

Operational Records Disposal Schedule

Environment Protection Authority (EPA) (and predecessor agencies)

RDS 2025/07 Version 1

Effective Dates: 7 January 2026 to 7 January 2036

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*.

OFFICIAL

RDS No	RDS 2025/07 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Environment Protection Authority (EPA) (and predecessor agencies)
Records Scope	<p>Records documenting the function/s of the Environment Protection Authority (EPA) (and predecessor agencies):</p> <ul style="list-style-type: none"> • Clean Air Committee (1964 – 1984) • Environment Protection Council (1971 – 1995) • Marine Environment Protection Committee (1973 – 1995) • Appeal Tribunal (1975 – 1993) • SA Waste Management Commission (1975 – 1995) • Air Quality Branch (AQB) and Pollution Management Division (1976 - 1981) in the Department for the Environment, and Department of Environment and Conservation (dates) • Noise Abatement Branch (1977 - 1993) in the Department of Environment and Planning (dates) • Clean Air Advisory Committee (1984 – 1992) • Board of the Environment Protection Authority (the Board) (1992 – current) • Office of the Environment Protection Authority (EPO) (1992 – 1998) in the Department of Housing and Urban Development (1992 – 1997), Department of Environment and Land Management (1992 - 1993) and Department of Environment and Natural Resources (1993 - 1997) • Environment Protection Agency (the EP Agency) (1998 – 2002) in the Department of Environment, Heritage and Aboriginal Affairs (1998 - 2000) • Environment Protection Authority (1995 – current)
Records Coverage Dates	c1964 - ongoing

Effective Dates	7 January 2026 to 7 January 2036
Status	Determined by Director State Records and approved by State Records Council on 5 August 2025
Associated RDS	Previous RDS 2010/11v2 expired 30 June 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 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] 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 Chief Executive (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

Level 15, 10 Franklin Street
ADELAIDE SA 5000
GPO Box 464
ADELAIDE SA 5000
Tel (+61 8) 7322 7081

Web www.archives.sa.gov.au

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	COMMUNITY ENGAGEMENT	<p>The function of establishing rapport with the community, including industry, local, state and Commonwealth governments, international stakeholders, environment groups and the public. Includes participation in community activities, consultation and relationships with community groups, professional bodies and industry.</p> <p>See GDS 30 v2 (as amended): 3 COMMUNITY RELATIONS (various) for engagement with community groups and activities.</p> <p>See also GDS 30 v2 (as amended): 3.12 COMMUNITY RELATIONS – Visits (various) for visits to the agency and arranging visits to other agencies.</p> <p>See Item 3.5 (various) for community engagement related to programs.</p> <p>See Item 4.2 (various) for consultation with Industry, Community Groups, etc.</p>		
1.1	Education and Environment Awareness	<p><i>The activities associated with designing, developing, delivering and managing education and awareness programs or services related to waste management, air and noise pollution and radiation protection, provided to government agencies, local government and includes workshops, forums etc. with industry, the community and other customers to promote awareness and provide improved outcomes regarding environmental impacts, alternatives or other information related to the functions of the EPA and predecessor agencies.</i></p> <p>See Item 3.5 (various) for Community Engagement related to programs.</p> <p>See Item 2.3 (various) for authorised/accredited auditor training.</p>		
1.1.1	Education and Environment Awareness	<p>Master copy of material used for educational or awareness purposes. Includes training manual, trainer's notes, presentations, worksheets, promotional material, multimedia, film or audio etc. including predecessor agencies related to Waste Management Reform with local government etc.</p>	PERMANENT	Retain as State archives
1.1.2	Education and Environment Awareness	<p>Records relating to the development of material used for education or training purposes. Includes training packages, presentations, worksheets, promotional material etc.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.1.3	Education and Environment Awareness	<p>Records relating to the arrangements for design and production of material to support EPA education and awareness training. Includes arrangements for production of films, videos, multimedia, loan of equipment etc.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1.4	Education and Environment Awareness	Records relating to attendance lists of site contamination community engagement meetings, for example groundwater prohibition areas (GPAs). SEE GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS (various) – Events for records relating to arranging and managing events.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.1.5	Education and Environment Awareness	Records relating to attendance lists (excluding site contamination community engagement meetings) and booking information such as accommodation, venues or catering. See Item 1.1.4 for site contamination community engagement meeting. See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS (various) – Events for records relating to arranging and managing events.	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy
1.2	Environmental Complaints and Enquiries	<i>The activities associated with managing complaints from the community including industrial, commercial or domestic activities of environmental significance.</i>		
1.2.1	Environmental Complaints and Enquiries	Records relating to enquiries or complaints on pollution or waste requiring detailed investigation or those posing significant risk such as airborne dust, site contamination, effects of major site redevelopment. Includes EPA licensed activities, such as: <ul style="list-style-type: none"> • Port Adelaide Waterfront Redevelopment (PAWR) project • Nyrstar lead contamination Port Pirie • NRG Flinders Power Station re coal dust Pt Augusta • noise and odour e.g. Castalloy Foundry • windfarm noise • freight train e.g. wheel noise • bird scaring devices • frost fans. 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>Includes complaints received through the Pollution Complaints Hotline (e.g., Outsourced Support Centre and EIRA database) that require detailed investigation or pose a significant risk.</p> <p>See Item 1.2.4 for complaints/enquiries regarding non-licensed activities (of minor environmental significance).</p> <p>See Item 3.2 (various) for complaints related to incidents.</p> <p>See Item 4.5 (various) for complaints that are investigated and/or lead to prosecution.</p> <p>See Item 2.5 (various) for complaints related to licenses.</p> <p>See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS – Enquiries, for the management of enquiries.</p>		
1.2.2	Environmental Complaints and Enquiries	<p>Records of enquiries or complaints relating to non-licensed activities or enquiries and those referred to local government.</p> <p>Includes complaints received through the Pollution Complaints Hotline and CARES/EIRA databases. Examples include complaints about domestic noise, such as air conditioners, pool pumps, hobby machinery, odour from domestic heating etc.</p> <p>Includes EPA involvement in activities under the <i>Local Nuisance and Litter Control Act 2016</i>.</p> <p>See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS – Enquiries, for the management of enquiries.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.2.3	Environmental Complaints and Enquiries	<p>Records relating to the management of enquiries or complaints that change policy or procedures, sets a precedent, results in litigation, are of major public interest or significance or requires the EPA and predecessor agencies to account for an action. Examples include:</p> <ul style="list-style-type: none"> • Noise and odour e.g. Castalloy Foundry • TransAdelaide diesel spill. 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See Item 4.5 (various) for complaints that are investigated and/or prosecuted.</p> <p>See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS – Enquiries, for the management of enquiries.</p>		
1.2.4	Environmental Complaints and Enquiries	<p>Records relating to non-licensed activities (of minor environmental significance) or enquiries or complaints that do not require detailed investigation. Includes complaints received through the Pollution Complaints Hotline and CARES/EIRA database. Examples include complaints about neighbour’s noise, backyard burning, domestic air conditioners and non-compliance with the General Environmental Duty.</p> <p>See Item 1.2.1 for pollution complaints/enquiries requiring detailed investigation or pose a significant risk.</p> <p>See item 2.1 (various) for providing advice on environmental compliance and regulation.</p> <p>See item 3.1 (various) providing or receiving advice on environmental sustainability.</p> <p>See Item 4.5 (various) for complaints that are investigated.</p> <p>See Item 2.5 (various) for issues related to licensees.</p> <p>See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS – Enquiries, for the management of enquiries.</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.2.6 (was 1.2.5)	Environmental Complaints and Enquiries	<p>Records relating to feedback and acknowledgments regarding the EPA’s programs, policies, or services (including predecessor agencies). Includes complaints and associated information; suggestions; acknowledgment, congratulation or appreciation received from industry, the community, organisations, employees and members of the public.</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See GDS 30 v2 (as amended): 5.3 EMPLOYEE MANAGEMENT – Case Management (Employees) (various) for awards given to staff members.</p> <p>See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS – Enquiries, for the management of enquiries.</p>		
1.3	Environmental Performance Recognition	<p><i>The activities associated with the EPA's issuing of awards and prizes; and recognising non-EPA employees, industry and community body achievements so that the EPA's goals and objectives are achieved, and achievements are recognised. Includes management and presentation of awards and prizes, Sustainability Licences, review of application or nominations, and public and private recognition of achievements and work.</i></p> <p>See GDS 30 v2 (as amended): 3.5 COMMUNITY RELATIONS – Events (various) for activities associated with arranging and managing events such as celebrations, ceremonies, functions, displays and exhibitions.</p> <p>See GDS 30 v2 (as amended): 13.21 STRATEGIC MANAGEMENT – Recognition (various) for awards granted to the EPA.</p>		
1.3.1	Environmental Performance Recognition	<p>Records related to celebrations for achievements such as industries qualifying for the Sustainability Licence due to reduction in environmental pollution. Examples include Castalloy, Yalumba and OneSteel Whyalla.</p> <p>See Item 1.3.2 for nominations or application entries selected as finalists or winners.</p> <p>See GDS 30 v2 (as amended): 13.21.1 STRATEGIC MANAGEMENT – Recognition for records relating to awards granted to agencies.</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.3.2	Environmental Performance Recognition	<p>Records relating to nomination or application entries that are selected as finalists or winners. Includes critiques, selection criteria and judging for environmental achievements such as the 2003 Waterwatch Awards, Sustainability Licences and EPA-sponsored awards such as the Business SA Export Awards.</p> <p>See Item 1.3.1 for celebrations for achievements.</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See GDS 30 v2 (as amended): 13.21.1 STRATEGIC MANAGEMENT – Recognition for records relating to awards granted to agencies.</p> <p>See GDS 30 v2 (as amended): 13.21.1 STRATEGIC MANAGEMENT – Recognition for records relating to awards granted to agencies.</p>		
1.3.3	Environmental Performance Recognition	<p>Records relating to nomination or application entries that are not selected as finalists or winners.</p> <p>See GDS 30 v2 (as amended): 13.21.1 STRATEGIC MANAGEMENT – Recognition for records relating to awards granted to agencies.</p>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
2	ENVIRONMENTAL COMPLIANCE AND REGULATION	<p>The function of managing statutory requirements regarding the control and minimisation of pollution, evaluation and monitoring risks to the environment and other activities associated with enforcing the <i>Environment Protection Act 1993</i> and associated legislation and regulations, related to:</p> <ul style="list-style-type: none"> • Air • Noise • Water Quality • Waste and Recycling • Beverage Container Deposit Legislation (CDL) (now referred to as Container Deposit Scheme (CDS)) • Site Contamination • Single Use Plastics (SUP). <p>Includes licensing and associated documentation from predecessor agencies and revoked legislation.</p>		
2.1	Advice (Environmental compliance and regulation)	<p><i>The activities associated with providing or receiving advice on environmental compliance and regulation.</i></p> <p>See GDS 30 v2 (as amended): 13. STRATEGIC MANAGEMENT – Advice for activities associated with offering opinions by or to the agency as to an action or judgement, including the process of advising.</p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 3.4 (various) for licence evaluation etc to improve performance by licensees, including Accredited or Sustainability licences.		
2.1.1	Advice (Environmental compliance and regulation)	<p>Records relating to the provision and/or receipt of significant formal and informal advice to the EPA (and predecessor agencies) related to waste, site contamination, air quality, noise control etc. regarding environmental compliance or regulatory aspect under the responsibility of the EPA. Includes issues of environmental significance affecting industry, mining or the community and/or generating public interest. Also includes comment on State of Environment (SOE) Reports and expert papers.</p> <p>See item 2.1.2 for advice that does not create widespread public concern.</p> <p>See item 4.8.2 for reports and papers developed by the EPA that relate to compliance and regulation including State of Environment (SOE) Reports and National Environment Protection Measures (NEPM).</p>	PERMANENT	Retain as State archives
2.1.2	Advice (Environmental compliance and regulation)	Records relating to the provision and/or receipt of routine formal and informal advice that does not create significant widespread public concern, or provision of guidelines of the EPA related to waste, site contamination, air quality, noise control, water quality, beverage containers or littering, or regarding any environmental sustainability or protection aspects from/to industry etc. Includes individual enquiries by email, phone, general correspondence, enquiries for information such as fact sheets, brochures, information kits or packs, applications providing published technical data by the EPA, or routine (day to day) requests generating a standard letter response.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
2.2	Audits and Inspections	<p><i>The activities associated with officially checking and conducting audits/inspections to ensure compliance and quality assurance with the Environment Protection Act 1993 and related legislation including repealed legislation such as the Beverage Container Act, 1975 and Environment Protection (Milking Shed Effluent Management) Policy 1997.</i></p> <p>See Item 2.8 (various) for site audit/inspection files.</p> <p>See Item 4.8 (various) for reports generated from audits/inspections.</p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See Item 4.5 (various) for reports generated from audits/inspections and audits/inspections that are investigated and lead to fine/prosecution.</p> <p>See Item 4.8 (various) for audits/inspections consolidated into reports.</p> <p>See Item 2.5 (various) for audits/inspections related to licensees.</p>		
2.2.1	Audits and Inspections	<p>Records relating to audits/inspections (for CDL/CDS, air, noise, water, waste) of sites/activities already subject to environmental authorisation or requiring authorisation under the <i>Environment Protection Act 1993</i>.</p> <p>See Item 2.2.2 for audits/inspections of non-licensed sites/activities.</p> <p>See Item 2.2.3 for audits/inspections non-complying sites/activities.</p> <p>See Item 2.2.4 for collated data of audits/inspections.</p> <p>See Item 2.5 (various) for audits/inspections related to licensees.</p> <p>See Item 4.8 (various) for audits/inspections consolidated into reports.</p> <p>See Item 4.5 (various) for audits/inspections and investigations that result in prosecution.</p>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
2.2.2	Audits and Inspections	<p>Records relating to audits/inspections (for CDL/CDS, air, noise, water, waste) of sites/activities not required to have environmental authorisation under the <i>Environment Protection Act 1993</i>.</p> <p>See Item 2.2.1 for audits/inspections of licensed sites/activities.</p> <p>See Item 2.2.3 for audits/inspections non-complying sites/activities.</p> <p>See Item 2.2.4 for collated data of audits/inspections.</p> <p>See Item 4.8 (various) for audits/inspections consolidated into reports.</p> <p>See Item 4.5 (various) for audits/inspections and investigations that result in prosecution.</p>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.2.3	Audits and Inspections	<p>Case files relating to audits/inspections (for CDL/CDS, air, noise, water, waste) of non-complying sites/activities.</p> <p>See Item 2.2.1 for audits/inspections of licensed sites/activities.</p> <p>See Item 2.2.2 for audits/inspections of non-licensed sites/activities.</p> <p>See Item 2.2.4 for collated data of audits/inspections.</p> <p>See Item 2.5 (various) for audits/inspections related to licensees.</p> <p>See Item 4.8 (various) for audits/inspections consolidated into reports.</p> <p>See Item 4.5 (various) for audits/inspections and investigations that result in prosecution.</p>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
2.2.4	Audits and Inspections	<p>Summary reports etc. for collated data gathered from audits/inspections (for CDL/CDS, air, noise, water, waste) conducted.</p> <p>See Item 2.2.1 for audits/inspections of licensed sites/activities.</p> <p>See Item 2.2.2 for audits/inspections of non-licensed sites/activities.</p> <p>See Item 2.2.3 for audits/inspections non-complying sites/activities.</p> <p>See Item 4.8 (various) for audit/inspection reports.</p> <p>See Item 3.5 (various) for programs related to audits/inspections.</p>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
2.3	Authorised Officers / Site Contamination Auditors	<p><i>Processes related to appointing authorised officers, regulators and/or approved site contamination auditors to meet the requirements of the Environment Protection Act 1993 (as amended) or any other relevant legislation, such as:</i></p> <ul style="list-style-type: none"> • <i>site contamination auditors</i> • <i>local government staff</i> • <i>SAPOL officers</i> • <i>internal EPA staff</i> • <i>other government agency staff.</i> 		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>Includes education, training, material presented. Also includes officers of predecessor agencies such as the Waste Management Commission etc.</i>		
2.3.1	Authorised Officers / Site Contamination Auditors	<p>Case files relating to the appointment and regulation of EPA (and predecessor agencies) approved authorised officers and/or accredited site contamination auditors. Includes applications, variations, revocation and supporting documentation usually of internal staff and other government agencies.</p> <p>Excludes site contamination auditors.</p> <p>See Item 2.3.2 for authorisation and accreditation of site contamination auditors.</p> <p>See Item 2.3.3 for auditor applicants not receiving accreditation.</p> <p>See Item 2.3.4 for training and accreditation of officers with delegated powers.</p>	PERMANENT	Retain as State archives
2.3.2	Authorised Officers / Site Contamination Auditors	<p>Case files containing the documentation of authorisation, accreditation and training of site contamination auditors. Supporting documentation includes:</p> <ul style="list-style-type: none"> • Application • Reviews • Approvals • Performance • Copies of certification • Summary of action of unsatisfactory performance. <p>See Item 2.3.1 for appointment and regulation of authorised officers.</p> <p>See Item 2.3.3 for auditor applicants not receiving accreditation.</p> <p>See Item 2.3.4 for training of authorised officers.</p>	TEMPORARY	Retain 100 years after action completed, then destroy.
2.3.3		<p>Case files containing the documentation of applicants for accreditation as site contamination auditors who were not granted accreditation. Documentation includes:</p>	TEMPORARY	Retain 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • Application • Review • Approvals • Appeals to the decision. <p>See Item 2.3.2 for site contamination auditors who have been granted accreditation.</p>		
2.3.4	Authorised Officers / Site Contamination Auditors	<p>Records relating to the training and accreditation of Authorised Officers with delegated powers under the <i>Environment Protection Act 1993</i> (and repealed legislation) to investigate, inspect and audit. Includes beverage container officers. Excludes site contamination auditors.</p> <p>See Item 2.3.5 for training material for authorised officers.</p> <p>See Item 2.3.6 for records of information sessions for updating authorised officers such as SA Police and Local Government.</p> <p>See Item 2.3.7 for appointment of noise testers.</p>	PERMANENT	Retain as State archives
2.3.5	Authorised Officers / Site Contamination Auditors	<p>Master copy of training material evaluated, edited or developed/coordinated for the accreditation of officers with delegated powers under the <i>Environment Protection Act 1993</i> (and repealed legislation) (e.g. SA Police, Local Government) to investigate and audit.</p> <p>See Item 2.3.6 for information sessions for authorised officers such as SA Police.</p> <p>See Item 2.3.4 for training and accreditation of authorised officers.</p> <p>See Item 2.3.2 for training and accreditation of site contamination officers.</p>	PERMANENT	Retain as State archives
2.3.6	Authorised Officers / Site Contamination Auditors	<p>Records of information sessions for updating authorised officers such as SA Police, Local Government.</p> <p>Excludes site contamination auditors.</p> <p>See Item 2.3.4 for training and accreditation of authorised officers.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 2.3.5 for master copies of training material for authorised officers.		
2.3.7	Authorised Officers / Site Contamination Auditors	Records relating to appointment of noise testers, including training sessions on the use of equipment. Excludes site contamination auditors. See Item 2.3.2 for appointment of site contamination auditors. See Item 2.3.4 for appointment of authorised officers.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
2.4	Land Enquiries	<i>The activities involved as an advisory service to provide public information related to Section 7 of the Land and Business (Sale and Conveyancing) Act 1994. Records include data researched from internal (GENI) and external databases (SAILIS) for encumbrances on land. Also includes researching internal EPA records and records of waste deposits of the SA Waste Management Commission (Waste Management Act 1987 and the SA Waste Management Commission Act 1979.) and Section 7 responses generated from GENI.</i> See Item 4.7 (various) for records related to public information available under the <i>Environment Protection Act 1993</i> and the <i>Radiation Protection and Control Act 1982</i> .		
2.4.1	Land Enquiries	Records relating to notification from the Land Services SA (previously undertaken by Lands Titles Office) of split Land Titles entered into GENI system or its successor.	TEMPORARY	Retain a minimum of 6 months after entry in the GENI system or its successor, then destroy
2.4.2	Land Enquiries	Records related to notifying land owners of site contamination previously unknown but discovered in legacy records. Includes landfill, unusual activities by property owners (commercial and residential) previous licence or authorisations of predecessor agencies, such as the Waste Management Commission etc.	PERMANENT	Retain as State archives
2.4.3	Land Enquiries	Response letters to clients relating to Section 7 of the <i>Land and Business (Sale and Conveyancing) Act 1994</i> generated from GENI. Records include: <ul style="list-style-type: none"> • Requests • Reports from those generated by Land Services SA from the South Australian Integrated Land Information System (SAILIS) • Street map of property. Place copy of response in licence authorisation files.	TEMPORARY	Retain a minimum of 50 years after entered into the GENI system and no contamination found, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See Item 2.5 (various) for licensing and approvals. See Item 2.8 (various) if contamination found.</p>		
2.5	Licensing and Approvals	<p><i>Activities involved in facilitating the adoption of statutory requirements by registering and/or granting licensing rights, exemptions or other approvals to organisations or individuals, aimed at the control and minimisation of pollution, waste and litter (beverage containers) to enforce the legislation and regulations under the authority of the EPA. Includes:</i></p> <ul style="list-style-type: none"> • <i>licence applications</i> • <i>works approvals</i> • <i>approvals for beverage container labelling and recycling</i> • <i>registers</i> • <i>assessments</i> • <i>transfers</i> • <i>revocations</i> • <i>surrenders and cancellations</i> • <i>calculations</i> • <i>plans</i> • <i>photographs</i> • <i>amalgamations</i> • <i>landfill levy statements</i> • <i>performance reports</i> • <i>exemptions etc.</i> <p><i>Includes licensing of predecessor agencies such as the SA Waste Commission and Department of Environment and Natural Resources and revoked or expired legislation listed in the Context Statement for this RDS.</i></p> <p>Many of the above record types are recorded in the EPA's Licensing Administration Modernisation Program (LAMP) and General Environmental Information (GENI) systems.</p>		
2.5.1	Licensing and Approvals	<p>Records relating to the issuing and management of Emergency Authorisations (under section 105 of the <i>Environment Protection Act 1993</i>). Includes all documentation relating to application forms, invoices, letters and reports.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See Item 2.5.2 for Limited Purposes approvals.</p> <p>See Item 2.5.4 for waste tracking and the WasteTracker system.</p> <p>See Item 2.5.6 for authorisation case files related to waste production, transport and receipt.</p>		
2.5.2	Licensing and Approvals	<p>Records relating to the issuing and management of Limited Purposes approvals (under Schedule 1 of the <i>Environment Protection Act 1993</i> prior to May 2004) and environmental authorisation not justified having regard to the prescribed factors as defined in the <i>Environment Protection Act 1993</i>.</p> <p>Includes application forms, letters and reports.</p> <p>See Item 2.5.6 for authorisation files (including LAMP records).</p>	PERMANENT	Retain as State archives
2.5.3	Licensing and Approvals	<p>Records relating to the issuing and management of Waste Levies (under Part 6 of the <i>Environment Protection Regulations 2009</i>).</p> <p>Includes monthly return forms, survey reports, letters and notices (including those stored in the LAMP system).</p> <p>See Item 2.5.6 for management of licences.</p> <p>See Item 4.10 (various) for developing and managing arrangements for administering or collecting waste depot levies.</p> <p>See Item 2.5.4 for waste transport certificates.</p>	PERMANENT	Retain as State archives
2.5.4	Licensing and Approvals	<p>Records relating to the issuing and management of waste transport certificates, waste tracking forms and consignment authorisations (batches); all created in the WasteTracker system.</p> <p>Includes any correspondence to/from 'clients' and reports, including records from the WasteTracker online system. All records entered into WasteTracker since June 2014.</p> <p>See Item 2.5.6 for authorisation case files related to waste production, transport and receipt.</p> <p>See Item 2.5.3 for waste levy records.</p> <p>See Item 2.5.7 for beverage containers including depots.</p>	TEMPORARY	Retain a minimum of 7 years after data is entered into WasteTracker, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.5.5	Licensing and Approvals	Records relating to the management of the National Pollutant Inventory (NPI) Measure, as varied 2007. Includes correspondence and reports to/from licensed clients, e.g. Nyrstar and OneSteel and non-licensed clients such as regional petrol facilities. See Item 2.5.6 for authorisation case files.	PERMANENT	Retain as State archives
2.5.6	Licensing and Approvals	Authorisation files (case/client files) of records relating to the issue and management of licences under the <i>Environment Protection Act 1993</i> . Includes (many of these stored on the LAMP system): <ul style="list-style-type: none"> • licence, exemption and works approval applications • inspection records and assessments of environmental monitoring and reporting • processes undertaken during the course of the authorisation, including annual returns, renewals, changes to authorisation conditions, process change applications • transfers, surrenders and cancellations • internal requests and provision of specialist advice • enforcements (includes written advice, formal warnings, orders, expiations, penalties, prosecutions). Also includes: <ul style="list-style-type: none"> • applications for amalgamated licenses • landfill levy calculations and statements • performance reports • annual returns and validations of land title information. See Item 2.5.1 for emergency authorisations. See Item 2.5.2 for limited purpose approvals. See Item 2.5.3 for issuing and management of waste levy. See Item 2.5.4 for waste transport certificates. See Item 2.5.5 for records relating to the management of the National Pollutant Inventory (NPI) Measure.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See Item 2.5.6 for authorisation case files related to waste production, transport and receipt.</p> <p>See Item 2.5.7 for beverage containers approvals</p> <p>See Item 2.5.8 for ozone licences.</p> <p>See Item 2.5.9 for clean air licences.</p> <p>See Item 2.5.10 for water licences.</p> <p>See Item 4.5 (various) for enforcements involving licensees.</p>		
2.5.7	Licensing and Approvals	<p>Records relating to applications and approvals for beverage containers, super collectors and collection depots under the <i>Environment Protection Act 1993</i>, the <i>Beverage Container Act 1975</i> etc. and the <i>Waste Management Commission Act 1979</i>. This includes the monitoring of compliance with approvals and the revoking of approvals. Includes companies such as Coca Cola, Schweppes, Lion Nathan and small businesses. Records include (many of these stored in the GENI system):</p> <ul style="list-style-type: none"> • Application form • Copies of artwork • File notes of conversations • Emails • Letters • Approvals revoked. <p>See Item 2.5.4 for waste transport certificates where tracking is required for waste handled at the site.</p> <p>See Item 2.5.6 for authorisation case files related to waste receipt where collection depots also receive waste.</p>	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy
2.5.8	Licensing and Approvals	<p>Records documenting the processing of ozone licensing applications prior to function being transferred to the Commonwealth (1 June 2004). Includes applications, approval or rejection and accreditation for alternative refrigerants or propellants.</p>	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 2.5.9 for clean air licences. See Item 4.5 (various) for enforcements involving licensees.		
2.5.9	Licensing and Approvals	Records relating to clean air licences, or licenses of EPA predecessor agencies for pollution/environment protection. Includes applications and associated documentation for granting and monitoring licensing for prescribed activities. See Item 2.5.1 for emergency authorisations. See Item 2.5.2 for limited purpose approvals. See Item 2.5.5 for records relating to the management of the National Pollutant Inventory (NPI) Measure. See Item 2.5.6 for EP Act authorisation case files. See Item 2.5.8 for ozone licences. See Item 4.5 (various) for enforcements involving licensees.	TEMPORARY	Retain a minimum of 80 years after action completed, then destroy
2.5.10	Licensing and Approvals	Records relating to water licences, or licenses of EPA predecessor agencies for pollution/environment protection. Includes applications and associated documentation for granting and monitoring licensing for prescribed activities. Note: From 1998, the EP Agency administered water allocation licences as part of the Department of Environment, Heritage and Aboriginal Affairs (DEHAA) under the <i>Water Resources Act 1997</i> until 2002 when this role was taken over by the Department of Water, Land and Biodiversity Conservation. See Item 2.5.1 for emergency authorisations. See Item 2.5.2 for limited purpose approvals. See Item 2.5.6 for EP Act authorisation case files. See Item 4.5 (various) for enforcements involving licensees.	TEMPORARY	Retain a minimum of 80 years after action completed, then destroy
2.6	Monitoring, Evaluation and Reporting	<i>The scientific process associated with environmental assessments and interpretation of scientific data collection, monitoring, evaluation and reporting for:</i> <ul style="list-style-type: none"> • <i>Air Quality</i> • <i>Environmental Noise Assessment</i> 		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • <i>Waste Management including litter management of Beverage Containers</i> • <i>Single Use Plastics</i> • <i>Water Quality.</i> <p><i>Includes modelling studies from the data used to model, regulate, monitor or evaluate point source and ambient conditions and identify trends of environmental Waste Management of hard, liquid, landfill gas, such as Greenhouse gases, ground water etc. litter management and Beverage Containers compliance. Includes scientific data monitoring, evaluation of landfill liner and capping, with outcomes used to identify trends.</i></p> <p><i>Includes Water Quality information and expert papers used to evaluate the state of the environment, and to inform water quality planning regulation and management.</i></p> <p><i>Includes monitoring under the Environment Protection Act 1993 or other relevant legislation.</i></p> <p>See Item 2.2 (various) for audits requiring analysis.</p> <p>See Item 3.5 (various) for scientific analysis as part of a program.</p> <p>See Item 4.8 (various) for validated data collated into reports.</p>		
2.6.1	Monitoring, Evaluation and Reporting	<p>Air quality electronic monitoring records includes data from the monitoring of point sources or ambient sources of air pollution (summarised as reports) downloaded into the Airodis system. Includes data collected from airsheds re leaded petrol or smoky vehicles, odour, wood smoke, crematoria.</p> <p>See Item 2.6.2 for summaries of real time air quality monitoring data from DESMOND published on EPA’s website.</p> <p>See Item 2.6.3 for summary records from analysis of air quality data.</p> <p>See Item 4.8 (various) for validated data collated into reports.</p>	PERMANENT	Retain as State archives
2.6.2	Monitoring, Evaluation and Reporting	<p>Summaries of real time Air Quality monitoring data from Airodis, later stored in DESMOND (previously EDMS) before publishing on EPA’s website from the ambient monitoring of airsheds.</p> <p>See Item 2.6.1 for air quality electronic monitoring records downloaded into DESMOND.</p> <p>See Item 2.6.3 for summary records from analysis of air quality data.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See Item 4.8 (various) for validated data collated into reports.</p> <p>See Item 2.6.12 for real time Air Quality monitoring data from Airodis, later stored in DESMOND (previously EDMS).</p>		
2.6.3	Monitoring, Evaluation and Reporting	<p>Summary records from analysis of Air Quality data collected from which assessments and evaluation is collated. For example:</p> <ul style="list-style-type: none"> • Modelling Reports such as Ausplume meteorological files c.1997 • State of the Environment reports of air for South Australia and Australia • Reports to EPHSC (Environment Protection and Health Standing Committee) (now replaced by the SA EPA and partly by Commonwealth Environmental Health Standing Committee (enHealth)). • Industry monitoring reports • Project reports • Includes identification of sources and effects of pollution, technical reports, annual or periodical summaries of data collected and models of trends. <p>See Item 2.6.1 for air quality electronic monitoring records downloaded into DESMOND.</p> <p>See Item 2.6.2 for summaries of real time air quality monitoring data from DESMOND published on EPA’s website.</p> <p>See Item 4.8 (various) for validated data collated into reports.</p>	PERMANENT	Retain as State archives
2.6.4	Monitoring, Evaluation and Reporting	<p>Noise Management electronic monitoring records includes digital audio records including data from project monitoring of source of interest and ambient sources. Data (summarised as reports, downloaded into EDMS or its successor).</p> <p>Includes data collected from industrial and commercial premises such as foundries, power stations, wind farms.</p> <p>See Item 2.6.5 for summary reports from noise management data.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.6.5	Monitoring, Evaluation and Reporting	<p>See Item 4.8 (various) for validated data collated into reports.</p> <p>Summary records from analysis of Noise Management data collected from which assessments and evaluation are collated. For example:</p> <ul style="list-style-type: none"> • Modelling Reports • State of the Environment reports for South Australia and Australia (including expert papers) • Annual EPA report • Reports to EPHSC (Environment Protection and Health Standing Committee) (now replaced by the SA EPA and partly by Commonwealth Environmental Health Standing Committee (enHealth)). • Project reports • Includes identification of sources and effects of pollution and technical reports, annual or periodical summaries of data collected and models of trends. <p>See Item 2.6.4 for noise management electronic monitoring records.</p> <p>See Item 4.8 (various) for validated data collated into reports.</p>	PERMANENT	Retain as State archives
2.6.6	Monitoring, Evaluation and Reporting	<p>Records produced from Waste Management modelling data and technical reporting such as:</p> <ul style="list-style-type: none"> • HELP Modelling data • GASSIUM Modelling data • Mass Balance Reporting • Includes the input data to produce the results. <p>See Item 2.6.7 for draft records and reports from waste management modelling data.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
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		See Item 4.8 (various) for validated data collated into reports.		
2.6.7	Monitoring, Evaluation and Reporting	Draft records and draft technical reports produced from Waste Management modelling data and technical reports. See Item 2.6.6 for records from waste management modelling data. See Item 4.8 (various) for validated data collated into reports.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
2.6.8	Monitoring, Evaluation and Reporting	Data collection, modelling, interpretation and reporting relevant to Water Quality used to evaluate the State of the Environment (SOE) Report, and to inform water quality planning regulation and management. Electronic monitoring evaluation and reporting (MER) material includes: <ul style="list-style-type: none"> • report cards of water quality • water quality data in appropriate databases • expert papers for the SOE Report • photographic and video records of environmental condition. Examples include web Internet delivered report cards on marine, inland surface waters and ground waters, data in EnviroSys or predecessor databases, and video footage of the seabed at monitored locations. Also includes video of benthic surveys, Aquatic Ecosystem Condition Reporting (AECR), Beach Alerts. See Item 2.6.9 for modelling of water quality. See Item 2.6.10 for transient written and electronic monitoring and modelling water quality information to inform evaluation and reporting. See Item 4.8.2 for reports and papers developed by the EPA that relate to compliance and regulation including State of Environment (SOE) Reports and National Environment Protection Measures (NEPM).	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.6.9	Monitoring, Evaluation and Reporting	<p>Modelling of Water Quality including:</p> <ul style="list-style-type: none"> • Descriptive information about modelling projects and procedures • Input data and parameters • Output data and reports • Modelling project reports. <p>See Item 2.6.8 for data collection and reporting relevant to Water Quality for State of the Environment (SOE) Report and or water quality planning regulation and management.</p> <p>See Item 2.6.10 for transient written and electronic monitoring and modelling water quality information to inform evaluation and reporting.</p> <p>See Item 4.8 (various) for validated data collated into reports.</p>	PERMANENT	Retain as State archives
2.6.10	Monitoring, Evaluation and Reporting	<p>Transient written and electronic Monitoring, Evaluation and Reporting (MER) and Modelling Water Quality information, which is subsequently tested for quality assurance and used to inform evaluation and reporting.</p> <p>Examples include written field sheets with monitoring data and electronic downloads from field loggers into handheld electronic devices.</p> <p>See Item 2.6.8 for data collection and reporting relevant to Water Quality for State of the Environment (SOE) Report and or water quality planning regulation and management.</p> <p>See Item 2.6.9 for modelling of water quality.</p> <p>See Item 4.8 (various) for validated data collated into reports.</p>	TEMPORARY	Retain a minimum of 2 years after data is verified, loaded into the DESMOND database, quality assured and backed up, then destroy
2.6.11	Monitoring, Evaluation and Reporting	<p>Records relating to EPA's performance as a regulator, including EPA's self-assessments, monitoring, evaluation and reporting of performance. Examples include:</p> <ul style="list-style-type: none"> • records of EPA's performance against KPIs 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> performance metrics set out in EPA’s corporate plans, annual performance statements reviews of how effective EPA’s policies or regulatory approaches are in achieving intended outcomes, etc. 		
2.6.12 (new item)	Monitoring, Evaluation and Reporting	<p>Real time Air Quality monitoring data from Airodis, later stored in DESMOND (previously EDMS) before publishing on EPA’s website from the ambient monitoring of airsheds.</p> <p>See Item 2.6.1 for air quality electronic monitoring records downloaded into DESMOND. See Item 2.6.3 for summary records from analysis of air quality data. See Item 4.8 (various) for validated data collated into reports.</p>	TEMPORARY	Erase by continuous rewriting
2.7	Referred Assessments	<i>Activities involved in assessing applications for adverse impacts and mitigating actions and to provide advice on environmental aspects of a development or land use that may pose potential environmental risk. Includes the development of policies and strategies relating to Development Assessment and Planning. This activity is referred to the EPA under the Planning, Development and Infrastructure Act 2016 (formerly Development Act 1993) and the Aquaculture Act 2001.</i>		
2.7.1	Referred Assessments	<p>Records relating to the assessment of development applications referred to the EPA under the <i>Planning, Development and Infrastructure Act 2016</i> and <i>Development Act 1993</i> for prescribed activities of environmental significance, including input from all sections of the EPA.</p> <p>Examples include:</p> <ul style="list-style-type: none"> Maralinga Port Waterfront redevelopment Adelaide Desalination Plant Olympic Dam Expansion project Torrens Island Power Station expansion Penola Pulp Mill Centrex Iron ore exporting facility in Port Lincoln 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • ARTC rail loop development at Verdun. <p>Records include:</p> <ul style="list-style-type: none"> • aerial photos and maps • copy of final response • development application form • draft responses with notes/edits • development assessment asset & impact registers • file notes • GENI Printouts • IIS Printouts • Letters • Property Assist printouts • Site, floor plans and specifications • Environment Impact Statements (EIS) • Other relevant information. 		
2.7.2	Referred Assessments	<p>Records relating to the assessment of referrals made under the <i>Aquaculture Act 2001</i> including conversion of leases and licence variations. Also including input from all sections of the EPA.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • PIRSA pilot lease applications • PIRSA licence applications • Aquaculture policy development and review • General PIRSA aquaculture guidelines • Aquaculture regulation development and review. • Aquaculture related Memoranda of Administrative Agreements (MAA) relating to the assessment of referrals 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>Records include:</p> <ul style="list-style-type: none"> • Copy of referral material from PIRSA • Copy of final response to aquaculture licence and pilot lease conversion application referral • Copy of draft and final EPA responses to aquaculture zone policy development and review referrals • Notes and supporting information relating to aquaculture zone policy development and review • Copy of draft and final versions of aquaculture zone policies • Copy of PIRSA’s response to EPA’s comments/advice • Correspondence relating to consultation of aquaculture policies • Draft and final copy of aquaculture related Memoranda of Administrative Agreements (MAA) relating to the assessment of referrals • Copy of input to general PIRSA aquaculture guidelines. 		
2.7.3	Referred Assessments	<p>Records relating to the creation and amendment of Town Planning policies and strategies developed under the <i>Planning, Development and Infrastructure Act 2016</i> and <i>Development Act 1993</i>.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Highbury Residential and open space Ministerial Development Plan Amendment (DPA) • Mount Barker Township Growth Ministerial DPA • Buckland Park Township Ministerial DPA. 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
2.8	Site Contamination Management	<p><i>The activities associated with the administration, regulation and ongoing management of contaminated sites according to the Environment Protection Act 1993, and the Land and Business (Sales and Conveyancing) Act 1994, and predecessor agencies such as the SA Waste Management Commission Act 1979. Includes industry, major</i></p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>developments such as the Port Adelaide Waterfront Development, waterways, rail corridors and yards, schools and playgrounds, hospitals, etc.</i>		
2.8.1	Site Contamination Management	<p>Case files related to specific contaminated site inspections and investigations.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Correspondence • Site contamination reports • Environment reports • Section 83A notifications • Transfer of liability • Special management areas • Prohibition and restriction of water areas • Voluntary site contamination assessments • Voluntary site remediation proposals. • Photos • Exhibits • Site contamination assessment and remediation orders • Other relevant information. <p>See Item 4.5 (various) for other investigations and prosecution.</p> <p>See Item 4.7 (various) for records accessible under the <i>Environment Protection Act 1993</i>.</p> <p>See Item 2.3 (various) for training and accreditation etc.</p>	PERMANENT	Retain as State archives
2.8.2	Site Contamination Management	<p>Case files related to specific contaminated site audits such as the Port Adelaide Waterfront project. Records include:</p> <ul style="list-style-type: none"> • Notification of commencement of audit • Notification of termination of audit • Audit statements 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • Audit reports • Notation of site contamination audit reports. <p>See item 2.8.1 for case files related to specific contaminated site inspections and investigations.</p> <p>See Item 4.5 (various) for enforcement of specific site contamination audits.</p> <p>See Item 2.8.3 for records related to the Public Register of site contamination such as Environment Protection Orders and Clean Up Authorisations.</p> <p>See Item 2.3 (various) for records related to training and accreditation etc.</p>		
2.8.3	Site Contamination Management	<p>Records relating to the public register of investigations listing Environment Protection Orders, Site Contamination Assessment Orders, Clean Up Authorisations and Site Remediation Orders contained in the GENI system before being published on the EPA’s website.</p> <p>See Item 4.7 (various) for Public Register records accessible under the <i>Environment Protection Act, 1993</i>.</p>	PERMANENT	Retain as State archives
3	ENVIRONMENTAL SUSTAINABILITY	<p>The function of applying the principles of ecological sustainability enshrined in the <i>Environment Protection Act 1993</i> (and associated or predecessor legislation) related to Air, Noise Management, Water Quality, Waste Management through projects and programs, planning, researching, developing, integrating and monitoring sustainable and responsible development of resources and systems to minimise the pollution effects of industry and ensure environment and resource sustainability.</p> <p>Includes revoked or expired legislation listed in the Context Statement for this RDS.</p>		
3.1	Advice (Environmental Sustainability)	<p><i>The activities associated with providing or receiving advice on environmental sustainability.</i></p> <p>See GDS 30 v2 (as amended): 13.1 STRATEGIC MANAGEMENT – Advice (various) for activities associated with offering opinions by or to the agency as to an action or judgement.</p>		
3.1.1	Advice	Records relating to the provision and/or receipt of significant formal and informal advice and reports to/from the EPA and predecessor	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
	(Environmental Sustainability)	agencies, regarding environmental sustainability or protection aspects under the responsibility of the EPA. Includes issues affecting industry or the community and generating significant public interest. Also includes advice to the Minister, local, state and national governments, and industry.		
3.1.2	Advice (Environmental Sustainability)	Records relating to the provision and/or receipt of routine formal and informal advice that does not create significant widespread public concern or provision of guidelines of the EPA (and predecessor agencies) related to waste, site contamination, air quality, noise management, water quality, beverage containers or littering, or regarding any environmental sustainability or protection aspects from/to industry etc. Includes individual enquiries by email, phone, general correspondence, enquiries for information such as such as fact sheets, brochures, information kits or packs, applications providing published technical data by the EPA, or routine (day to day) requests generating a standard letter response.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
3.2	Emergency Response	<p><i>Activities associated with organisational and state-wide prevention, preparedness, response and recovery to environmental threats and emergency declarations, this may also include crisis and business continuity managed incidents.</i></p> <p><i>Also incorporates provision of emergency situation impact assessments, counter disaster plans, coordinating and participating in emergency management exercises, media releases and emergency notifications.</i></p> <p>See GDS 33 Across-Government Emergency Management (as amended) for records of the management of emergencies under the <i>Emergency Management Act 2004</i>.</p>		
3.2.1	Emergency Response	<p>Final versions of internal Emergency Management Arrangements that are integrated with the State Emergency plans.</p> <p>See GDS 33 Across-Government Emergency Management (as amended) for records of the management of emergencies under the <i>Emergency Management Act 2004</i>.</p>	PERMANENT	Retain as State archives
3.2.2	Emergency Response	<p>Records related to managing an incident that has been deemed an environmental emergency involving multi-agency response or EPA (and predecessor agencies) response only.</p> <p>Includes the discovery, investigation, response to, recovery and debrief of each incident which may relate to environment, waste,</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>pollution or any other responsibility under the jurisdiction of the EPA. Includes spills or leaks of hazardous substances, oil or chemical spills and other environmental incidents that do or do not trigger emergency response systems but require assessment by the EPA.</p> <p>See Item 2.5 (various) for records related to licensees.</p> <p>See GDS 33 Across-Government Emergency Management (as amended) for records of the management of emergencies under the <i>Emergency Management Act 2004</i>.</p>		
3.2.3	Emergency Response	<p>Summary reports developed to document and report on activities associated with emergency response. Includes training exercise summaries.</p> <p>See GDS 33 Across-Government Emergency Management (as amended) for records of the management of emergencies under the <i>Emergency Management Act 2004</i>.</p>	PERMANENT	Retain as State archives
3.2.4	Emergency Response	<p>Records relating to the development, management and execution of emergency response preparedness. Includes business continuity exercises and contact lists.</p> <p>See GDS 33 Across-Government Emergency Management (as amended) for records of the management of emergencies under the <i>Emergency Management Act 2004</i>.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.3	Environment Protection Planning	<p><i>Activities involved in the management, control and protection of the environment and ecosystems to ensure sustainable and responsible resource development efforts over a long-term basis.</i></p>		
3.3.1	Environment Protection Planning	<p>Final versions of strategic management plans, environment management plans, contingency plans, industry waste schemes, environment performance agreements, environment improvement programmes, community engagement plans, monitoring plans.</p> <p>Examples include:</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • Plan and targets aimed at improving the quality of the environment such as ozone protection. Includes air, land and water quality • Targeted Lead Abatement Program (TLAP) • Water quality improvement plans • Site Contamination Orphan Site Programme. <p>See Item 3.5 (various) for programs related to environment protection planning.</p>		
3.3.2	Environment Protection Planning	Records relating to the development of environment management plans, environment improvement programmes, community engagement plans, monitoring plans and targets.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.4	Licensing Review	<p><i>Activities related to licence evaluation, reviews, redevelopment and implementation to improve performance by licensees. Examples are Accredited or Sustainability licences.</i></p> <p>See Item 2.5 (various) for performance improvement of licensees.</p> <p>See Item 1.3 (various) for celebrations related to achievement of Sustainability licence etc.</p>		
3.4.1	Licensing Review	<p>Master approved criteria for approval of licenses to encourage industry, aquaculture, agriculture, farming, wineries, foundries etc. for recognition of pollution control. Includes Sustainability and Accredited Licences etc.</p> <p>See Item 2.5 (various) for records relating to granting of licences and approvals.</p>	PERMANENT	Retain as State archives
3.4.2	Licensing Review	Records relating to development of criteria for specialty licences such as Sustainability and Accredited Licences.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
3.5	Program Management	Activities associated with the coordination and management of programs to change behaviour and influence environmental change related to Air Quality, Noise Management, Waste Management and Beverage Containers (CDL/CDS), SUP and Water Quality under the responsibility of the EPA and predecessor agencies. Records relate to an ongoing focus on a particular geographic location, industry, issue or other identifiable component of the organisation's operations. The program may include projects, processes, activities, and tasks that all contribute to policy, planning, regulation, management and monitoring of the relevant issues within the focus area.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>Program files include:</p> <ul style="list-style-type: none"> • funding arrangements • schedules • resources • issues • communication and change management plans • pre- and post-implementation support; and • program modifications and closure reports • records relating to components of the program, including • project plans and reports • development assessment and licensing processes • monitoring, modelling and scientific investigations • compliance • activity reports • material used for education and awareness training purposes. <p>See Item 4.3 (various) for grants related to programs. See Item 4.8 (various) for reports, including those relating to programs. See Item 3.5 (various) for programs that are not proceeded with. See Item 3.7 (various) for programs relating to scientific equipment that are not proceeded with.</p>		
3.5.1	Program Management	<p>Records relating to Air Quality programs that set a precedent or have an impact on stakeholders for example sustainable management of South Australia’s Air Quality such as Travel Smart, SmokeWatch and Air Watch.</p> <p>See Item 4.8.3 for records from scientific data related to air quality management for projects and programs such as ambient air monitoring and air toxins.</p>	PERMANENT	Retain as State archives
3.5.2	Program Management	<p>Records relating to Air Quality programs that are not proceeded with. Includes:</p> <ul style="list-style-type: none"> • feasibility study • business case and • authorisations from the Board Chief Executive the Minister 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • requests for funding • forward estimates etc. • technical reports • Audit reports • photographic evidence etc. • other relevant documentation. 		
3.5.3	Program Management	<p>Records relating to Beverage Container (CDL/CDS) programs that have an impact on the management of South Australia's beverage container deposits.</p> <p>See Item 4.8.4 for records of projects and programs relating to Beverage Containers (CDL/CDS).</p>	PERMANENT	Retain as State archives
3.5.4	Program Management	<p>Records relating to Beverage Container (CDL/CDS) programs that are not proceeded with. Includes:</p> <ul style="list-style-type: none"> • feasibility study • business case and • authorisations from the Board Chief Executive the Minister • requests for funding • forward estimates etc. • technical reports • Audit reports • photographic evidence etc. • other relevant documentation. 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.5.5	Program Management	<p>Records relating to Noise Management programs that have impact on stakeholders, e.g. sustainable management of South Australia's Noise Management such as windfarms, industry, road and railway noise.</p> <p>See Item 4.8.3 for records from scientific data related to noise management for projects and programs such as windfarm noise.</p>	PERMANENT	Retain as State archives
3.5.6	Program Management	<p>Records relating to programs related to Noise Management that are not proceeded with.</p> <p>Includes:</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • feasibility study • business case and • authorisations from the Board, the Minister, or Chief Executive • requests for funding • forward estimates etc. • technical reports • audit reports • photographic evidence etc. • other relevant documentation. <p>See Item 4.8.3 for records from scientific data related to noise management for projects and programs such as windfarm noise.</p> <p>See Item 3.5.5 for records of Noise Management programs that have impact on stakeholders, e.g. sustainable management of South Australia’s Noise Management such as windfarms, industry, road and railway noise.</p>		
3.5.7	Program Management	<p>Records relating to Waste Management programs that have an impact on the management of South Australia’s waste management activities such as landfill, and landfill gas.</p> <p>See Item 4.8.4 for records from scientific data related to waste management for projects and programs such as landfill gases and Mass Balance Reporting.</p>	PERMANENT	Retain as State archives
3.5.8	Program Management	<p>Records relating to Waste Management programs that are not proceeded with. Includes:</p> <ul style="list-style-type: none"> • feasibility study • business case and • authorisations from the Board Chief Executive the Minister • requests for funding • forward estimates etc. <p>See Item 4.8.4 for records from scientific data related to waste management, landfill gases, Mass Balance Reporting and littering.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.5.9	Program Management	<p>Records relating to the coordination and management of programs related to Water Quality under the responsibility of the EPA and predecessor agencies, for example:</p> <ul style="list-style-type: none"> • The Watershed Protection Program • Murraylands Programs • State-wide Ambient Water Quality Monitoring Program. <p>See Item 4.8.5 for records from scientific data related to water quality management. Includes reports from projects and programs such as Healthy Waters, Frog Census.</p>	PERMANENT	Retain as State archives
3.5.10	Program Management	<p>Records that relate to the decision-making processes e.g. feedback and comment during consultation etc. for Water Quality Programs.</p> <p>See Item 4.8.5 for records from scientific data related to water quality management. Includes reports from projects and programs such as Healthy Waters, Frog Census.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.5.11	Program Management	<p>Records relating to Single Use Plastics (SUP) programs that have an impact on the management of South Australia's beverage container deposits.</p> <p>See Item 4.8.4 for records from scientific data related to beverage container legislation (CDL/CDS), Single Use Plastics (SUP) and plastic bag reduction.</p>	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy
3.5.12	Program Management	<p>Records relating to Single Use Plastics (SUP) programs that are not proceeded with. Includes:</p> <ul style="list-style-type: none"> • feasibility study • business case and • authorisations from the Board Chief Executive the Minister • requests for funding • forward estimates etc. • technical reports • audit reports • photographic evidence etc. • other relevant documentation. 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 4.8.4 for records from scientific data related to beverage container legislation (CDL/CDS), Single Use Plastics (SUP) and plastic bag reduction.		
3.6	Research (Environmental Science)	<i>Conducting and coordinating scientific research into and developing criteria for processes, methods etc of environmental protection, specifically air, noise, water, site contamination and waste management.</i> See GDS 30 v2 (as amended): 13.23 STRATEGIC MANAGEMENT - Research (various) for research conducted in the agency. See Item 3.5 (various) for programs not proceeded with.		
3.6.1	Research (Environmental Science)	Final versions of records relating to conducting and coordinating scientific research in relation to all aspects of Air Quality Management. Includes developing criteria for the protection of the environment and community, examination of processes, procedures, or systems related to methods used.	PERMANENT	Retain as State archives
3.6.2	Research (Environmental Science)	Records relating to development of research material, development of technical data etc. for Air Quality Management.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.6.3	Research (Environmental science)	Final versions of records relating to conducting and coordinating scientific research in relation to all aspects of Noise Management. Includes developing criteria for the protection of the environment and community, examination of processes, procedures, or systems related to methods used.	PERMANENT	Retain as State archives
3.6.4	Research (environmental science)	Records relating to development of research material, development of technical data etc. for Noise Management.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.6.5	Research (environmental science)	Final versions of records relating to conducting and coordinating scientific research in relation to all aspects of Site Contamination. Includes developing criteria for the protection of the environment and community, examination of processes, procedures, or systems related to methods used.	PERMANENT	Retain as State archives
3.6.6	Research (environmental science)	Records relating to development of research material, development of technical data etc. for Site Contamination.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.6.7	Research (environmental science)	Final versions of records relating to conducting and coordinating scientific research in relation to all aspects of Waste Management. Includes developing criteria for the protection of the environment	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		and community, examination of processes, procedures, or systems related to methods used. Also includes surveys, monitoring and analysis of landfills etc.		
3.6.8	Research (environmental science)	Records relating to development of research material, development of technical data etc. for Waste Management.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.6.9	Research (environmental science)	Final versions of records relating to conducting and coordinating scientific research in relation to all aspects of Water Quality Management. Includes developing criteria for the protection of the environment and community, examination of processes, procedures, or systems related to methods used. Also includes surveys, monitoring and analysis of landfills etc.	PERMANENT	Retain as State archives
3.6.10	Research (environmental science)	Records relating to development of research material, development of technical data etc. for Water Quality Management.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.6.11	Research (environmental science)	Final versions of records relating to conducting and coordinating scientific research in relation to all aspects of Regulatory Practice. Includes developing criteria for the protection of the environment and community, examination of processes, procedures, or systems related to methods used.	PERMANENT	Retain as State archives
3.6.12	Research (environmental science)	Records relating to development of research material, development of technical data etc. for Regulatory Practice.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
3.7	Specialist Scientific Equipment	<p><i>Activities related to specialist scientific equipment such as air, noise management and water quality monitoring equipment. Includes calibration certificates and records.</i></p> <p><i>See GDS 30 v2 (as amended): 1 ASSET / PHYSICAL RESOURCE MANAGEMENT (various) for records related to leasing buildings or laboratories, maintenance of equipment etc.</i></p> <p><i>See GDS 30 v2 (as amended): 6.2 FINANCIAL MANAGEMENT – Acquisition (various) for acquiring specialist scientific equipment.</i></p>		
3.7.1	Specialist Scientific Equipment	Records relating to: <ul style="list-style-type: none"> • Identification of equipment requirements • Make, model and design specifications/capabilities of equipment purchased 	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> Operating manuals. <p>Examples include benchtop laboratory equipment, field monitoring equipment (fixed or portable) specialist vehicles e.g. monitoring caravans and boats.</p>		
3.7.2	Specialist Scientific Equipment	Records relating to calibrations of measurement equipment e.g. certificates for noise meters, calibration gases, air monitoring equipment.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
4	GOVERNANCE	<p>The function of providing strategic direction and environmental policy development. Also includes key decision making on significant environmental issues by the EPA Board or its various subcommittees and predecessor agencies, or taskforces established under environmental protection acts or regulations.</p> <p>Major activities relate to:</p> <ul style="list-style-type: none"> formulating EPA strategy, policy and corporate direction overseeing the management of the EPA and the EPA's relations with its stakeholders organisational and environmental risk management strategies performance monitoring policy surveillance development and advice to the Minister and stakeholders. <p>See GDS 30 v2 (as amended): 13.2 STRATEGIC MANAGEMENT (various) – Agreements for records of agreements undertaken by the Environment Protection Authority Board and other boards, subcommittees management by the EPA.</p> <p>See GDS 30 v2 (as amended): 11 LEGAL SERVICES (various) – for agreements requiring legal establishment.</p> <p>See GDS 30 v2 (as amended): 2 BOARD & COMMITTEE MANAGEMENT (various) for records of the Environment Protection Authority Board and other boards, subcommittees management by the EPA and for management of liaison groups and meetings.</p> <p>See GDS 30 v2 (as amended): 2 BOARD & COMMITTEE MANAGEMENT (various) for committees related to administrative functions.</p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See GDS 30 v2 (as amended): 6 FINANCIAL MANAGEMENT (various) and 13 STRATEGIC MANAGEMENT (various) for consultants, contractors etc. for contracts not related to projects of programs or specialty Items.</p> <p>See GDS 30 v2 (as amended): 10.4 INFORMATION TECHNOLOGY (various) - System Management for records related to system development.</p> <p>See also GDS v2 (as amended): 9.2 INFORMATION MANAGEMENT (various) - Control over records and record keeping systems.</p> <p>See GDS 30 v2 (as amended): 13.13 STRATEGIC MANAGEMENT (various) - Legislation for records relating to the development of related Acts e.g. the Freedom of Information Act 1991.</p> <p>See GDS 30 v2 (as amended): 13.14 STRATEGIC MANAGEMENT (various) - Meetings for forums and meetings of individuals and groups that are not considered committees.</p> <p>See GDS 30 v2 (as amended): 13.17 STRATEGIC MANAGEMENT (various) - Policy and 13.18 Procedures (various) for establishing decisions, directions and precedents as the basis for operating policies and procedures of boards and committees.</p> <p>See GDS 30 v2 (as amended): 13.17 BOARD & COMMITTEE MANAGEMENT - Reporting (various) for reports, briefings, working papers etc. prepared by boards and committees, including those for the Minister.</p>		
4.1	Advice (Governance)	<p><i>Activities associated with providing or receiving advice or the provision of guidelines related to waste, site contamination, air quality, noise management, water quality, beverage containers or littering or regarding any environmental sustainability or protection aspects from/to industry etc.</i></p> <p>See GDS 30 v2 (as amended): 13 STRATEGIC MANAGEMENT – Advice (various) for strategic aspects of providing environmental advice.</p> <p>See GDS 30 v2 (as amended): 11 LEGAL SERVICES - Advice (various) for advice on matters relating to the EPA etc.</p> <p>See Item 4.8 (various) GOVERNANCE – Reporting for providing reports.</p>		
4.1.1	Advice (Governance)	Records relating to the provision and/or receipt of formal and informal advice to/from the EPA Board and predecessor agencies, including Crown advice, relating to issues affecting industry or generating public interest.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>For example, the Port Adelaide Waterfront Redevelopment, wind farms, landfills, the Desalination Plant, Olympic Dam, and development proposals, by the:</p> <ul style="list-style-type: none"> • Minister • federal, state and local government agencies • clients • industry • investors and/or the general public. 		
4.1.2	Advice (Governance)	<p>Records relating to the provision and/or receipt of routine formal and informal advice does not create significant widespread public concern or provision of guidelines of the EPA related to waste, site contamination, air quality, noise management, water quality, beverage containers or littering, or regarding any environmental sustainability or protection aspects from/to industry etc.</p> <p>Includes individual enquiries by email, phone, general correspondence, enquiries for information such as fact sheets, brochures, information kits or packs, applications providing published technical data by the EPA, or routine (day to day) requests generating a standard letter response.</p>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
4.2	Consultation	<p><i>The process of consulting with others seeking comment/feedback on a range of issues.</i></p> <p>See GDS 30 v2 (as amended): 13 STRATEGIC MANAGEMENT (various) for consultation and review of legislation.</p>		
4.2.1	Consultation	<p>Records relating to consultation sessions initiated by the Board related to the statutory Round Table Conference (also known as EPA Board Summit/Forum).</p> <p>Includes for example, local government (councils), environmental organisations, community and industry groups.</p>	PERMANENT	Retain as State archives
4.2.2	Consultation	Records relating to administrative arrangements for the Round Table consultation sessions, including contact lists, venue bookings, hire or equipment, catering, travel arrangements etc.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.2.3	Consultation	Records relating to operational consultation sessions on Air Quality with industry, local government, the community etc. Includes notebooks/ field books of auditors/authorised officers etc. See Item 3.5 (various) for consultation related to Air Quality, programs or projects.	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy
4.2.4	Consultation	Records relating to operational consultation sessions on Beverage Containers (CDL/CDS) with industry, local government, the community etc. Includes notebooks/field books of auditors/authorised officers etc. See Item 3.5 (various) for consultation related to Beverage Container (CDL/CDS) programs or projects.	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy
4.2.5	Consultation	Records relating to operational consultation sessions on Noise Management with rail operators, industry, local government, the community etc. Includes programs and projects etc. Includes notebooks /field books of auditors/authorised officers etc. See Item 3.5 (various) for consultation related to Noise Management programs or projects.	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy
4.2.6	Consultation	Records relating to operational consultation sessions on Waste Management with industry, local government, the community etc. Includes notebooks/field books of auditors/authorised officers etc. See Item 3.5 (various) for consultation related to Waste Management programs or projects.	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy
4.2.7	Consultation	Records relating to operational consultation sessions on Water Quality with industry, local government, the community etc. Includes notebooks /field books of auditors/authorised officers etc. See Item 3.5 (various) for consultation related to Water Quality programs or projects.	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy
4.2.8	Consultation	Records relating to administrative arrangements for consultation sessions, including contact lists, venue bookings, hire or equipment, catering, travel arrangements etc.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.3	Grant Management	<i>The activities associated with the establishment of grants from the Federal Government, agencies such as Department for Environment and Water, formerly DWLBC, the Natural Resource Management Boards etc. and managing arrangements for their availability, administration, distribution and receipt including the Environment Protection Fund, Recycling Development Fund, Save the River Murray Fund, Coast Protection Fund from predecessor agencies etc.</i>		
4.3.1	Grant Management	Records relating to individual environment protection projects or programs etc. on to Air and/or Noise Management etc. such as Smoky Vehicles, SmokeWatch. Includes approvals and agreements for allocation and any criteria for disbursement.	PERMANENT	Retain as State archives
4.3.2	Grant Management	Records relating to individual environment protection projects or programs etc. related to beverage container, waste and recycling. Includes approvals and agreements for allocation and any criteria for disbursement.	PERMANENT	Retain as State archives
4.3.3	Grant Management	Records relating to individual environment protection projects or programs etc. on Water Quality for example, the Ambient Water Quality Monitoring Program and the Healthy Waters Project. Includes approvals and agreements for allocation and any criteria for disbursement.	PERMANENT	Retain as State archives
4.3.4	Grant Management	Records relating to the successful receipt of grants requested by the EPA from external sources such as Commonwealth and State Government agencies such as BusinessSA, Catchment Water Boards, Department of Water, Land and Biodiversity Conservation, Murray Darling Basin Natural Resource Management Board, SA Water Corporation, Zero Waste SA, Department of Further Education, Employment, Science and Technology. Includes application, submission or proposal, supporting documentation, review of application, and record of outcome.	PERMANENT	Retain as State archives
4.3.5	Grant Management	Records relating to unsuccessful applications for grants by the EPA for assistance from external sources such as Commonwealth, State and Local Government.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.4	Liaison	<i>Activities relating to liaison and correspondence between the EPA and various organisations and community groups concerning environmental issues and development.</i> See Item 4.6 (various) for managing joint partnerships.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.4.1	Liaison	Records relating to liaison with organisations in relation to environmental issues such as major projects and development, etc.	PERMANENT	Retain as State archives
4.4.2	Liaison	Records relating to liaison of significant public concern on significant environmental issues or correspondence between the EPA and predecessor agencies, and various: <ul style="list-style-type: none"> • state and national bodies • organisations and • community groups in relation to issues such as household air conditioners, etc. See GDS 30 v2 (as amended): 2 BOARD & COMMITTEE MANAGEMENT (various) for management of liaison groups and meetings.	PERMANENT	Retain as State archives
4.4.3	Liaison	Records relating to routine liaison or correspondence on environmental issues that do not become a major public concern, between the EPA, predecessor agencies and various: <ul style="list-style-type: none"> • organisations and • community groups in relation to issues such as household air conditioners, etc. See Item 1.2 (various) for liaison relating to environmental complaints and enquiries. See GDS 30 v2 (as amended): 2. BOARD & COMMITTEE MANAGEMENT (various) for correspondence and liaison with groups.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
4.4.4	Liaison	Records documenting administrative arrangements relating to liaison. Includes contact lists, venue bookings, hire of equipment, catering etc.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
4.5	Investigations and Prosecution	<i>The activities involved in managing investigations, lawsuits, legal proceedings, prosecutions and offences relating to the enforcement or breaches of operational legislative acts and regulations between the agency and other parties. This Includes civil and criminal enforcement, including civil penalties.</i> <i>Includes:</i> <ul style="list-style-type: none"> • <i>providing and receiving legal opinions to/from the Authority</i> 		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • <i>the management of lawsuits or legal proceedings</i> • <i>issuing of warnings</i> • <i>legal enforcement and prosecution proceedings between the EPA, predecessor agencies and other parties in a court or other formal hearing.</i> <p><i>Incorporates:</i></p> <ul style="list-style-type: none"> • <i>significant investigations not leading to prosecutions</i> • <i>environmental incidents</i> • <i>environment protection orders</i> • <i>non-compliance with General Environmental Duty</i> • <i>expiations</i> • <i>penalties, including civil penalties</i> • <i>prosecutions</i> • <i>illegal activities</i> • <i>issuing of caution, warning and expiation notices</i> • <i>offence reports</i> • <i>criminal history checks</i> • <i>charges and fines briefs and report</i> • <i>Crown complaints and summons</i> • <i>subpoenas</i> • <i>discovery orders</i> • <i>arrangements for witnesses</i> • <i>proof of service receipts and court hearings, orders, punishments and appeals.</i> <p>See GDS 30 v2 (as amended): 11.1 LEGAL SERVICES – Advice (various) for matters referred to the Crown Solicitor for legal advice.</p>		
4.5.1	Investigations and Prosecution	Centralised records or registers of all prosecutions and investigations. Includes registers.	PERMANENT	Retain as State archives
4.5.2	Investigations and Prosecution	<p>Records related to the investigation of complaints regarding possible breaches of legislation under the responsibility of the EPA (and predecessor agencies), issuing of clean-up orders, or relate to risk to the environment. Includes evidence such as photographs.</p> <p>See Item 4.5.4 GOVERNANCE - Investigations and Prosecutions for records relating to prosecutions.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.5.3	Investigations and Prosecution	Records relating to investigations that do not lead to prosecution or do relate to littering but not to environmental issues such as contamination of land etc.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
4.5.4	Investigations and Prosecution	Records relating to prosecutions, issuing of clean-up orders, and/or relating to risk to the environment. Client or case files include: <ul style="list-style-type: none"> • investigation reports • consultants reports • audit reports • prosecution briefs • recommendations • correspondence • testing and monitoring data • background information • complaint reports • witness reports etc. 	PERMANENT	Retain as State archives
4.5.5	Investigations and Prosecution	Records relating to scheduling and tracking prosecutions such as spreadsheets, with timetables for expected prosecution dates.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
4.5.6	Investigations and Prosecution	Records relating to the receipting, sale, disposal or return of seized items.	TEMPORARY	Retain a minimum of 10 years after case closed, then destroy
4.5.7	Investigations and Prosecution	Expiation notices (book butt/tickets) for minor offences such as littering, beverage container legislation, environmental nuisance.	TEMPORARY	Retain a minimum of 3 years after action completed, then destroy
4.5.8	Investigations and Prosecution	Expiation notices (book butt/tickets) for minor offences such as littering, beverage container legislation, environmental nuisance. Includes case file of the allegation for appeals of the allegation for a minor offence such as littering that does not require legal advice.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.5.9	Investigations and Prosecution	Drafts and research material not used in decision making and duplicate copies of records held for reference purposes only.	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.6	Partnerships	<p><i>The activities involved in managing joint partnership or business venture operations with Commonwealth, state local government private organisations or other industry bodies where there is a joint contribution of funds and/or time. Includes research and records of predecessor agencies.</i></p> <p>See Item 4.4 (various) for maintaining regular contact with organisations.</p> <p>See GDS 30 v2 (as amended): 13.12 STRATEGIC MANAGEMENT - Joint Ventures (various) if not related to Environment Protection.</p> <p>See GDS 30 v2 (as amended): 3.7 COMMUNITY RELATIONS – Liaison (various) if not related to Environment Protection.</p>		
4.6.1	Partnerships	Summary reports documenting partnership outcomes involving the EPA as a partner.	PERMANENT	Retain as State archives
4.6.2	Partnerships	<p>Records relating to partnerships with Federal State and Local Government, or industry etc. where the EPA is the lead agency or the focus of the project has environmental outcomes such as waste recycling, landfill gases such as Landfill Audit Studies and CRC CARE for site contamination. Includes partnership agreements, objectives, outcomes, research methodology, results and other project documentation developed e.g. Greener Industries SA (formerly Zero Waste SA).</p> <p>See Item 4.4 (various) for records relating to liaison between the EPA and various organisations.</p>	PERMANENT	Retain as State archives
4.6.3	Partnerships	Records relating to partnerships where partnerships are instigated by the Commonwealth Government, other state government agencies, local government or industry. Examples include meeting with Environment Ministers relating to recycling waste newspaper, water quality, air or noise management.	PERMANENT	Retain as State archives
4.6.4	Partnerships	Records documenting administrative arrangements for meetings etc. related to partnerships. Includes travel arrangements, contact lists accommodation, catering etc.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
4.7	Public Register (Environment)	<p><i>The processes of creating, maintaining and managing information released to the public under Section 109 of the Environment Protection Act 1993 and regulation 14 of the Environment Protection Regulations 2023.</i></p> <p>See Item 2.4 (various) for records researched.</p> <p>See Item 2.8 (various) for records related to contaminated sites.</p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 5.7 (various) for records of licensees on the Public Register.		
4.7.1	Public Register (Environment)	<p>The Public Register, which includes:</p> <ul style="list-style-type: none"> Name of site owner and address of land site contamination of environmental authorisations details of prosecutions and other enforcement action under the <i>Environment Protection Act 1993</i> other information as prescribed. 	PERMANENT	Retain as State archives
4.7.2	Public Register (Environment)	Records relating to applications to access the Public Register including documentation released under Section 109 of the <i>Environment Protection Act 1993</i> and regulation 14 of the <i>Environment Protection Regulations 2023</i> . These records are contained in GENI and LAMP and made available via the EPA's website.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.8	Reporting	<p><i>Reports and processes of reporting by the EPA from scientific data, relating to aspects of environment protection. Includes reporting for the State of the Environment (SOE) Report and National Environment Protection Measures (NEPMs) for the National Environment Protection Council (NEPC).</i></p> <p>See Item 3.5 (various) for records of environmental monitoring programs which set a precedent or those not proceeded with.</p> <p>See Item 2.6 for environmental assessments and interpretation of scientific data collection, monitoring, evaluation and reporting.</p> <p>See GDS 30 v2 (as amended): 2 BOARD & COMMITTEE MANAGEMENT (various) for reporting by governing or advisory bodies and their committees and sub-committees.</p>		
4.8.1	Reporting	Records relating to reports concerning the structure of the industry, marketing and promotional activity not produced by the Board.	PERMANENT	Retain as State archives
4.8.2	Reporting	<p>Reports and papers developed by the EPA that relate to compliance and regulation information under the statutory responsibility of the EPA and predecessor agencies, such as the State of Environment (SOE) Reporting National Environment Protection Measures (NEPMs).</p> <p>See Item 2.1.1 for compliance and/or regulatory advice and comment on State of Environment (SOE) Reports.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 2.6 for environmental assessments and interpretation of scientific data collection, monitoring, evaluation and reporting.		
4.8.3	Reporting	<p>Reports collated from scientific data related to air and noise management. Includes projects and programs such as ambient air monitoring, SmokeWatch, Windfarm noise, solid fuel domestic heaters, air toxins such as lead pollution at Port Pirie, and airsheds etc.</p> <p>See Item 3.5.1 for records of air quality programs which set a precedent or have an impact on stakeholders.</p> <p>See Item 3.5.5 for records of Noise Management programs that have impact on stakeholders, e.g. sustainable management of South Australia’s Noise Management such as windfarms, industry, road and railway noise.</p> <p>See Item 4.8.2 for reports and papers developed by the EPA that relate to compliance and regulation including State of Environment (SOE) Reports and National Environment Protection Measures (NEPM).</p>	PERMANENT	Retain as State archives
4.8.4	Reporting	<p>Reports collated from scientific data related to waste management, landfill gases, Mass Balance Reporting, littering, beverage container legislation (CDL/CDS), Single Use Plastics (SUP) and plastic bag reduction. Includes reports from projects and programs.</p> <p>See Item 3.5.11 for records of Beverage Container (CDL/CDS) and Single Use Plastics (SUP) programs that have an impact on South Australia’s beverage container deposits.</p> <p>See Item 3.5.7 for records relating to Waste Management programs that have an impact on the management of South Australia’s waste management activities such as landfill, and landfill gas.</p>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 4.8.2 for reporting required against National Environment Protection Measures (NEPMs) by the National Environment Protection Council (NEPC).		
4.8.5	Reporting	<p>Reports collated from scientific data related to water quality management. Includes reports from projects and programs such as Healthy Waters, Frog Census, Watershed Water Quality, Murraylands, Lake Bonney and the River Murray.</p> <p>See Item 3.5 (various) for reports related to Water Quality programs or projects.</p> <p>See Item 3.5.9 for the coordination and management of programs related to Water Quality.</p> <p>See Item 3.5.10 for records relating to the decision-making processes e.g. feedback and comment during consultation etc. for Water Quality Programs.</p> <p>See Item 4.8.2 for reporting required against National Environment Protection Measures (NEPMs) by the National Environment Protection Council (NEPC).</p>	PERMANENT	Retain as State archives
4.8.6	Reporting	<p>Reports collated from scientific data related to Site Contamination, for example orphan sites assessment, Groundwater Prohibition Areas (GPAs).</p> <p>See Item 3.5 (various) for reports related to Site Contamination programs or projects.</p> <p>See Item 4.8.2 for reports and papers developed by the EPA that relate to compliance and regulation including State of Environment (SOE) Reports and National Environment Protection Measures (NEPM).</p>	PERMANENT	Retain as State archives
4.8.7	Reporting	Summary, periodic or system reporting on the operational functions of the EPA used to monitor and document activities. Includes data for modelling reports.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 4.8.2 for reporting required against National Environment Protection Measures (NEPMs) by the National Environment Protection Council (NEPC).		
4.8.8	Reporting	Records relating to the development and preparation of reports. Includes working papers, raw data, drafts etc. See Item 4.8.2 for reports and papers developed by the EPA that relate to compliance and regulation including State of Environment (SOE) Reports and National Environment Protection Measures (NEPM).	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy
4.9	Risk Management	<i>Records relating to the development of risk assessments and plans, related to environmental or statutory responsibilities of the EPA. Includes records of predecessor agencies.</i> See GDS 30 v2 (as amended): 13.16 STRATEGIC MANAGEMENT – Planning (various) for strategic aspects of risk management.		
4.9.1	Risk Management	Risk assessments and risk management plans related to environmental or statutory responsibilities of the EPA.	PERMANENT	Retain as State archives
4.9.2	Risk Management	Records relating to the development of risk assessment or management plans.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.10	Waste Levy Management	<i>The activities associated with developing and managing arrangements for administering or collecting waste levies according to the Environment Protection Act 1993 (Section 113) and predecessor legislation and agencies such as the Waste Management Commission.</i> Includes requirements for Mass Balance Reporting as required under the <i>Environment Protection (Mass Balance Reporting and Other Measures) Variation Regulations 2020</i> . See Item 2.5 (various) re licensing and approvals.		
4.10.1	Waste Levy Management	Summary records or periodic returns relating to the identification and collection of levies. See Item 2.5.3 for records relating to issuing and management of Waste Levy. See Item 2.5.6 for licence files that contain information relating to collection of waste levy information.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 13.13 STRATEGIC MANAGEMENT – Legislation (various) if levies are related to changes in the <i>Environment Protection Act 1993</i> .		
4.10.2	Waste Levy Management	Records relating to the development and preparation of waste levy allocations. Includes planning of spreadsheets, working papers, drafts and raw data etc.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
4.10.3	Waste Levy Management	Records relating to the allocation of money, generated by waste levies administered by the EPA. See GDS 30 v2 (as amended): 6.3.2 FINANCIAL MANAGEMENT – Allocation, for allocation of money collected as waste levies.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.10.4	Waste Levy Management	Records relating to the preparation of letters and other correspondence regarding waste levy allocation, distribution, confirmation of payment etc.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy
5	RADIATION PROTECTION AND CONTROL	<p>The function of protecting the environment and the health and safety of the community from the harmful effects of radiation. Includes regulation of radiation apparatus and radioactive sources used in industrial, scientific and medical applications, medical apparatus, solariums (tanning units) uranium mining such as the Olympic Dam, Beverly and Honeymoon projects, nuclear test sites such as Maralinga, and scientific laboratory testing and research. Includes records inherited from the SA Health Commission (or its successors) and covered by legislation such as the <i>Radiation Protection and Control Act 1982</i> (RPC Act) etc.</p> <p>See GDS 30 v2 (as amended): 13.2 STRATEGIC MANAGEMENT – Agreements (various) for agreements relating to radiation protection and control.</p> <p>See GDS 30 v2 (as amended): 2 BOARD & COMMITTEE MANAGEMENT (various) for committees related to radiation management administrative functions.</p> <p>See GDS 30 v2 (as amended): 6 FINANCIAL MANAGEMENT (various) and 13 STRATEGIC MANAGEMENT (various) for consultants, contractors etc. for contracts not related to projects of programs or specialty Items.</p> <p>See GDS 30 v2 (as amended): 13.14 STRATEGIC MANAGEMENT (various) - Meetings for forums and meetings of individuals and groups that are not considered committees.</p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended): 13.17 STRATEGIC MANAGEMENT (various) - Policy and 13.18 STRATEGIC MANAGEMENT (various) - Procedures for establishing decisions, directions and precedents as the basis for operating policies and procedures of radiation boards and committees. See GDS 30 v2 (as amended): 13.20 STRATEGIC MANAGEMENT – Project Management (various) for records relating to projects relating to radiation.		
5.1	Advice (EPA)	<i>The activities associated with the provision or receipt of advice relating to environment protection, including legislation and licensing.</i>		
5.1.1	Advice (EPA)	Records relating to the provision and/or receipt of significant formal advice to/from the EPA etc. regarding any aspect of radiation protection under the responsibility of the Radiation Protection Branch (and predecessors). Includes issues affecting industry or the community and generating public interest.	PERMANENT	Retain as State archives
5.1.2	Advice (EPA)	Records relating to the provision and/or receipt of routine formal and informal advice or provision of guidelines relating to radiation protection and uranium mining etc. aspects from/to the medical profession and mining industry or individual enquiries by email, phone or general correspondence etc. that does not create widespread public concern.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
5.1.3	Advice (EPA)	Informal and routine (day to day) enquiries regarding legislation, licences and registrations, non-ionising radiation such as mobile phones and power lines, which are sometimes logged in CARES (now EIRA) such as phone queries and emails. See Item 1.2.1 for enquiries or complaints on pollution or waste requiring detailed investigation or posing significant risk.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
5.2	Approvals under Radiation Legislation	<i>The activities under the Radiation Protection and Control Act 1982 and regulations where there are numerous provisions for approving processes and functions of owners of equipment and radioactive substances, employers of radiation workers, and people wishing to perform research involving exposure of people to radiation. Includes exemptions granted under the Radiation Protection and Control Act 1982.</i>		
5.2.1	Approvals under Radiation Legislation	Records relating to applications related to the disposal of unsealed radioactive waste.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.2.2	Approvals under Radiation Legislation	Records relating to applications for and for granting of exemptions under the <i>Radiation Protection and Control Act 1982</i> .	PERMANENT	Retain as State archives
5.2.3	Approvals under Radiation Legislation	Records relating to applications for approval of research involving exposure of people to ionising radiation.	PERMANENT	Retain as State archives
5.3	Compliance Monitoring and Evaluation	<i>The activities associated with regulating, monitoring and evaluating industry or events to ensure environmental compliance. Also includes identifying trends and gathering information relating to compliance of legislation pertaining to radiation. Includes uranium mines.</i>		
5.3.1	Compliance Monitoring and Evaluation	Summary registers, reports and medical files relating to the monitoring of radiation dose levels of radiation workers, including EPA staff. Includes uranium worker information working in mines.	PERMANENT	Retain as State archives
5.3.2	Compliance Monitoring and Evaluation	Raw data recording radiation dose levels of EPA radiation workers.	TEMPORARY	Retain a minimum of 100 years after date of birth, then destroy
5.3.3	Compliance Monitoring and Evaluation	Records related to the monitoring and inspection of uranium mines and mining and mineral processing companies such as the Olympic Dam Project.	PERMANENT	Retain as State archives
5.3.4	Compliance Monitoring and Evaluation	Records related to the monitoring and inspection of compliant radiation apparatus, radioactive substances, premises and facilities, such as radioactive waste stores, registration of apparatus etc.	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy
5.3.5	Compliance Monitoring and Evaluation	Records related to the monitoring and inspection of non-compliant radiation apparatus, radioactive substances, premises and facilities, such as radioactive waste stores, registration of apparatus etc.	PERMANENT	Retain as State archives
5.3.6	Compliance Monitoring and Evaluation	Records relating to development of strategies to minimise doses to workers and the public e.g. from medical procedures and to address increasing doses in new medical imaging technologies.	PERMANENT	Retain as State archives
5.4	Emergency Response	<i>The activities associated with managing an incident that has been deemed a radiation accident or emergency. Includes the discovery, investigation, response to, recovery and debrief of each incident.</i>		
		See GDS 33 Across-Government Emergency Management (as amended) for records of the management of emergencies under the <i>Emergency Management Act 2004</i> .		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.4.1	Emergency Response	Final versions of internal Emergency Management Arrangements that are integrated with the State Emergency Radiation Management Arrangements.	PERMANENT	Retain as State archives
5.4.2	Emergency Response	Records related to managing an accident or emergency that involves radioactive material. Includes the discovery, investigation, response to, recovery from and debrief of each accident or emergency under the jurisdiction of the Radiation Protection Branch (and predecessors).	PERMANENT	Retain as State archives
5.4.3	Emergency Response	Summary reports developed to document and report on activities associated with emergency response. Includes training exercise summaries.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
5.4.4	Emergency Response	Records relating to the development, management and execution of training or training exercises and other emergency response preparedness. Includes emergency response exercises by the Radiation Protection Branch (and predecessors). Includes contact lists for emergency response.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
5.4.5	Emergency Response	Working files which include drafts Internet searches, information relating to the development of radiation response plans.	TEMPORARY	Retain a minimum of 3 months after action completed, then destroy
5.5	Licensing and Registration (Radiation)	<i>The activities involved in facilitating the adoption of statutory requirements by registering and/or granting licences, exemptions, approvals or authorisations to organisations or individuals under the provisions of the Radiation Protection and Control Act 1982 to enforce the legislation and regulations under the authority of the EPA. Includes licensing, registrations and approvals, accreditations, exemptions granted etc.</i> See Item 5.3 (various) for uranium mines.		
5.5.1	Licensing and Registration (Radiation)	Records relating to licences to mine and mill radioactive ores. Includes applications and supporting information for licences, radiation surveys, environmental and occupational radiation monitoring, approvals of processes and equipment, investigations, and the development of a licensing framework and system to effectively regulate the mining industry.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.5.2	Licensing and Registration (Radiation)	Records relating to granting of personal licences to individuals to operate radiation apparatus such as X-ray machines, and licences to use or handle radioactive substances.	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy
5.5.3	Licensing and Registration (Radiation)	Master copy of examination papers set by the EPA for licences under the <i>Radiation Protection and Control Act 1982</i> .	PERMANENT	Retain as State archives
5.5.4	Licensing and Registration (Radiation)	Written original licence examinations sat by applicants for licences under the <i>Radiation Protection and Control Act 1982</i> .	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
5.6	Program Management	<p><i>The activities associated with the coordination and management of programs under the responsibility of the EPA and predecessor agencies. Includes:</i></p> <ul style="list-style-type: none"> • <i>program planning</i> • <i>funding arrangements</i> • <i>material used for education and awareness training purposes</i> • <i>schedules</i> • <i>resources</i> • <i>issues</i> • <i>communication and change management plans</i> • <i>pre and post-implementation support; and progress reporting.</i> 		
5.6.1	Program Management	<p>Records relating to programs that impact on stakeholders for example sustainable management of South Australia's radioactive waste.</p> <p>Case files include:</p> <ul style="list-style-type: none"> • feasibility study • business case and authorisations • requests for funding • forward estimates etc. 	PERMANENT	Retain as State archives
5.6.2	Program Management	Records related to program committees and meetings with stakeholders such as State government agencies, local councils, community groups etc.	PERMANENT	Retain as State archives
5.6.3	Program Management	Records relating to uranium mining, radiation programs including contracts, technical specifications, etc.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.6.4	Program Management	Records relating to applying for grants etc. conducted during programs etc. for radiation protection and uranium mining that are proceeded with.	TEMPORARY	Retain a minimum of 8 year after action completed, then destroy
5.6.5	Program Management	Master records relating to education and awareness material as part of a specific program related to uranium mining and radiation protection etc. See GDS 30 for records of administrative arrangements such as contact lists, venue bookings, hire of equipment.	PERMANENT	Retain as State archives
5.6.6	Program Management	Records relating to tendering for contracts, SLAs, applying for grants etc. conducted during programs that are not proceeded with.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
5.6.7	Program Management	Records relating to research conducted for programs that are not proceeded with. See Item 5.10 (various) for records related to research conducted during programs that are not proceeded with.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
5.6.8	Program Management	Records relating to programs that are not proceeded with. Includes feasibility studies, business case/s and authorisations, requests for funding, forward estimates, meetings etc.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
5.7	Public Register (Radiation)	<i>The process of creating, maintaining and managing public information as required under legislation. Includes section 38 of the Radiation Protection and Control Act 1982.</i>		
5.7.1	Public Register (Radiation)	Records relating to requests for information on the Public Register examples include: <ul style="list-style-type: none"> • name of licensed radiation worker • other information as prescribed in the regulations. 	PERMANENT	Retain as State archives
5.7.2	Public Register (Radiation)	Records relating to applications to access the Public Register including documentation released.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
5.8	Registration of Equipment and Premises	<i>The activities related to the registration of radiation apparatus, radioactive sources, and premises where unsealed radioactive substances are used or stored as required by the Radiation Protection and Control Act 1982.</i>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 5.3 (various) for regulating and monitoring to ensure compliance with radiation dosage requirements and registration of apparatus and substances.		
5.8.1	Registration of Equipment and Premises	Records relating to the registration of radiation apparatus, radioactive sources, and premises where unsealed radioactive substances are used or stored (Includes registration of former uranium mine and processing sites, and Maralinga) as required by the <i>Radiation Protection and Control Act 1982</i> . Includes: <ul style="list-style-type: none"> • applications • authorisations • investigation • transfers • revocations • exemptions etc. 	PERMANENT	Retain as State archives
5.9	Reporting	<i>Processes associated with the development and preparation of reports concerning matters of radiation protection.</i>		
5.9.1	Reporting	Master copies of reports created by or on behalf of the Radiation Protection Branch (and predecessors), used to report findings or any other matters relevant to the administration of the <i>Radiation Protection and Control Act 1982</i> (and predecessor legislation) to the Minister or any other body. Includes reports on accidents and incidents involving radiation.	PERMANENT	Retain as State archives
5.9.2	Reporting	Records relating to the development and preparation of reports on findings or any other matters relevant to the administration of the <i>Radiation Protection and Control Act 1982</i> (and predecessor legislation) to the Minister or any other body. Includes draft reports, working papers, raw data on accidents and incidents involving radiation.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
5.10	Research	<i>The activities involved in conducting and coordinating scientific research concerning radiation protection, including development of criteria, surveys, monitoring and analysis of radioactive substances or apparatus.</i> See Item 5.6 (various) for the coordination and management of programs under the responsibility of the EPA and predecessor agencies.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.10.1	Research	Final versions of records relating to conducting and coordinating scientific research in relation to all aspects of radiation, radiation use and radiation protection. Includes developing criteria for the protection of the environment and community, examination of processes, procedures, or systems related to methods used. Also includes surveys, monitoring and analysis of radioactive substances or radiation apparatus. See Item 5.2 (various) for approvals under radiation legislation.	PERMANENT	Retain as State archives
5.10.2	Research	Requests for research or technical data from stakeholders such as the public, industry etc.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
5.11	Specialist Scientific Equipment (Radiation)	<i>The activities related to radiation monitoring equipment. Includes purchasing, calibration and operating manuals and procedures.</i>		
5.11.1	Specialist Scientific Equipment (Radiation)	Records relating to the radiation laboratory fit out including <ul style="list-style-type: none"> • acquisition of laboratory equipment • calibrations of equipment, and • operating manuals and procedures. See GDS 30 v2 (as amended): 1.7.1 ASSET/PHYSICAL RESOURCE MANAGEMENT – Fit-Outs for fit-outs related to asbestos. See Item 5.4 (various) for records relating to accidents or incidents.	TEMPORARY	Retain a minimum of 40 years after equipment decommissioned or replaced
5.12	Tester Accreditation	<i>The activities related to accreditation of third-party testers/competency assessors by the EPA to work for industry and test equipment for the purpose of registration.</i>		
5.12.1	Tester Accreditation	Records relating to the accreditation of third-party testers/competency assessors who work independently and perform test e.g. medical, dental, veterinary and chiropractic X-ray apparatus (this is not licensing users) such as applications for accreditation. The applications contain example of tests carried out by the applicant on X-ray apparatus.	TEMPORARY	Retain a minimum of 20 years after accreditation expires

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 5.6 (various) for the coordination and management of programs under the responsibility of the EPA and predecessor agencies.		