

Operational Records Disposal Schedule
Department for Trade and Investment
Office of the Registrar-General (ORG)
RDS 2023/16 Version 2

Effective Dates: 12 January 2024 to 12 January 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*.

RDS No	RDS 2023/16 Version 2
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Office of the Registrar-General
Records Scope	Records documenting the function of Registration
Records Coverage Dates	1 January 1901 - ongoing
Effective Dates	12 January 2024 to 12 January 2034
Status	Determined by Director State Records and approved by State Records Council 20 February 2024
Associated RDS	This RDS supersedes Function 3 Registration of RDS 2011/11 v2 and RDS 2023/16 Version 1
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	REGISTRATION	The function of examining, assessing and registering survey plans and documents and issuing Certificates of Title in accordance with statutory requirements, to establish conclusive evidence of ownership. Also includes the registering of Crown Leases, and instruments such as deeds, wills, stock mortgages, bills of sale, liens and conveyances.		
1.1	Administering Claims for Compensation	<i>The activities associated with processing claims for compensation.</i>		
1.1.1	Administering Claims for Compensation	Records documenting formal applications to the Registrar-General for dispute mediation or claims against the Government Assurance Fund, including those which proceed to the Supreme Court for resolution. Record examples include: <ul style="list-style-type: none"> • Meeting minutes • Correspondence • Court transcripts • Agreements 	PERMANENT	Retain as State archives
1.2	Customer Service Requests	<i>The activities associated with the provision of services to customers, including on-selling of data and online products.</i>		
1.2.1	Customer Service Requests	Records documenting the provision of services to clients, including arrangements to search and inspect deeds and plans and data requests from agencies. Includes requests and responses.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.2.2	Customer Service Requests	Records documenting the processing of data requests from other Government agencies.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2.3	Customer Service Requests	Records of requests for name search suppression or removal of suppression. Record examples include: <ul style="list-style-type: none"> • Applications for suppression/removal • Statutory declaration • Supporting documentation 	TEMPORARY	Retain a minimum of 3 years after action completed, then destroy
1.3	Registering Instruments	<i>The activities associated with the lodgement, registration, administration and discharge of bills of sale, stock mortgages, liens, deeds and related instruments.</i>		
1.3.1	Registering Instruments	Registers and indexes to General Registry instruments including memorials, enrolments, bills of sale, stock mortgages, wool liens, deposits and plans. For example bound General Registry index books. <i>See Item 1.3.7 for records referenced in registers/indexes.</i>	PERMANENT	Retain as State archives
1.3.2	Registering Instruments	Records documenting memorials, enrolments, plans and deposits filed in the General Registry. Includes land grants, heritage plans, transmission packets, mortgages, conveyances, leases, indentures, Wills, probate and deeds for a number of actions e.g. Deed Poll name changes. Also known as GRO packets. <i>See Item 1.3.9 for microfilm reference copies.</i>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.3	Registering Instruments	<p>Paper source records documenting instruments (also known as dealings) for the purpose of registering titles and Crown leases No.1 (August 1858) – 7,701,000 (April 1994). Includes transfers, mortgage discharges, leases, surrenders, easements, caveats.</p> <p><i>See Item 1.3.4 for paper source records post April 1994.</i></p> <p><i>See Item 1.3.5 for scanned images post April 1994.</i></p>	PERMANENT	Retain as State archives
1.3.4	Registering Instruments	<p>Paper source records documenting instruments for the purpose of registering titles and Crown leases No. 7,701,001 (1994) onwards, whose data is scanned and entered to the Land Ownership and Tenure System (LOTS) until 27 April 2015 and from then on to the South Australian Integrated Land Information System (SAILIS). Includes transfers, mortgage discharges, leases, surrenders, easements, caveats.</p> <p><i>See item 1.3.3 for paper source records from 1858 to April 1994.</i></p> <p><i>See item 1.3.5 for scanned images post April 1994.</i></p>	PERMANENT	Retain as State archives
1.3.5	Registering Instruments	<p>Scanned images (currently TIFF format) of records documenting instruments for the purpose of registering titles and Crown leases No. 7,701,001 (April 1994) onwards, whose data was entered into the Land Ownership and Tenure System (LOTS) until 27 April 2015 and from then on to SAILIS. Includes transfers, mortgage discharges, leases, surrenders, easements, caveats.</p> <p><i>See item 1.3.4 for paper source records post April 1994.</i></p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.6	Registering Instruments	Digital source records documenting instruments for the purpose of registering titles and Crown leases. (currently SAILIS)	PERMANENT	Retain as State archives
1.3.7	Registering Instruments	Records relating to the lodgement of bills of sale, stock and other mortgages, fruit, wool and worker liens for registration, including renewals, corrections, extensions and discharges. <i>See item 1.3.1 for Register.</i>	TEMPORARY	Retain minimum of 5 years after action completed, then destroy.
1.3.8	Registering Instruments	Day journals recording lodgement and routine tracking of bills of sale, memorials, enrolments, deposits, plans, stock and other mortgages, fruit, wool and worker liens and related dealings.	TEMPORARY	Retain minimum of 10 years after action completed, then destroy.
1.3.9	Registering Instruments	Microform reference copies of memorials, enrolments, deposits and plans, used for interpretation and reference. Closed series c1994. <i>See Item 1.3.2 for original records.</i>	TEMPORARY	Retain minimum of 5 years after action completed, then destroy.
1.4	Registering Land Titles	<i>The activity of establishing the indefeasibility of title as conclusive evidence of ownership, description, and extent of land. Includes the examination, assessment and registration of survey plans and the issuing of certificates of title.</i>		
1.4.1	Registering Land Titles	Bound books which contain information about limited titles, Crown leases, land grants, Treasury receipts and Crown records.	PERMANENT	Retain as State archives
1.4.2	Registering Land Titles	Crown Lease Books (Registers) referencing imperial and metric leases from 1889-2010.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.3	Registering Land Titles	Bound precedent books 1895 – 1930 documenting tenure situations. Series closed c1930.	PERMANENT	Retain as State archives
1.4.4	Registering Land Titles	Summaries of the legal title produced from searching the sequence of transactions to ensure rightful ownership of land and to bring the land under Part IV of the <i>Real Property Act 1886</i>	PERMANENT	Retain as State archives
1.4.5	Registering Land Titles	Records documenting title register searches (Old System Search Packets - numbered from 1 to 3049 and ongoing) to bring land under Part IV of the <i>Real Property Act 1886</i> . Applications were recorded and indexed by suburb name.	PERMANENT	Retain as State archives
1.4.6	Registering Land Titles	Records of applications to bring land compulsorily and voluntarily under Part IV of the <i>Real Property Act 1886</i> . Registration deposits include deeds, approvals, Powers of Attorney, Wills and Heritage Agreements.	PERMANENT	Retain as State archives
1.4.7	Registering Land Titles	Records of claims (also known as Adverse Possession Claim Part VIIA Application Packets) for Certificate of Title based upon possession under Part VIIA of the <i>Real Property Act 1886</i> . Includes receipt, publication of notices, caveats, legal advice and issue of Certificate of Title.	PERMANENT	Retain as State archives
1.4.8	Registering Land Titles	Documents registered against a Certificate of Title including leases, transfers and mortgages. <i>See Items 1.3.3-1.3.4 for paper source records.</i> <i>See Item 1.3.5 for scanned images.</i> <i>See Item 1.4.11 for microform reference copies.</i>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.9	Registering Land Titles	Records of current and cancelled Certificates of Title, including limited titles.	PERMANENT	Retain as State archives
1.4.10	Registering Land Titles	Local Government Authorities' and other corrections to public land records including Certificates of Title. These corrections are the sources of authority for Title amendment and evidence database change.	PERMANENT	Retain as State archives
1.4.11	Registering Land Titles	Microform reference copies of documents registered against a title including Crown pastoral leases, transfers, mortgages and others registered against a title. Dates and a see reference to the original/s. Closed series c1994. <i>See Item 1.4.8 for original records.</i>	TEMPORARY	Destroy when reference ceases.
1.4.12	Registering Land Titles	Land Titles Office correspondence docket 1858 – ongoing, covering a wide range of business activities including a mix of facilitative cover sheets, and more transactional transfers, cancellations, amalgamations, divisions, corrections, encroachments, title issue advice, withdrawal of powers of attorney, applications for new certificates and enquiries regarding ownership.	PERMANENT	Retain as State archives
1.4.13	Registering Land Titles	Source and working plans for freehold surveys on linen, paper and digital format showing the title chain history, pre-dating Filed Plans (FP's) and Deposited Plans (DP's). Originals are from Old System applications not under the <i>Real Property Act 1886</i> . May be expressed as A, B or C plans.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.14	Registering Land Titles	<p>Deposited Plans (also known as DP packets) and supporting documentation lodged following a land division, which define the allotment and establish ownership. Includes “board copies” withdrawn plans and hard copy plans.</p> <p>NB – board refers to physical boards i.e., linen boards.</p> <p><i>See 1.4.15 for microform reference copies.</i></p>	PERMANENT	Retain as State archives
1.4.15	Registering Land Titles	<p>Microform reference copies of Deposited Plans (also known as DP packets) and supporting documentation lodged following a land division.</p> <p>Closed series c1994</p> <p><i>See 1.4.14 for original Deposited Plans and supporting documentation.</i></p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.4.16	Registering Land Titles	<p>Strata Plans (also known as SP packets), supporting documentation and amendments lodged following a land division, which define units and common property. Includes hard copy plans.</p> <p><i>See 1.4.17 for microform reference copies of Strata Plans and supporting documentation.</i></p>	PERMANENT	Retain as State archives
1.4.17	Registering Land Titles	<p>Microform reference copies of Strata Plans (also known as SP packets), and supporting documentation lodged following a land division.</p> <p>Closed series c1994</p> <p><i>See 1.4.16 for original Strata Plans and supporting documentation.</i></p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.18	Registering Land Titles	Community Plans, Community Strata Plans (also known as CP packets), supporting documentation and amendments lodged following a land division, which define lots, references to monuments and multi-level lots. Includes hard copy plans. <i>See 1.4.19 for microform reference copies of Community Plans and Community Strata Plans.</i>	PERMANENT	Retain as State archives
1.4.19	Registering Land Titles	Microform reference copies of Community Plans, Community Strata Plans and supporting documentation lodged following a land division. Closed series c1994 <i>See 1.4.18 for original Community plans, Community Strata Plans and supporting documentation.</i>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.4.20	Registering Land Titles	Filed Plans (also known as FP packets) and supporting documentation lodged for the intent of determining property boundaries e.g. easements, outer boundary plans, correction of boundaries and lease purposes. Includes narrative files, withdrawn plans and hardcopy plans. <i>See 1.4.21 for microform reference copies of Filed Plans.</i>	PERMANENT	Retain as State archives
1.4.21	Registering Land Titles	Microform reference copies of Filed Plans and supporting documentation lodged. Closed series c1994 <i>See 1.4.20 for original Filed Plans.</i>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.22	Registering Land Titles	Delivery slips provided to applicants receipting the delivery of completed registration transactions.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.4.23	Registering Land Titles	Interim land tenure map transparencies showing the extent of titles and assessments, with hand-drawn coloured and inked amendments c1850 - 1985. Closed series c1985 (These preceded the Digital Cadastral Database and are a discontinued series).	PERMANENT	Retain as State archives
1.4.24	Registering Land Titles	Examination (working) copies of lodged plans that relate to contentious matters, including 'board duplicates' and those which have generated substantial controversy over boundary issues e.g. where occupation does not agree with the definitions. NB – board refers to physical boards i.e., linen boards.	PERMANENT	Retain as State archives
1.4.25	Registering Land Titles	Examination (working) copies of noncontentious plans, created for the regular purposes of examination.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.4.26	Registering Land Titles	Working copies of records documenting the conversion of Crown Land to freehold parcels including mathematical records of the boundaries of the land parcel to draw a Title, reflected in the Certificate of Title diagrams. <i>See Item 1.3.6 for SAILIS database.</i>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.