

Operational Records Disposal Schedule

Office of the Governor

RDS 2023/13 Version 1

Effective Dates: 15 December 2023 to 15 December 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 2023/13 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Office of the Governor
Records Scope	Records documenting the function of head of state and the workings of Government House.
Records Coverage Dates	1 January 1901 - ongoing
Effective Dates	15 December 2023 to 15 December 2033
Status	Determined by Director State Records and approved by State Records Council 31 October 2023
Exclusions	Records of the Executive Council, State Funerals and Swearing-in Ceremonies and congratulatory messages to South Australians who have achieved significant milestones in their lives such as 100th birthdays and 50th wedding anniversaries are managed by the Department of Premier and Cabinet and not covered by this schedule. Also excludes personal papers of the Governor as these are non-official records, however papers can be deposited with State Library of South Australia or with State Records in accordance with s27 of the <i>State Records Act 1997</i> .
Associated RDS	Previous RDS 2002/06 Version 1 (expired 30 June 2014)
Associated document	Use the RDS in conjunction with its RDS Context Statement

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Contents

Introduction	4
Scope	4
Objectives	4
Relationship to other disposal schedules	5
State Records Contact Details	7
Activity Description and Disposal Action.....	8

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
- 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 a minimum of [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	Activity	Description including Records Examples	Status	Disposal Action
1	Head of State	The activities of exercising the Governor's constitutional, ceremonial and community duties as the local 'head of state' for South Australia.		
1.1	Head of State	Records of the appointment by the monarch of Governors including: <ul style="list-style-type: none"> • commissions • letters patent • oaths of allegiance and oaths of office under the <i>Oaths Act 1936</i>. 	PERMANENT	Retain as State archives
1.2	Head of State	Letters patent, commissions, warrants issued by the monarch other than for appointments. <i>See Item 1.1 for records of appointments.</i>	PERMANENT	Retain as State archives
1.3	Head of State	Correspondence between the Governor and the monarch, Royal Family, Secretary of State (UK), UK Parliament and Government officials, Australian Governor-General, other Governors including: <ul style="list-style-type: none"> • original and official duplicate despatches, letters and telegrams received • copies of despatches, letters and telegrams sent • confidential and secret despatches, letters, telegrams • circular despatches • registers and indexes • telegraph code books required for interpretation of messages. 	PERMANENT	Retain as State archives
1.4	Head of State	Records of appointment of the Lieutenant Governor or others e.g. Chief Justice as Governor's Deputy during the absence of the Governor, or appointment of Administrator of the State, including commissions.	PERMANENT	Retain as State archives

No	Activity	Description including Records Examples	Status	Disposal Action
2	Constitutional Duties	The activities of the Governor carrying out their constitutional duties. <i>Petitions – A broad definition used for an extended period of time to describe people writing into the Governor.</i>		
2.1	Constitutional Duties	Writs for elections.	PERMANENT	Retain as State archives
2.2	Constitutional Duties	Records of appointment and dismissal of Premiers.	PERMANENT	Retain as State archives
2.3	Constitutional Duties	Records of correspondence with the Premier, Ministers, Parliament, or Executive Council not captured in Executive Council records relating to: <ul style="list-style-type: none"> • appointment and dismissal of Ministers, judges, royal commissioners, senior public servants • ministerials • petitions • death of a monarch • proclamations • regulations • parliamentary messages • exercise of statutory powers prescribed by legislation • requested participation on Government boards. 	PERMANENT	Retain as State archives
2.4	Constitutional Duties	Records of exercising the prerogative of mercy by issuing pardons or remitting fines or sentences imposed by courts including petitions.	PERMANENT	Retain as State archives
2.5	Constitutional Duties	Petitions where there is no legal or constitutional basis on which the Governor may intervene. <i>See GDS 30 v2 (as amended) 3.10.1 PUBLIC REACTION</i>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy

No	Activity	Description including Records Examples	Status	Disposal Action
2.6	Constitutional Duties	Records of giving Royal Assent to Bills of Parliament including signed and sealed Acts.	PERMANENT	Retain as State archives
3	Ceremonial Duties	<p>The activities of the Governor carrying out their ceremonial duties.</p> <p><i>See GDS 30 v2 (as amended) 3.5 COMMUNITY RELATIONS – Events for records relating to addresses, presentations, and speeches not included in 3 and arrangements.</i></p> <p><i>See Activity 4 COMMUNITY DUTIES (various) for records of greetings and regrets to invitations.</i></p>		
3.1	Ceremonial Duties	<p>Records relating to significant events and functions such as celebrations, ceremonies, functions, displays and exhibitions in recognition of individuals and organisations. Including but not restricted to:</p> <ul style="list-style-type: none"> • State ceremonial events • death of a monarch, proclamations and coronations • milestone anniversary events • investitures • luncheons and dinners • presentation of awards. <p><i>See item 3.2 for other events and functions.</i></p>	PERMANENT	Retain as State archives
3.2	Ceremonial Duties	<p>Records relating to other events and functions.</p> <ul style="list-style-type: none"> • minor anniversary events • receptions. <p><i>See Item 3.1 for significant events and functions.</i></p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy
3.3	Ceremonial Duties	Supplementary records relating to the staging of events and functions e.g. management of design, production & setting up of events.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy

No	Activity	Description including Records Examples	Status	Disposal Action
3.4	Ceremonial Duties	Records of briefing notes provided to the Governor including: <ul style="list-style-type: none"> • annual statements of affairs of government departments • biographies of South Australians • books of potentially dangerous persons. 	PERMANENT	Retain as State archives
3.5	Ceremonial Duties	Official diaries of the Governor, or weekly planners, relating to the Governor's role and functions that record dates and times of receptions, visits, events, launches, investitures, meetings, functions, callers, and other appointments, and statistics relating to the above mentioned.	PERMANENT	Retain as State archives
3.6	Ceremonial Duties	Statistical summaries maintained over an extended period of time (1995-1997 and from 2000) that are a consolidated record of all activities at Government House or organised by Government House.	PERMANENT	Retain as State archives
3.7	Ceremonial Duties	Routine daily run sheets including orders and engagements. <i>See Items 3.1 and 3.2 for Briefs specific to functions and events.</i>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy
4	Community Duties	The activities of the Governor in meeting citizens throughout the state and encouraging and rewarding their efforts to promote the well-being of the community. <i>See GDS 30 v2 (as amended) (various) for:</i> <ul style="list-style-type: none"> • other addresses, presentations, speeches • enquiries • other greetings • other liaison • marketing • media relations • press cuttings • other public reaction 		

No	Activity	Description including Records Examples	Status	Disposal Action
4.1	Community Duties	<p>Records of non-standard communication sent from or received by the Governor including:</p> <ul style="list-style-type: none"> • complaints • condolences • congratulations • greetings • introductions • invitations • letters of appreciation • letters of thanks • messages of welcome / farewell • motions of loyalty. <p>Note: Non-standard communication is where a detailed personalised message is incorporated and the communication has particular significance to the Governor or relates to exceptional circumstances.</p>	PERMANENT	Retain as State archives
4.2	Community Duties	<p>Records of patronage and honorary memberships of all organisations including:</p> <ul style="list-style-type: none"> • requests for patronage • acceptances /regrets of patronage • offers of honorary membership • invitations • speeches. <p>See Item 4.13 for Patronage database.</p>	PERMANENT	Retain as State archives

No	Activity	Description including Records Examples	Status	Disposal Action
4.3	Community Duties	<p>Records of patronage and honorary memberships of organisations that involve the use of honorifics.</p> <p>Honorifics include:</p> <ul style="list-style-type: none"> • Chief Scout • President Australian Red Cross - South Australia • Deputy Prior of The Most Venerable Order of the Hospital of St John of Jerusalem in South Australia St John Ambulance Australia - South Australia Inc. • Ambassadors of Pilgrims 100 • Chair of the Rhodes Scholarship Selection Committee • Honorary Colonel, later Representative Colonel, Royal South Australia Regiment (RSAR) • Honorary Colonel, later Representative Colonel, Honorary Air Commodore of the No. 24 (City of Adelaide) Squadron Records. <p>Includes</p> <ul style="list-style-type: none"> • Invitations and speeches. <p><i>See Item 4.2 for records of ordinary patronage and honorary memberships.</i></p> <p><i>See Item 4.6 for regrets to invitations.</i></p> <p><i>See Item 5.1 for Patronage database.</i></p>	PERMANENT	Retain as State archives

RDS 2023/13 Version 1 - Office of the Governor - Records Disposal Schedule

No	Activity	Description including Records Examples	Status	Disposal Action
4.4	Community Duties	<p>Records relating to significant functions and official domestic or overseas visits by or to employees of other agencies, or delegations from other governments or dignitaries of non-government organisations that contain a detailed itinerary, reason for visit and short details of the people involved</p> <ul style="list-style-type: none"> • callers • diplomatic/consular (Heads of State, ambassadors and consuls) • regional visits • overseas visits • attendance at honorific patronage functions. 	PERMANENT	Retain as State archives
4.5	Community Duties	<p>Records relating to other functions and visits by or to employees of other government agencies or governments or members of the public, community and non-government organisations. Includes:</p> <ul style="list-style-type: none"> • attendance at ordinary patronage functions • charitable and community ground events • open days • garden, school and community tours. • 'Lunch on the lawns'. 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.6	Community Duties	<p>Records relating to administrative arrangements associated with functions and visits.</p> <ul style="list-style-type: none"> • regrets to invitations • security arrangements • travel arrangements. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
4.7	Community Duties	Visitor and Houseguest books for Government House.	PERMANENT	Retain as State archives

RDS 2023/13 Version 1 - Office of the Governor - Records Disposal Schedule

No	Activity	Description including Records Examples	Status	Disposal Action
4.8	Community Duties	Copies of Guardhouse Journals and Station Journals. <i>See Item 4.7 for Visitor and Houseguest Books.</i> <i>See: GDS 30 (as amended) Item 1.14.2 ASSET/PHYSICAL RESOURCE MANAGEMENT – Security for <u>other</u> staff and visitor movements.</i>	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy
4.9	Community Duties	Curated photos, and audio-visual media including: <ul style="list-style-type: none"> labelled photo albums (including Vice Regal Clipping Books) and including albums received as gifts named and dated photos. photos of historic interest e.g. nineteenth century weddings in the grounds, even if names and dates are not certain. 	PERMANENT	Retain as State archives
4.10	Community Duties	Loose photographs, slides, negatives or any other visual image media that have not been included within the official image collection and after identification and consultation with stakeholders, there are not enough details available to substantiate a location, topic, date range, individuals, purpose or other information of significance relating to the organisations core business.	TEMPORARY	Destroy when reference ceases
4.11	Community Duties	Database Guest List: 1995-1996. This list is categorized for Royal Family, Governors, Awards, Federal Government, Diplomatic/Consular Services, State Government, Courts, Councils, Government House, Patronage/Honorary Membership, Services, Heads of Organisations. <i>See: GDS 30 v2 (as amended) 3.6.1 COMMUNITY RELATIONS - Greetings for address lists kept for sending of greetings by the Governor.</i>	PERMANENT	Retain as State archives
4.12	Community Duties	Specimens of Christmas cards, invitations, stationery etc.	PERMANENT	Retain as State archives

No	Activity	Description including Records Examples	Status	Disposal Action
4.13	Community Duties	Records relating to the receipt, registration, investigation and resolution of correspondence summarised in: <ul style="list-style-type: none"> • Newnumeric • FIMS (Function Information Management System) • Patronage Database • Statistics of events and functions (1995-97 and from 2000 to current). 	PERMANENT	Retain as State archives
5	Governor's Residences	<p>The development and management of Government House as a residence, office and official reception venue. Includes other former residences including the summer residence at Marble Hill, Old Government House, and the residence at Victor Harbor.</p> <p><i>See: GDS 30 v2 (as amended) Item 5 (various) EMPLOYEE MANAGEMENT for employee records.</i></p> <p><i>Use: GDS 30 v2 (as amended) Item 13.6.1 STRATEGIC MANAGEMENT - Compliance for Register of Gifts received by Governor and partner.</i></p>		
5.1	Governor's Residences	Records of design, construction, fit-out, installation, maintenance, conservation, fabric, furnishing of Government House, the grounds, gates, fences and cottages in the grounds. <p><i>See: GDS 30 v2 (as amended) Items 1.11.3 and 1.11.4 ASSET/PHYSICAL RESOURCE MANAGEMENT - Maintenance for records of the programming and delivery of repairs, maintenance, cleaning and waste management services of Government House and grounds.</i></p>	PERMANENT	Retain as State archives

RDS 2023/13 Version 1 - Office of the Governor - Records Disposal Schedule

No	Activity	Description including Records Examples	Status	Disposal Action
5.2	Governor's Residences	<p>Records relating to management of unique Government House staffing and services.</p> <ul style="list-style-type: none"> • Operations Manuals containing Standing Orders, Guidelines and other general information pertinent to the administration and operation of Government House issued by the Official Secretary between 1988 and 1995 • management of art work on loan from the Art Gallery and furniture, fine art work and historical items belonging to Government House. <p><i>See: GDS 30 (as amended) Item 1.5.1 ASSET/PHYSICAL RESOURCE MANAGEMENT - Control for management of ordinary assets.</i></p> <p><i>See: GDS 30 (as amended) Item 5.17 EMPLOYEE MANAGEMENT – Training for all aspects of training (external/internal) available to employees.</i></p>	PERMANENT	Retain as State archives
5.3	Governor's Residences	Records relating to routine management of Government House staffing and services including daily menus.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy