

Operational Records Disposal Schedule

Interpreting and Translating Unit (ITC) of the Department of Human Services (DHS)

RDS 2025/02 Version 1

Effective Dates: 9 April 2025 to 9 April 2035

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

RDS No	RDS 2025/02 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Interpreting and Translating Centre - Department of Human Services
Records Scope	Records documenting the function/s of Interpreting and Translating Services
Records Coverage Dates	2005 - ongoing
Effective Dates	9 April 2025 to 9 April 2035
Status	Determined by Director State Records and approved by State Records Council 20 February 2025
Associated RDS	RDS 2000/21 Office of Multicultural and International Affairs – Department of Premier and Cabinet expired June 2011 and RDS 2000/43 item 6.10.2 Department of Human Services - Strategic Planning & Policy Division expired 30 June 2012.

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Introduction

Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on paper, film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

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

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

Objectives

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

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

Relationship to other disposal schedules

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

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

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

Interpretation

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

Status/Disposal action definitions

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

Retain a record of records destroyed under this RDS

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

Compliance with the Determination

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

For more information

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

State Records Contact Details

Contact details

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RDS 2025/02 Version 1 - Interpreting and Translating Centre of the Department of Human Services

No	Function/Activity	Description including Records Examples	Status	Disposal Action
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INTERPRETING AND TRANSLATING SERVICES

1	INTERPRETING AND TRANSLATING SERVICES	<p>The function of providing interpreting and translating services for the government and the community.</p> <p>See GDS 30 v2 (as amended) 6.1.7 FINANCIAL MANAGEMENT - Accounting - for financial records for interpreting and translating services.</p> <p>See GDS 30 v2 (as amended) 5.17.1 EMPLOYEE MANAGEMENT - Training - for records of training provided to translators and interpreters.</p> <p>See GDS 30 v2 (as amended) 13.2.3 STRATEGIC MANAGEMENT - Agreements - for records of memorandum of administrative agreement.</p>		
1.1	Translating Services	<i>The activity of translating documents into or from the English language.</i>		
1.1.1	Translating Services	<p>Records of translation requests and copies of translated documents from private clients including solicitors and lawyers. May include:</p> <ul style="list-style-type: none"> • Birth certificates • Marriage certificates • Divorce orders/certificates • Death certificates • Single status certificates • Change of name certificates • Driver's licences • Passports and identify documents • Citizenship documents • Property documents • Wills and estate documents • Affidavits • Vaccination certificates • Medical reports • Educational certificates and academic transcripts • Apostille 	TEMPORARY	Retain a minimum of 12 months after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • Police Clearance Certificates • Family Registers • Court orders, court documents and legal documents • Contracts • Power of Attorney • Banks Statements • Payslips • Pension Certificates <p>Records may be held as:</p> <ul style="list-style-type: none"> • physical forms • scanned copies of physical forms • data in Objective or successor systems 		
1.1.2	Translating Services	<p>Records of translation requests and copies of translated documents from government and non-government account clients including SA Health, Courts and Tribunals, Child Protection, Department for Infrastructure and Transport, Lifetime Support Authority, Parliament, State Emergency Service, Public Trustee, Schools, Universities, Local Councils, and Import and Export Companies. May include:</p> <ul style="list-style-type: none"> • Pamphlets, brochures, flyers, fact sheets translated into other languages • Import permits and export labels • Business cards • Audio or video recordings for transcription and translation for SAPOL • Text messages and email for SAPOL • NDIS participant support documents • Department of Child Protection Case Plans and Care and Protection Orders • Department of Education notifications to parents • Department for Human Services Family Safety Plans 	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"> • Department of Infrastructure and Transport Land Acquisition documents • SA Water Network upgrade notifications • Public Trustee estate documents • SA Health genetic testing results • Medical reports • Local Council - Public Consulting / Budget Plan / Warning Letter • Workplace policy documents • Affidavits related to translations performed by ITC employees <p>Records may be held as:</p> <ul style="list-style-type: none"> • physical forms • scanned copies of physical forms • data in Objective or successor systems 		
1.1.3	Translating Services	Records of work allocation and service claim forms from translators.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.2	Interpreting Services	<i>The activity of interpreting one language into another language verbally for government or private clients. This includes interpreting in person or via video conferencing.</i>		
1.2.1	Interpreting Services	<p>Records of interpreter requests including bookings for in person or video conferencing for interpreting services.</p> <p>Records may be held as hard copy records, data in Objective migrated from the ITC Management System (ITCMS) (2005-2021), Interpreter OI (from 2021) or successor systems.</p> <p>NB No recordings are made of interpreting either in person or via video conferencing.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2.2	Interpreting Services	Records of work allocation and service claim forms from interpreters.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.