

Operational Records Disposal Schedule

South Australian Government Financing Authority (SAFA)

RDS 2024/02 Version 1

Effective Dates: 28 October 2024 to 28 October 2034

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*.

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RDS No	RDS 2024/02 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	South Australian Government Financing Authority (SAFA)
Records Scope	Records documenting the functions of Insurance Management, Motor Vehicle Fleet Management and Treasury Management
Records Coverage Dates	1 January 1983 - ongoing
Effective Dates	28 October 2024 to 28 October 2034
Status	Determined by Director State Records and approved by State Records Council 27 August 2024
Associated RDS	This RDS supersedes RDS 2013/01.
Exclusions	<p>Records of the Motor Accident Commission (MAC) (1995 - 1 July 2019) covered by RDS 2003/18 v2 valid until 30 June 2025.</p> <p>Records of the Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation) covered by RDS 2014/26 v1 valid until 30 June 2025.</p> <p>Records of the former DTF- Electricity Reform & Sales Unit (ERSU) covered by RDS 2014/26 v1 expired 30 June 2012.</p>
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://www.archives.sa.gov.au/managing-information/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.	INSURANCE MANAGEMENT	The function of providing services in the areas of insurance in the capacity of captive insurer of the government.		
1.1	<i>Claims</i>	<i>The process of administering and managing payments in accordance with an insurance policy as compensation for an injury, death or denial of rights or a person or damage or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen and lost property. (KAAA)</i>		
1.1.1	Claims	Insurance management databases. For example, RiskConsole. Database includes information relating to: <ul style="list-style-type: none"> • organisation (agency) • incident date • reported date • incident description • incident address • cause • part/object • nature • area of incident • fund • policy number. 	PERMANENT	Retain as State archives
1.1.2	Claims	Records relating to the management of claims including: <ul style="list-style-type: none"> • malpractice • general liability • personal injury • former workers rehabilitation and compensation acts • appeals to workers compensation tribunals, supreme court or other authority for specific compensation cases. 	TEMPORARY	Retain a minimum of 100 years after date of birth or 20 years after claim closed, whichever is the later, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>Record examples include:</p> <ul style="list-style-type: none"> • incident reports • medical reports • advice • appeals • litigation • payments • other information related to the case. <p><i>See Item 1.1.1 for summary of claims.</i> <i>See Item 1.1.3 for claims relating to property damage or loss.</i> <i>See Item 1.1.4 for fleet vehicle claims.</i></p>		
1.1.3	Claims	<p>Records relating to the management of claims for the loss or damage to government property. Excludes fleet vehicle claims.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • incident reports • advice • appeals • litigation • payments • other information related to the case. <p><i>See Item 1.1.1 for summary of claims.</i> <i>See Item 1.1.2 for other claims.</i> <i>See Item 1.1.5 for fleet vehicle claims.</i></p>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1.4	Claims	<p>Records relating to vehicle damage covered by insurance arrangements i.e. hail damage, vandalism or destruction of stolen vehicle. Includes records relating to insurance previously referred to as 'catastrophe' claims.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • incident reports • advice • appeals • litigation • payments • other information related to the case. <p>Closed series as at c.2019 See <i>Item 1.1.1 for summary of claims.</i></p>	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.
1.1.5	Claims	<p>Records relating to vehicle accidents involving property damage. Includes damage to fleet vehicle, other vehicle or in-situ property (i.e. stobie pole, fence post or road sign). Includes repairs and insurance claims.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • incident reports • advice • appeals • litigation • payments • other information related to the case. <p>See <i>Item 1.1.1 for summary records.</i> See <i>Item 2.3.1 for records relating to general maintenance and repairs.</i></p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2	Reinsurance	<p><i>The activity of protecting the agency and the State against financial consequences resulting from a catastrophic event, large property loss or civil liability claim by placing reinsurance in the international insurance markets.</i></p> <p><i>See GDS 30 STRATEGIC MANAGEMENT – Reporting Item 13.22 (various) for re-insurance surveys.</i></p>		
1.2.1	Reinsurance	Master copy of reinsurance policy documents.	PERMANENT	Retain as State archives
1.2.2	Reinsurance	<p>Supplementary records relating to the background and development of SAFA reinsurance policies.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • working papers • draft reports • monitoring of credit strength • placing slips • property asset reviews • risk insurance reports. 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.3	Project Management	<p><i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i></p>		
1.3.1	Project Management	<p>Records relating to insurance management projects for example risk management projects such as catastrophe modelling, pilot project on business interruption.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • project brief • change management plans 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • communications and engagement plans • project implementation plans • key decisions • meetings • monitoring • lessons learnt • closure report • risk management plans. 		
1.4	<i>Risk Management</i>	<i>The process involving the identification of risks and the implementation of appropriate practices and procedures that will reduce wastage and the impact of economic loss arising from an incident. (KAAA)</i>		
1.4.1	Risk Management	Records relating to risk management benchmarking. Record examples include: <ul style="list-style-type: none"> • agency self assessment • supporting documents • reports. 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.5	<i>Underwriting</i>	<i>The activities involved in underwriting the insurances provided to client agencies by arranging insurance protection for government risks.</i>		
1.5.1	Underwriting	Records relating to annual premiums for agencies. Record examples include: <ul style="list-style-type: none"> • premium calculations • copy of agency agreement • copy of invoice. 	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.5.2	Underwriting	<p>Records relating to the underwriting of government agencies.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • advice • recommendations • copy of Treasurers approval. 	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
1.5.3	Underwriting	<p>Records relating to commercial insurance for example Direct Insurance Placements.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • liability placements • underwriting information • approvals • invoices • policy document. 	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.
1.5.4	Underwriting	<p>Records relating to other classes (non-captive) of insurance, for example building indemnity insurance.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • liability placements • underwriting information • approvals • invoices • policy document. 	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.	MOTOR VEHICLE FLEET MANAGEMENT	The function of managing the State’s passenger and light commercial motor vehicles. See GDS 30 COMMUNITY RELATIONS – Public Reaction Item 3.10 (various) for records relating to complaints.		
2.1	<i>Acquisition</i>	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. (KAAA)</i>		
2.1.1	Acquisition	Records relating to requests for new and replacement vehicles. Includes police, government, benevolent institutions and private plates. Record examples include: <ul style="list-style-type: none"> • submission • response • pricing • approvals (safety policy, accessories). 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
2.1.2	Acquisition	Records relating to fleet vehicle acquisition. Includes leasing and direct purchase. Record examples include: <ul style="list-style-type: none"> • vehicle pricing submission from manufacturers • purchasing records (i.e. invoice) • adhoc agreements (i.e. discount, leasing, CO2 offset). 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
2.2	<i>Disposal</i>	<i>The process of disposal of fleet vehicles no longer required. Includes police, government benevolent institutions and private plates.</i>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.2.1	Disposal	<p>Records relating to disposal of fleet vehicles including destruction of standard licence plates and private plates. Includes auctions, direct sales and tenders.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> vehicles valuations records for reserve rectifications approvals approvals for purchase (direct purchase). 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
2.3	<i>Fleet Maintenance and Repairs</i>	<i>The activities associated with managing vehicles from acquisition through to disposal. Includes maintenance and repairs.</i>		
2.3.1	Fleet Maintenance and Repairs	<p>Records relating to the management of fleet vehicles.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> vehicle case file registration papers checklists maintenance records pre-lease plan. <p>Ceased c.2013</p> <p><i>See Item 2.1 (various) for acquisition records post 2013.</i></p> <p><i>See Item 2.2 (various) for disposal records post 2013.</i></p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
2.3.2	Fleet Maintenance and Repairs	<p>Records relating to the issue of fuel cards.</p> <p>Record examples include notifications.</p> <p>Ceased c.2013.</p>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.4	<i>Procurement (Goods & Services)</i>	<i>The activities involved in arranging, assessing, procuring and managing the performance of work or the provision of goods or services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Also includes the process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. (KAAA)</i>		
2.4.1	Procurement (Goods & Services)	<p>Records relating to the receipt and assessment of tenders relating to fleet management. Includes successful, unsuccessful and tenders not proceeded with.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • statement of requirements • requests for proposal • expressions of interest • specifications • public notice • submissions • evaluations. 	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
2.4.2	Procurement (Goods & Services)	<p>Records relating to the management of contracts for the management of Fleet Management functions, signed under seal.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • contracts • agreements • terms and conditions • guarantees and undertakings • contract performance • contract variations. <p><i>See Item 2.4.3 for contracts NOT signed under seal.</i></p>	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.4.3	Procurement (Goods & Services)	<p>Records relating to the management of contracts for the management of Fleet Management functions, not under seal.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • contracts • agreements • terms and conditions • guarantees and undertakings • contract performance • contract variations. <p><i>See Item 2.4.2 for contracts signed under seal.</i></p>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
2.5	<i>Short Term Hire</i>	<i>The activities involved in the booking of short term hire vehicles. Includes log sheets and parking of vehicles.</i>		
2.5.1	Short Term Hire	<p>Records relating to short term hire.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • booking sheet • hire log • parking dockets • authority card. 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.6	<i>Vehicle Management</i>	<i>The activity of managing the life cycle of fleet vehicles.</i>		
2.6.1	Vehicle Management	Summary records of fleet management. Includes details of vehicle make/model/type/fuel type, leasing agency, fuel records, garaging address, driver name, lease rates, financial details.	TEMPORARY	Retain for a minimum of 8 years after last entry, then destroy

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.	TREASURY MANAGEMENT	The function of the management of SAFA's financial business risks including funding, liquidity, commodity, foreign exchange, interest rate and credit risk. See GDS 30 FINANCIAL MANAGEMENT – Control Item 6.5 (various) for contract management registers and databases.		
3.1	<i>Borrowing</i>	<i>The activity of raising funds from domestic and global financial markets for the purposes of managing the State's finances.</i>		
3.1.1	Borrowing	Records relating to appointment of Dealer Panel Banks. Record examples include: <ul style="list-style-type: none"> • application • assessment • appointment. <i>See Item 3.1.5 for ongoing management of dealer panels.</i>	TEMPORARY	Retain a minimum of 7 years after bank leaves or is removed from the panel, then destroy.
3.1.2	Borrowing	Records relating to Select Lines. Record examples include: <ul style="list-style-type: none"> • correspondence with dealer panel banks • termsheets • pricing supplements • reissue by banks. 	TEMPORARY	Retain a minimum of 7 years after date of maturity, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.1.3	Borrowing	Records relating to borrowing programs (includes onshore and offshore) e.g. Euro Commercial Paper, Medium Term Notes, Promissory Notes and Floating Rate Notes. Record examples include: <ul style="list-style-type: none"> • information memorandums • listing requirements • debt related documents • copies of approval documents. 	TEMPORARY	Retain a minimum of 50 years after the date of maturity of the last bond to reference the Information Memorandum, then destroy.
3.1.4	Borrowing	Records relating to reports on SAFA's funding tasks. Record examples include: <ul style="list-style-type: none"> • calculation of borrowing requirements • advice to market • approvals. 	TEMPORARY	Retain a minimum of 15 years after end of financial year, then destroy.
3.1.5	Borrowing	Records relating to Dealer Panel. Record examples include: <ul style="list-style-type: none"> • annual assessment • reporting. <p><i>See Item 3.1.1 for applications and appointments to panel.</i></p>	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.
3.1.6	Borrowing	Records relating to SAFA Bonds, for example Migrant bonds. Record examples include: <ul style="list-style-type: none"> • daily conversion reports • investment posting logs • buyback advice from SAFA's registry • monthly reconciliation reports from registry 	TEMPORARY	Retain a minimum of 10 years after date of maturity, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • copies of applications • original (when returned to in-house management) • certified copies of passports. <p><i>Note: SAFA Bond Management is currently a contracting out service provided by Link Market Services (the Registry)</i></p>		
3.2	<i>Client Liaison and Management</i>	<p><i>The activity of managing the interaction between SAFA and its clients. This includes the management of interest rate risk, analytical and strategic advice, implementation, and management of designated liability portfolios facilitating the provision of client funding and the development and maintenance of client relationship strategies.</i></p> <p><i>Includes routine records such as reports, correspondence, copies of agreements and portfolio management activities relating to individual clients e.g. HomeStart and SA Water.</i></p> <p><i>See GDS 30 STRATEGIC MANAGEMENT – Advice Item 13.1 (various) for advice.</i></p>		
3.2.1	Client Liaison and Management	<p>Treasury Management System (currently Findur). Includes all transactions with counterparties and clients.</p> <p>Details included in the database include:</p> <ul style="list-style-type: none"> • counterparty/client • product type • issuer • loan/deposit amount • currency • maturity • price • settlement. 	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.2.2	Client Liaison and Management	Records relating to client services agreement. Record examples include: <ul style="list-style-type: none"> • client services agreement • amendments to agreement. 	PERMANENT	Retain as State archives
3.2.3	Client Liaison and Management	Records relating to client management. Includes the provision of financial advisory services, including debt restructuring services procurement, such as leasing and other structural financial solutions. Record examples include: <ul style="list-style-type: none"> • advice • models • reports • implementation strategies • account authorisations • bank details • correspondence • requests for returns • requests for foreign exchange rates • client services files • biannual borrowing and derivative activity statements. 	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy.
3.2.4	Client Liaison and Management	Records relating to SAFA's subsidiary investment companies. For example SA Finance Trust Ltd, SAF(HK), SAF(UK). Record examples include: <ul style="list-style-type: none"> • establishment of companies • appointment of directors • agenda and board papers • de-registration of companies. Closed series c.2000.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.2.5	Client Liaison and Management	<p>Copies of records relating to SAFA’s financial management of separate legal entities i.e. Motor Accident Commission, State Owned Generators Leasing Co Pty Ltd, Distribution Lessor Corporation, Generation Lessor Corporation, Transmission Lessor Corporation and Playford Capital Portfolio companies.</p> <p>These records are SAFA copies, the agencies hold the originals.</p> <p>See exclusions page 2 for records of the agencies; Motor Accident Commission, Lessor Corporations including Distribution Lessor Corporation, Generation Lessor Corporation and Transmission Lessor Corporation.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • establishment of entities • appointment of directors • agenda and board papers • monitoring of compliance with transaction documents • annual reports • review of charters • Day-to-day business activities e.g. bank reconciliations, payments and receipts. <p>See GDS 30 BOARD & COMMITTEE MANAGEMENT – Proceedings Item 2.6 (various) for agenda and board papers.</p> <p>See GDS 30 BOARD & COMMITTEE MANAGEMENT – Membership Item 2.5 (various) for establishment and appointment records.</p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.2.6	Client Liaison and Management	Records detailing indicative interest rate levels of various borrowing and investment options. Record examples include: <ul style="list-style-type: none"> • client and Bank Bill Swap Reference (BBSW) rate sheets • information from financial market information service e.g. Bloomberg. 	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy.
3.3	<i>Credit Risk Management</i>	<i>The activity of minimising the potential for credit losses that may arise from SAFA's investment activities.</i>		
3.3.1	Credit Risk Management	Records relating to the periodic review of credit guidelines for updates to the Policy Manual. Record examples include: <ul style="list-style-type: none"> • analysis of counterparty credit ratings • recommended investment and maturity limits • reports to the SAFA Advisory Board • minutes to the Treasurer. <p><i>See GDS 30 BOARD AND COMMITTEE MANAGEMENT – Proceedings Item 2.6 (various) for reports to SAFA Advisory Board and Treasurer</i></p>	PERMANENT	Retain as State archives
3.3.2	Credit Risk Management	Records relating to the review of credit guidelines. Record examples include: <ul style="list-style-type: none"> • working papers • monitoring • compliance with guidelines 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • reference material • signed copy of Credit Exposure Report • counterparty change request forms • grading • inactivity reports • supporting documents. <p><i>See GDS 30 BOARD AND COMMITTEE MANAGEMENT – Reporting Item 2.7 (various) for reports to SAFA Advisory Board and Treasurer for review of credit guidelines.</i></p>		
3.3.3	Credit Risk Management	<p>Records relating to general credit management issues. Includes copies of quarterly reports to the SAFA Advisory Board.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • new credit counterparties established • credit rating activity with existing counterparties • overall credit exposure. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3.3.4	Credit Risk Management	<p>Records relating to breaches of limits. Includes approved limit and internal limit breaches.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • Treasury Management System (TMS) notification of breach • notification to SAFA CEO, Under Treasurer and Treasurer of any breach • documentation of any actions taken regarding breach • minute to Treasurer regarding approval (retain/reduce/liquidate) of proposed action. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.3.5	Credit Risk Management	<p>Records relating to the provision of information to credit rating agencies for the purposes of assessing the State’s credit rating.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • information provided to DTF in relation to annual visits by credit rating agencies • rating assessment reports from credit rating agencies. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.4	<i>Education and Awareness</i>	<i>The activities associated with designing, developing, delivering and managing education and awareness programs on SAFA activities.</i>		
3.4.1	Education and Awareness	<p>Records relating to the development of training and information sessions on risk management. For example government conferences and launch of risk management policy.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • working papers • presentation materials. 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
3.4.2	Education and Awareness	Records relating to the delivery of education and awareness sessions.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3.5	<i>Financial Reporting</i>	<i>The activities and processes associated with initiating or providing systematic or routine reports or statements relating to operational financial transactions of SAFA.</i>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.5.1	Financial Reporting	Records relating to reports from SAFA's systems in relation to banking. Includes routine and ad-hoc reporting. Record examples include: <ul style="list-style-type: none"> reconciliation reports bank statements new beneficiary/counterparty records for setting up as a vendor for payment supporting documentation on account details. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.5.2	Financial Reporting	Records relating to reports from SAFA's systems in relation to financial management reporting. Record examples include: <ul style="list-style-type: none"> routine reporting ad-hoc reporting. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.5.3	Financial Reporting	Records relating to reports in relation to general ledger reporting. Record examples include: <ul style="list-style-type: none"> batch reports postings, journals and statements supporting documents of managing client portfolios e.g. financial reports to SA Water, electricity entities. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.5.4	Financial Reporting	Records relating to reports from SAFA's systems in relating to general systematic reporting. Record examples include: <ul style="list-style-type: none"> routine and adhoc reporting exception reports FX hedging reports 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • reports on breaches • derivative reports • accounts receivable and payable payment batches • interest rate comparisons • reconciliations of stock holdings • rate set advices and confirmations • invoices • remittance advice • invoices for government guarantee fees. 		
3.5.5	Financial Reporting	<p>Records relating to reports from SAFA's systems in relation to risk/portfolio reporting.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • routine and adhoc reporting • risk reports produced by the Treasury Management System • portfolio reports • managed fund reports eg Cash Management Facility (CMF) and Closed-end Funds (CEF) • benchmarking reports. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3.5.6	Financial Reporting	<p>Records relating to reports from SAFA's systems in relation to client reporting.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • routine and adhoc reporting • registry reports (provided by The Registry) • transaction reports • outstanding reports • breakdown reports • debenture reporting in relation to local government. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.5.7	Financial Reporting	Records relating to policy manual breaches. Includes correspondence with CEO's, Under Treasurer, Dealers and action taken.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.5.8	Financial Reporting	Records relating to CPI. Record examples include: <ul style="list-style-type: none"> • information from the ABS • advice to securities exchange i.e Austraclear • calculations for index bonds. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.6	<i>Financial reviews</i>	<i>The activity of conducting a financial assessment of companies on behalf of government agencies.</i>		
3.6.1	Financial reviews	Records relating to financial assessment of companies. Record examples include: <ul style="list-style-type: none"> • applications with supporting documents • financial searches of applicant. 	TEMPORARY	Retain for a minimum of 7 years after action completed, then destroy.
3.7	<i>Guarantee Arrangements</i>	<i>The activity of entering in a financial agreement between the Treasurer and a client to support a client's debt obligations.</i>		
3.7.1	Guarantee Arrangements	Records relating to compliance with Treasurer's guarantee, includes guarantee. e. Includes agencies that fall outside the budget process for example SA Water.	TEMPORARY	Retain a minimum of 7 years after expiry of Treasurer's guarantee, then destroy.
3.7.2	Guarantee Arrangements	Register of Contingent Liabilities.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.7.3	Guarantee Arrangements	<p>Records relating to Government Guarantee Fees.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • calculation of fees • advice • correspondence with agencies. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.8	<i>Industry Assistance</i>	<i>The activity of providing financial assistance on behalf of the Treasurer/Minister in relation to economic development of the state. (Previously known as Industry Assistance Awards.)</i>		
3.8.1	Industry Assistance	<p>Records relating to the establishment of industry assistance funds where SAFA is the lead agency.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • applications from industry • financial reports • assessment. <p><i>See Item 3.8.2 for establishment of funds where SAFA is not the lead.</i></p>	PERMANENT	Retain as State archives
3.8.2	Industry Assistance	<p>Records relating to the establishment of industry assistance funds where SAFA is NOT the lead agency.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • applications from industry • financial reports • assessment • eligibility criteria. <p><i>See Item 3.8.1 for establishment of funds where SAFA is the lead.</i></p>	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.8.3	Industry Assistance	<p>Records relating to applications for financial assistance from an industry assistance fund. Includes applications not supported.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • signed copy of agreement • correspondence • monitoring • applications and assessment • copy of approval • copy of contract • loan documents. 	TEMPORARY	Retain a minimum of 17 years after expiry of contract, then destroy.
3.8.4	Industry Assistance	<p>Records relating to financial assistance provided to agencies for risk management projects.</p> <p>Records examples include:</p> <ul style="list-style-type: none"> • applications • responses. <p><i>Closed series c.2016</i></p> <p><i>See Item 3.8.1-3.8.3 for industry assistance post 2016.</i></p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.9	<i>Investing</i>	<i>The activity of investing funds in the domestic and international financial markets for the purposes of managing the State's finances. Investments are made on behalf of clients as well as on behalf of SAFA. Investing also includes the activity of processing loans to SA Public Sector agencies.</i>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.9.1	Investing	<p>Records relating to SAFA investment activities. Includes providing funding to clients on a defined maturity and rate basis. For example Term Deposits, Cash Management Facility, Working Capital Loans to Portfolio clients (for example SA Water and Homestart).</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • counterparty/client • product • amount • term/maturity • rate. 	TEMPORARY	Retain a minimum of 7 years after loan term expires, then destroy.
3.9.2	Investing	<p>Records relating to loans provided to SA public sector clients by SAFA. For example loans to Flinders Medical Centre.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • client services agreement • supporting documents. 	TEMPORARY	Retain a minimum of 7 years after loan term expires, then destroy.
3.9.3	Investing	<p>Records relating to loans/debentures to Local Government Finance Authority of SA.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • copies of signed agreements • reconciliations • advice • matured debenture loan. <p><i>See GDS 30 STRATEGIC MANAGEMENT – Agreements Item 13.2 (various) for original agreement.</i></p> <p style="text-align: right;"><i>Closed series c.2010</i></p>	TEMPORARY	Retain a minimum of 7 years after loan term expires, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.9.4	Investing	<p>Records relating to loans/debentures to local authorities within Australia.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • copies of signed agreements • reconciliations • advice • matured debenture loan. <p><i>See GDS30 STRATEGIC MANAGEMENT – Agreements Item 13.2 (various) for original agreement.</i></p> <p style="text-align: right;"><i>Closed series c.2010</i></p>	TEMPORARY	Retain a minimum of 7 years after loan term expires, then destroy.
3.9.5	Investing	<p>Records relating to matured or cancelled client loans. Includes monthly reports generated from the Treasury Management System for SAFA loan and deposit accounts.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • monthly reports • counterparty/client • product • \$ amount • term/maturity • rate. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.9.6	Investing	Records relating to insurance (previously SAicorp) Investment Funds.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.9.7	Investing	Records relating to SAFA's management of former legal entities e.g. Playford Capital and Paragon Equity. Record examples include: <ul style="list-style-type: none"> • payments for investments • share subscription agreements for the investments • appointments of Directors • agenda and Board papers • de-registration of companies. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.9.8	Investing	Records relating to SAFA's venture capital investments. Record examples include: <ul style="list-style-type: none"> • call notices received from the South Australian Venture Capital Fund investment manager • approvals for payment of call notices • share subscription agreements for the investments. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.9.9	Investing	Records relating to SAFA re-investment activities. Re-investments relating to borrowing (both offshore and domestic) and investments undertaken as part of SAFA's short-term (less than 12 months) investment program.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3.10	<i>Portfolio Management</i>	<i>The activity of liability management on behalf of SAFA and clients.</i>		
3.10.1	Portfolio Management	Records relating to the portfolio position process, risk management reporting and the performance of client portfolios. For example, SA Water. Record examples include monthly reporting to clients consistent with the terms outlined in their Client Services Agreement.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.10.2	Portfolio Management	<p>Records relating to the portfolio positioning process and the performance of SAFA's portfolios.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • daily portfolio reports • daily compliance reporting for portfolios • copies of reports to the Asset and Liability Management Committee and SAFA Advisory Board. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3.11	<i>Project Management</i>	<i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i>		
3.11.1	Project Management	<p>Records relating to significant Treasury Management projects. For example ESG.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • project brief • change management plans • communications and engagement plans • project implementation plans • key decisions • meetings • monitoring • lessons learnt • closure report • risk management plans. 	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.11.2	Project Management	<p>Records relating to Treasury Management projects. For example AONIA, Central Clearing.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • project brief • change management plans • communications and engagement plans • project implementation plans • key decisions • meetings • monitoring • lessons learnt • closure report • risk management plans. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.12	<i>Settlements</i>	<i>The activity of settling and confirming transactions.</i>		
3.12.1	Settlements	<p>Records relating to daily settlements.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • settlement statements • deal tickets • futures statements • deal spreads • counterparty confirmations. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.12.2	Settlements	Records relating to communications with counterparties. Record examples include correspondence.	TEMPORARY	Retain a minimum of 7 years after date of maturity, then destroy.
3.12.3	Settlements	Records relating to incomplete and outstanding settlements. Record examples include: <ul style="list-style-type: none"> monthly reports on outstanding amounts that have not settled details on why outstanding. 	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy.
3.13	<i>Subsidiary Compliance</i>	<i>The activity of managing the privatisation of government entities.</i>		
3.13.1	Subsidiary Compliance	Records relating to the corporate management of privatised entities and other companies. Record examples include: <ul style="list-style-type: none"> corporate registers seal registers certificates of incorporation appointment of directors insurance and risk management documents transfers and allotment journals. 	PERMANENT	Retain as State archives.
3.13.2	Subsidiary Compliance	Supplementary records relating to background management of privatised entities. Record examples include: <ul style="list-style-type: none"> working papers draft reports. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.