORARY	Destroy when reference ceases.
1.1.2		<p>Communications between Official Visitors and Prisons relating to issues raised and actions required.</p> <p>See GDS 30 v2 (as amended) 7.2 Government Relations – Briefings Item (various) for reports to the Minister.</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.