

OFFICIAL

# STATE RECORDS

of South Australia

## General Disposal Schedule No. 30 Version 3

### State Government Agencies in South Australia

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

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| <b>Disposal Authority No</b>           | GDS 30 Version 3  |
| <b>Disposal Authority Type</b>         | General Disposal Schedule   |
| <b>Organisation/s</b>                  | State Government agencies and Universities  |
| <b>Disposal Authority Scope</b>        | Common records created by State Government agencies and Universities  |
| <b>Records Coverage Dates</b>          | Records created or received from 1 January 1975   |
| <b>Effective Date</b>                  | 1 July 2026 to 30 June 2036   |
| <b>Disposal Authority Status</b>       | Determined by Director and approved by State Records Council on 12 June 2026.   |
| <b>Associated Disposal Authorities</b> | This GDS needs to be used in conjunction with:<br>GDS 33 v2 (as amended) Across-Government Emergency Management<br>GDS 50 v1 (as amended) Minister's Offices<br>Relevant Disposal Freezes |



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## Scope

GDS 30 applies to common records made or received by all State Government agencies in South Australia. The schedule does not apply to unique agency-specific records that document core agency functions. These records require coverage in an agency operational records disposal schedule (RDS).

GDS 30 applies to official records in all formats including those on paper, film, tape and other analogue media and those that were born digital not limited to records held in databases, email systems, office applications, apps (including broadcast and mobile apps), SMS messaging and social media, websites (external and intranets) and digital photographic and audiovisual systems.

## Objectives

The purpose of GDS 30 is to authorise the disposal of records including:

- identifying records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference as they hold value to the State as a permanent record.
- identifying records as temporary. 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.

## Other disposal schedules applicable

General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 v5 (as amended) are met.

Disposal freezes are issued when necessary to restrict the disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check our website <https://www.archives.sa.gov.au/managing-information/Information-management/disposal-schedules>.

## Interpretation

The GDS establishes minimum periods before records can be legally destroyed.

## Compliance with the Determination

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

## Implementation

GDS 30 is issued under the *State Records Act 1997*.

Section 23 of the State Records Act states that no official records may be disposed of without a determination made by the Director [Manager], State Records and approved by the State Records Council.

## Versions

GDS 30 Version 1 was effective from 1 January 2016 to 15 February 2016.

GDS 30 Version 1.1 was effective from 1 January 2016 to 31 December 2019.

GDS 30 Version 2 was effective from 1 January 2020 to 30 June 2026.

GDS 30 Version 3 is effective from 1 July 2026 to 30 June 2036.

## Normal Administrative Practice (NAP)

NAP is the concept that material can be destroyed according to “normal administrative practices”. This provides for the routine destruction of drafts, duplicates and publications, with the test that it is obvious that no information of continuing value to the organisation will be destroyed.

Originating in the National Archives of Australia the term is in general use in Commonwealth Government agencies and has been adopted by some Australian states. Material that can be disposed of under NAP comprises items of an ephemeral or transitory nature created, acquired or collected by agency officers in the course of their official duties. Such material has no ongoing value and is not usually incorporated into the agency recordkeeping system.

NAP falls into seven main groups:

- transitory or short-term items, e.g. phone messages, notes, compliment slips, office notices and circulars
- rough working papers and/or calculations created in the preparation of official records
- drafts not intended for further use or reference, excluding official version drafts of agreements, submissions and legal documents
- duplicate copies of material retained for reference purposes only

- published material which does not form an integral part of an agency record
- system printouts used to verify or monitor data, or answer ad hoc queries, that are not part of regular reporting procedures and not required for ongoing use
- transitory electronic data.

### **NAP in digital media**

Just as telephone conversations or other verbal communications that contain information of ongoing value should be documented, so voice mail, e-mail, facsimiles, word processed documents, spreadsheets, etc. should be captured into corporate recordkeeping systems when they contain information of ongoing value.

Agency induction and procedures must ensure that all officers are aware of their recordkeeping responsibilities and that electronic records with ongoing value are captured and retained in an appropriate way. Only data included in the seven categories outlined above may be deleted from electronic systems according to Normal Administrative Practice.

### The NAP test

Where the information is not duplicated in the agency recordkeeping system, ask:

- does the material form part of an agency transaction?
- does it add value to an existing record?
- does it show how a transaction was dealt with?
- does it show how a decision was made?
- does it show when or where an event happened?
- does it indicate who was involved or what advice was given?
- is it a formal draft of a Cabinet submission, an agreement or a legal document?
- is the material included in a disposal class in General Disposal Schedule No.30 or in an agency operational Records Disposal Schedule?

If the answer to any of these questions is YES, then the material must not be destroyed according to NAP.

Examples of NAP Items that may be destroyed under NAP include:

- word processing documents and spreadsheets in electronic format after updating, printing, or transfer to electronic recordkeeping systems
- drafts and rough notes not intended for further use

- brochures, catalogues, price lists, unsolicited promotional material, etc. received from external sources
- superseded copies of instructions, guidelines, standards, etc., not included in a general or agency records disposal schedule
- extra copies of records no longer required for reference purposes
- copies of published items kept for personal reference
- unimportant messages and notes, e.g. those required for only a few hours or a few days
- system printouts used to verify or monitor data, or answer ad hoc queries, that are not part of regular reporting procedures and are not required for ongoing use
- transitory electronic data or documents not relating to or supporting the business.

Remember that NAP is provided in the interests of efficient recordkeeping and extends to material of ephemeral and transitory value only.

#### **Authority to use NAP**

Destruction of material according to the above guidelines for Normal Administrative Practice is authorised by GDS 30.

#### **For more information**

Refer to State Records website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au)

## Functions and Activities in GDS 30 Version v3

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| <p><b>ASSET/ PHYSICAL RESOURCE MANAGEMENT</b></p> <p>Accidents and Incidents<br/> Acquisition (Assets)<br/> Allocation<br/> Arrangements<br/> Construction<br/> Control<br/> Disposal (Assets)<br/> Fit-Outs<br/> Installation<br/> Leasing (Assets)<br/> Leasing-Out (Assets)<br/> Maintenance<br/> Moving<br/> Preservation<br/> Security<br/> Stocktake</p> <p><b>BOARD AND COMMITTEE MANAGEMENT</b></p> <p>Advice<br/> Agreements<br/> Appeals<br/> Authorisation<br/> Membership<br/> Proceedings<br/> Reporting</p> | <p><b>COMMUNITY RELATIONS</b></p> <p>Addresses (Presentations)<br/> Arrangements<br/> Conferences<br/> Enquiries<br/> Events<br/> Greetings<br/> Liaison<br/> Marketing<br/> Media Relations<br/> Public Reaction<br/> Submissions<br/> Visits</p> <p><b>COMPENSATION</b></p> <p>Case Management (Compensation Claims)<br/> Recovery</p> <p><b>EMPLOYEE MANAGEMENT</b></p> <p>Appeals<br/> Arrangements<br/> Case Management (Employees)<br/> Case Management (Roles)<br/> Control<br/> Counselling<br/> Discipline<br/> Employment Conditions<br/> Grievances</p> |
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| <p><b>EMPLOYEE MANAGEMENT</b><br/> <b>Infringements</b><br/> <b>Performance Management</b><br/> <b>Recruitment</b><br/> <b>Remuneration</b><br/> <b>Representatives</b><br/> <b>Screening</b><br/> <b>Separations</b><br/> <b>Training</b></p> <p><b>FINANCIAL MANAGEMENT</b><br/> <b>Accounting</b><br/> <b>Allocation</b><br/> <b>Budgeting</b><br/> <b>Control</b><br/> <b>Financial Statements</b><br/> <b>Grant Funding</b><br/> <b>Insurance</b><br/> <b>Payments</b><br/> <b>Procurement (Goods and Services)</b><br/> <b>Taxation</b><br/> <b>Treasury Management</b></p> <p><b>GOVERNMENT RELATIONS</b><br/> <b>Addresses (Presentations)</b><br/> <b>Briefings (Agencies)</b><br/> <b>Inquiries</b><br/> <b>Visits</b></p> | <p><b>INDUSTRIAL RELATIONS</b><br/> <b>Advice</b><br/> <b>Agreements (Industrial)</b><br/> <b>Appeals</b><br/> <b>Disputes (Industrial)</b></p> <p><b>INFORMATION MANAGEMENT</b><br/> <b>Case Management (FOI)</b><br/> <b>Control</b><br/> <b>Data Administration</b><br/> <b>Disposal</b><br/> <b>Distribution</b><br/> <b>Enquiries Management</b><br/> <b>Intellectual Property</b><br/> <b>Preservation</b><br/> <b>Privacy</b><br/> <b>Security</b></p> <p><b>INFORMATION TECHNOLOGY</b><br/> <b>Maintenance (IT)</b><br/> <b>System Management</b></p> <p><b>LEGAL SERVICES</b><br/> <b>Advice</b><br/> <b>Litigation</b></p> <p><b>PUBLICATION MANAGEMENT</b><br/> <b>Corporate Style</b><br/> <b>Distribution</b><br/> <b>Production</b></p> |
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| <p><b>STRATEGIC MANAGEMENT</b><br/><b>Abuse Incidents and Allegations</b><br/><b>Advice</b><br/><b>Agreements</b><br/><b>Audit</b><br/><b>Authorisation</b><br/><b>Committees</b><br/><b>Compliance</b><br/><b>Control</b><br/><b>Customer Service</b><br/><b>Donations</b><br/><b>Evaluation and Review</b><br/><b>Integrity Investigations</b><br/><b>Joint Ventures</b><br/><b>Legislation</b><br/><b>Meetings</b><br/><b>Planning</b><br/><b>Policy</b><br/><b>Procedures</b><br/><b>Program Management</b><br/><b>Project Management</b><br/><b>Recognition</b><br/><b>Reporting</b><br/><b>Research</b><br/><b>Restructuring</b><br/><b>Risk Management</b><br/><b>Social Clubs</b><br/><b>Standards</b><br/><b>Suggestions (Employees)</b></p> | <p><b>WORK HEALTH AND SAFETY</b><br/><b>Accidents and Incidents</b><br/><b>Control</b><br/><b>Health, Safety and Wellbeing</b><br/><b>Inspections</b></p> |
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## Definitions

Readers should note that definitions in *Italics* are taken from *Keyword AAA: A Thesaurus of General Terms, revised edition 1998*, terms with a # hash are taken from *AS/ISO15489 Australian Standard/International Standard on records management*, and terms with an asterisk (\*) are taken from the *State Records Act 1997*.

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| Abuse            | <p>Physical abuse – the infliction of pain or injury, physical coercion, or physical or drug induced restraint.</p> <p>Psychological or emotional abuse – the infliction of mental anguish.</p> <p>Financial or material abuse – the illegal or improper exploitation or use of funds or resources.</p> <p>Sexual abuse – non-consensual sexual contact of any kind.</p> <p>Neglect – the refusal or failure to fulfil a caregiving obligation. This may or may not involve a conscious and intentional attempt to inflict physical or emotional distress.</p> <p>SA Information Sharing Guidelines for promoting safety and wellbeing (ISG) <a href="#">Information Sharing Guidelines   Department of Treasury and Finance</a></p> |
| Acquisitions     | <hr/> <p>“Acquisitions” - includes the goods and services purchased by an agency or business unit. These include creditable acquisitions, GST free acquisitions and acquisitions for making input taxed supplies.</p> <hr/>  |
| Action completed | <hr/> <p>A disposal action directing the legal destruction of records documenting a particular set of transactions linked to a function and activity set when <b>all</b> business action relating to that function and activity has been completed (if known).</p> <hr/>   |
| Activity         | <hr/> <p>A task or operation performed as part of an organisation’s business to execute some or all of a function. An activity may be performed in relation to one or more administrative or operational functions.</p> <hr/>  |

Agency\*

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An agency means:

- the Governor
- a Minister of the Crown
- a court or tribunal
- a person who holds an office established by an Act
- an incorporated or unincorporated body established for a public purpose by or under an Act; or established subject to control or direction by the Governor
- a Minister of the Crown or any instrumentality or agency of the Crown
- a department or other administrative unit of the public service
- the police force
- a municipal or district council
- a person or body declared to be an agency.

It does not mean:

- a House of Parliament or a committee of the Parliament or a House of Parliament
- a present or former officer of a House of Parliament
- a present or former member of a House of Parliament ( other than a Minister in respect of records made or received in his or her capacity as a Minister)
- a present or former member of staff of a House of Parliament or the joint parliamentary service.
- In the context of this GDS municipal or district council (Local Government) is not covered.

Appraisal

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The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, the requirements of organisational accountability and community expectations.

*Keeping Archives (2<sup>nd</sup> Edition), Ellis (ed)*

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| Audit                     | <p>SCOPE NOTE The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. See also inspections.</p>   |
| Boards and Committees     | <p>For the purposes of GDS 30 includes boards, committees, tribunals, trusts, commissions, councils, authorities, panels, taskforces, forums, and groups created by or under an Act of the Parliament of South Australia or by ministerial authority; and to which one or more appointments are made by a minister or the Governor. Boards and committees, for the purposes of GDS 30, may be governing (statutory) or advisory (non-statutory) bodies. Can include statutory authorities, government business enterprises, advisory boards and regulatory bodies. In the context of GDS 30 councils does not refer to local government authorities.</p> |
| Children and young people | <p>Unborn children, babies, children and young people up to the age of 18 years.</p> <p style="text-align: center;"><i>SA Information Sharing Guidelines for promoting safety and wellbeing <a href="#">Information Sharing Guidelines</a>   <a href="#">Department of Treasury and Finance</a></i></p>  |
| Contract let              | <p>A contract is let when the tender process is completed, agreement is reached and the contract is signed.</p>  |
| Contract under seal       | <p>A contract under seal is also termed a specialty contract. A contract under seal is a formal contract which does not require any consideration and has the seal of the signer attached, e.g. a Minister’s seal. It is conclusive between the parties when signed, sealed, and delivered.</p>  |
| Complex                   | <p>A complex case is one that involves a multiplicity of uncertain areas of fact, law or both.</p>   |

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| Compliance  | <p>Ensuring that the requirements of laws, regulations, industry codes and organisational standards are met.</p> <p><i>AS 3806-2006 Compliance Programs</i></p>  |
| Discovery order   | <p>A category of procedural devices employed by a party to a civil or criminal action, prior to trial, to require the adverse party to disclose information that is essential for the preparation of the requesting party's case and that the other party alone knows or possesses.</p>  |
| Dispose*  | <p>Dispose of an official record means destroy or abandon the record; or carry out an act or process as a result of which it is no longer possible or reasonably practicable to reproduce the whole or a part of the information contained in the record; or transfer or deliver ownership or possession of or sell the record, or purport to do so. Does not include transferring or delivering the record to State Records or between one agency and another. "Dispose", beyond the definition of the <i>State Records Act 1997</i>, can also include the permanent retention of a record.</p>   |
| Disposal class  | <p>Classes of records performing or recording similar activities or transactions (for example, a register or set of forms) and therefore having the same retention period and disposal action.</p>   |
| Electronic Document and Records Management System (EDRMS) | <p>A software application used to manage:</p> <ul style="list-style-type: none"> <li>• born-digital information, for example: word-processed documents, spreadsheets, images and datasets</li> <li>• digitised or scanned documents</li> <li>• physical information, for example: paper records and physical objects</li> </ul> <p>For the purpose of supporting:</p> <ul style="list-style-type: none"> <li>• the creation, revision and management of digital documents</li> <li>• improving an organisation's work flow</li> <li>• providing evidence of business activities.</li> </ul> <p>These systems maintain appropriate contextual information (metadata) and links between records to support their value as evidence. EDRMS are a subset of business information systems</p> |

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|                     | <p>whose primary purpose is the capture and management of digital records.</p> <p><i>Adapted from the EDRMS entry of National Archives of Australia</i></p>  |
| Employee            | <p>Includes a Ministerial, ongoing, temporary, part-time, casual, sessional, term, weekly paid and hourly paid employee, person working under scholarships, traineeships, apprenticeships, volunteer arrangements and similar relationships.</p> <p>Includes Public Sector employees as defined in the <i>Public Sector Act 2009</i>, i.e a chief executive of an administrative unit or an employee in an administrative unit or other employee of a public sector agency as well as broader public sector agencies (including statutory authorities and instrumentalities of the Crown).</p> |
| Equipment           | <p>Includes IT hardware, instruments, implements, tools, machines, plant, furniture and furnishings inside or outside a building.</p>  |
| Executive Employee  | <p>“(a) a member of the South Australian Executive Service (SAES);<br/>or<br/>(b) an employee to whom clause 3(3) of Schedule 3 applies and who is not a member of SAES”</p> <p><i>Public Sector Act 2009</i></p>  |
| Function            | <p>The first level of a Business Classification Scheme. Functions represent the major responsibilities that are managed by the agency to fulfil its goals. They are high level aggregates of the agency’s activities.</p>  |
| Hacking             | <p>Unauthorised access of a system or network, often to exploit a system’s data or manipulate its normal behaviour.</p> <p><a href="#">Hacking   Cyber.gov.au</a></p>  |
| Hazardous substance | <p>Chemical classification and hazard communication on labels and <a href="#">Safety Data Sheets(external site)</a> (SDS) is based on the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).</p>   |

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The GHS is a single internationally agreed system of chemical classification and hazard communication through labelling and SDS. The GHS is published by the United Nations and includes harmonised criteria for the classification of physical hazards, health hazards and environmental hazards.

All Australian states and territories have adopted revision 7 of the [Globally Harmonized Systems of Classification and Labelling of Chemicals \(GHS\)\(external site\)](#) under the model WHS laws for workplace hazardous chemicals. SafeWork SA has amended the [Work Health and Safety Regulations 2012 \(SA\)\(external site\)](#) to update references to the GHS.

Some hazardous chemicals are excluded from the labelling provisions of the WHS Regulations and therefore the Code does not apply to those chemicals.

For modifications to the requirements of the GHS, refer to Schedule 6 of the [WHS Regulations](#).

Replaced the Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(2004)].

[Safework SA website](#)

Hazardous substances may be very toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, toxic to reproduction. Hazardous Substances Regulations apply to substances that have health affects as mentioned above. The Regulations apply to those hazardous substances that are used or produced in a work activity.

*Work Health and Safety Regulations 2012*

High level

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Describes issues or matters that involve Ministers, Cabinet or Across-Government bodies.

Inspections

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SCOPE NOTE The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. See also Audit.

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|             | Use the Inspections activity for <u>examinations</u> of equipment, items and facilities.   |
| Landmark    | <p>A landmark case is one that clarifies or provides guidance on what hitherto has been an uncertain area of law.</p> <p>Landmark structures have cultural and historical significance, e.g. Government House, Parliament House, Royal Adelaide Hospital, Adelaide Oval, Adelaide Railway Station, the State Bank (now known as RAA Place, formerly Westpac House, Santos House, BankSA Building), Adelaide Festival Centre, Her Majesty's Theatre, and the "Treasury Building".</p> |
| Major/minor | Major refers to transactions which are greater in importance, impact, or which have added significance to the activity being documented. Minor includes all the other transactions of a routine nature.  |
| Make good   | Refers to the action required in refurbishing to restore an area to its pre-fit-out state.   |
| Metadata    | Data describing context, content and structure of records and their management through time.<br>AS ISO 15489.1:2016, 'Records Management – Part 1: General'.   |
| Meetings    | <p>SCOPE NOTE The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p>The Meetings activity deals with <u>less formal</u> gatherings pertaining to the management of something.<br/>See also Committees.</p>   |
| Migration#  | The act of moving records from one system to another, while maintaining the records' authenticity, integrity, reliability and usability.   |

## Misconduct

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Misconduct in public administration has the same meaning as in the *Ombudsman Act 1972*.

Misconduct in public administration means an intentional and serious contravention of a code of conduct by a public officer while acting in their capacity as a public officer that constitutes a ground for disciplinary action against the officer.

## National or State significance

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In relation to buildings and properties, 'national or state significance' includes natural, historic and/or indigenous significance. A building or property of national or state significance may be listed in the former Register of the National Estate, by the World Heritage Commission, or on a State heritage listing. Also includes classification by the National Trusts.

Nationally significant properties are those properties with natural, historic and cultural significance, including those that:

- have recognised heritage value, such as being listed in the former Register of the National Estate, by the World Heritage Commission, classified by the National Trust or on State or Territory heritage listings;
  - are controversial or have generated considerable public interest during construction or design, or as a result of proposals for development;
  - are important local or regional landmarks, or landmark properties of national institutions;
  - have been recognised for architectural or design excellence;
  - embody national, local or Indigenous cultural or historic significance, including structures with a strong or special association with the community or possessing high aesthetic attributes valued by the community. Includes properties of Aboriginal and Torres Strait Islander importance; or
  - are specialised, innovative or purpose-built premises that have unique design features for purposes of supporting the core functions of agencies (e.g. Adelaide Gaol, Art Gallery of South Australia, Magistrates Court House, Torrens House
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|                                      | <ul style="list-style-type: none"> <li>Includes buildings that pioneer non-standard construction materials and methods (e.g. eco-friendly construction techniques).</li> </ul> <p style="text-align: center;"><i>Adapted from National Archives of Australia ADFA Express 2019/00283402 Property Management 2019</i></p>   |
| Normal Administrative Practice (NAP) | The concept that material can be destroyed according to “normal administrative practices”. This provides for the routine destruction of drafts, duplicates and publications, with the test that it is obvious that no information of continuing value to the organisation will be destroyed. For further details see p.5.  |
| Official record*                     | <p>A record made or received by an agency in the conduct of its business, but does not include:</p> <ul style="list-style-type: none"> <li>a record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or</li> <li>a record made by an agency as draft only and not for further use or reference;</li> <li>a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or</li> <li>a Commonwealth record as defined by the Archives Act 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or</li> <li>a record that has been transferred to the Commonwealth.</li> </ul> |
| Permanent record                     | A record that has archival value and is retained permanently in accordance with an approved disposal schedule, and will be available for research by the general community subject to appropriate access conditions.   |
| Position                             | Position refers to a number used by a Human Resource Management System to help monitor and track the FTE cap within a particular agency.   |

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| Properties                   | Includes buildings and land allotments owned, rented or leased by the agency, such as office blocks, repositories and workshops.  |
| Record*                      | <ul style="list-style-type: none"> <li>written, graphic or pictorial matter; or a disk, tape, film; or</li> <li>other object that contains information or from which information may be reproduced (with or without the aid of another object or device).</li> </ul>  |
| Recordkeeping metadata#      | Data describing contexts, content and structure of records and their management through time.   |
| Register                     | A register, traditionally maintained as a volume or set of index cards and more recently as a database, is a mean of control and information retrieval. It provides consolidated identification detail for a range of activities, including the management of assets, equipment and stores, and identification of contracts, staff and volunteers.  |
| Retention period             | <p>The period of time, usually based on an estimate of the frequency of current and future use, and taking into account statutory and regulatory provisions, that records need to be retained before their final disposal. Sometimes also used to indicate the length of time records are to be retained in offices before being transferred to secondary storage.</p> <p style="text-align: right;"><i>Keeping Archives (2<sup>nd</sup> Edition), Ellis (Ed)</i></p> |
| Role                         | Is a body or package of work that is required to be undertaken at a particular remuneration level, e.g. Administrative Officer ASO2.  |
| Sealed contract or documents | The term “contract under seal” or “sealed document” has a particular legal meaning and a specific retention period depending on whether they are governed by a State or Federal Act. Contracts or documents “under seal” have an official seal or impression located adjacent to the signatures.  |
| Sentence                     | The act of applying the relevant disposal schedule to records.  |
| Significant or substantial   | Significant or substantial involves public interest or controversy and may include cases where there was extensive parliamentary  |

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|                  | debate and/or coverage in the media, such as occurred in relation to: the State Bank litigation; the establishment of the Across-Government computer (EDS) contract; the sale/lease of the Electricity Trust of South Australia entities; building of the new Royal Adelaide Hospital, North Adelaide Golf Course redevelopment, or the dismissal/resignation of a Minister. |
| Stores           | Includes chemicals, hardware, home-ware items, kitchen/cleaning items, medical supplies and stationery.  |
| Substance        | Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of that product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.               |
| Supplies         | Includes the goods and services sold by an agency or business unit, such as taxable supplies, GST free supplies and input taxed supplies.  |
| Temporary record | Records with no archival value that can be sentenced for destruction.<br><i>Keeping Archives (2<sup>nd</sup> Edition), Ellis (Ed)</i>  |
| Transaction      | The smallest unit of business activity.  |
| Under Seal       | Documents under seal have an official seal or impression located near the signatures.  |
| Vehicles         | Includes any means of conveyance owned or leased by the agency and used to transport employees or items. Includes fleet vehicles.  |
| Visitors         | Persons to whom the agency gives (or is to be treated as giving) an invitation or permission to enter or use the premises, i.e. visitors are persons who have the express or implied permission of the agency to be on the premises.   |
| Visits           | Visits are “official” when the visitors are guests of the Government.  |

Vulnerable

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A condition of being susceptible to emotional, developmental or physical harm. A situation where one or a number of factors are causing adversity. 'Vulnerability' indicates the level of susceptibility. SA Information Sharing Guidelines for promoting safety and wellbeing (ISG) <https://www.ombudsman.sa.gov.au/wp-content/uploads/New-ISG.pdf>

Vulnerable adult

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Generally, a vulnerable adult is a person unable to protect themselves from abuse or exploitation. This may result in guardianship, supported living or safeguarding arrangements. A vulnerable adult is one who is:

- unable to safeguard their own wellbeing, property (including money, shares or other financial interests), legal rights, safety or other interests; and, either
- engaging (or likely to engage) in conduct that causes or is likely to cause self-harm or harm to other; or
- where another person's conduct is causing or is likely to cause the person or groups of other people to be harmed or exploited.

*SA Information Sharing Guidelines for promoting safety and wellbeing (ISG) <https://www.ombudsman.sa.gov.au/wp-content/uploads/New-ISG.pdf>*

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## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity                                    | Description (including record examples)  | Status    | Disposal Action   |
|-------|--|--|-----------|---|
| 1     | <b>ASSET/<br/>PHYSICAL<br/>RESOURCE<br/>MANAGEMENT</b> | <p><b>The function of acquiring, supplying, maintaining, repairing and disposing of assets (including property, equipment, stores and vehicles (includes fleet)) used by the agency; the construction, fitting-out, managing, maintaining, protecting and disposing of properties; and the management of land and working, storage or living space within the agency's premises.</b></p> <p><b>Note: Records relating to equipment and stores, vehicles or property <i>unique</i> to an agency are <u>not</u> covered by this function in the GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 5 (various) EMPLOYEE MANAGEMENT</b> for the management of employees.</p> <p><b>See: Item 9 (various) INFORMATION MANAGEMENT</b> for the management of information.</p> <p><b>See: Item 10 (various) INFORMATION TECHNOLOGY</b> for the management of IT software systems and applications.</p>   |           |   |
| 1.1   | <b>Accidents and Incidents</b>                         | <p><i>The activities involved in dealing with accidents or incidents causing damage to the agency's property or assets.</i></p> <p><b>See: Item 4.1 (various) COMPENSATION - Case Management (Compensation Claims)</b> for accidents to employees or members of the public resulting in compensation claims for personal injury or damage to property.</p> <p><b>See: Item 13.25.4 STRATEGIC MANAGEMENT - Risk Management</b> for measures to prevent accidents occurring.</p> <p><b>See: Item 14.1 (various) WORK HEALTH AND SAFETY - Accidents and Incidents</b> for accidents to employees incurred while coming to, during or leaving work, or to the general public or visitors whilst on the agency's premises.</p> <p><b>See: Item 14.1.1 WORK HEALTH AND SAFETY - Accidents and Incidents</b> for accidents to employees or members of the public <u>not</u> resulting in compensation claims for personal injury or damage to property.</p> |           |   |
| 1.1.1 | Accidents and Incidents                                | Records relating to the management of <b>damage to assets</b> controlled by the agency. Includes damage to vehicles and property, etc.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 1.2   | <b>Acquisition (Assets)</b>                            | <i>The process of gaining ownership or use of land, property and other items required in the conduct of business through purchase or requisitions.</i>   |           |   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity  | Description (including record examples)   | Status    | Disposal Action   |
|-------|----------------------|---|-----------|---|
|       |                      | <p><b>Note: Acquisition conducted as an agency’s core operational function is not covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 6.9 (various) FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for the receipt and assessment of tenders, and management of subsequent contracts.</p>  |           |   |
| 1.2.1 | Acquisition (Assets) | <p>Records relating to the acquisition of land or properties <b>of National or State significance and/or</b> that generate substantial public interest, debate and/or controversy. Includes heritage-listed buildings.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• building plans</li> <li>• project management records</li> <li>• reports into the acquisition of such properties</li> <li>• valuations</li> <li>• copies of certificates of title.</li> </ul> <p><b>See: Item 1.2.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Acquisition (Assets)</b> for assets containing <b>asbestos or other hazardous materials</b>.</p> <p><b>See: Item 1.2.3 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Acquisition (Assets)</b> for other assets.</p> | PERMANENT | Retain as State archives.   |
| 1.2.2 | Acquisition (Assets) | <p>Records relating to the acquisition of assets containing <b>asbestos or other hazardous materials</b>.</p> <p>Can include acquisition of property included on an asbestos or hazardous substances register, acquisition of equipment and stores.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• investigations or reports into the acquisition of such assets.</li> </ul>   | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity  | Description (including record examples)   | Status    | Disposal Action   |
|-------|----------------------|---|-----------|---|
| 1.2.3 | Acquisition (Assets) | <p>Records relating to the acquisition of <b>other assets</b>.</p> <p>Can include</p> <ul style="list-style-type: none"> <li>• acquisition of property <b>not</b> containing asbestos or other hazardous materials,</li> <li>• acquisition of equipment and stores <b>not</b> containing asbestos or other hazardous materials</li> <li>• acquisition of standard vehicles including purchasing, hiring, leasing</li> <li>• acquisition of software, hardware and applications</li> <li>• investigations or reports into the acquisition of assets</li> </ul> <p>Records can include</p> <ul style="list-style-type: none"> <li>• quotations</li> <li>• requisitions</li> <li>• orders</li> <li>• business cases</li> <li>• requests for proposals</li> <li>• invoices</li> <li>• testing records</li> <li>• specifications</li> <li>• selection documentation</li> <li>• system documentation</li> <li>• licenses</li> <li>• vehicle registration</li> <li>• upgrade agreements</li> </ul> <p><b>See: Item 1.2.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT-</b><br/>Acquisition (Assets) for land or properties <b>of National or State significance and/or</b> that generate substantial public interest, debate and/or <b>controversy</b>.</p> <p><b>See: Item 1.2.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT-</b><br/>Acquisition (Assets) for assets containing <b>asbestos or other hazardous materials</b>.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity  | Description (including record examples)  | Status    | Disposal Action   |
|------------|----------------------|--|-----------|---|
| 1.2.4      | Acquisition (Assets) | Records relating to <b>unsuccessful quotations</b> for the acquisition of assets and physical resources.<br><br><b>See: Item 6.9.9 FINANCIAL MANAGEMENT- Procurement (Goods and Services)</b> for unsuccessful quotations for the procurement of goods and services.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.   |
| <b>1.3</b> | <b>Allocation</b>    | <i>The process of assigning money, items or equipment to employees or agency units. (KAAA)</i><br><br><b>See: Item 6.1 (various) FINANCIAL MANAGEMENT – Accounting</b> for financial allocation.   |           |   |
| 1.3.1      | Allocation           | Records relating to the allocation of assets containing <b>asbestos or other hazardous materials</b> .<br><br><b>See: Item 1.3.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT-(Allocation)</b> for allocation of other assets.  | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 1.3.2      | Allocation           | Records relating to the allocation of accountable <b>assets and other items of equipment</b> to business units, divisions, teams and employees. Includes allocation of vehicles computers, mobile devices etc.<br><br><b>See: Item 1.3.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT-(Allocation)</b> for allocation of assets containing <b>asbestos or other hazardous materials</b> . | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| 1.3.3      | Allocation           | Records relating to the allocation of <b>stores</b> .  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.   |

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| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
| 1.4   | <b>Arrangements</b> | <p><i>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. (KAAA)</i></p> <p><b>See: Item 13.7.4 STRATEGIC MANAGEMENT - Compliance</b> for travel itineraries.</p>  |           |   |
| 1.4.1 | Arrangements        | <p>Records relating to the use of <b>assets</b> known to contain <b>asbestos or other hazardous materials</b>. Includes records relating to <b>agreements</b> that establish and document the usage of assets. Assets can include properties, facilities and/or space, equipment and stores.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• Memoranda of Understanding (MOU)</li> <li>• Memorandum of Administrative Arrangement (MOAA)</li> <li>• easement notifications.</li> </ul> <p><b>See: Item 1.4.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Arrangements</b> for agreements for the use of <b>other assets</b>.</p> <p><b>See: Item 1.4.4 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Arrangements</b> for facilitative records for the use of <b>other assets</b>.</p> | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 1.4.2 | Arrangements        | <p>Records relating to <b>agreements</b> that establish and document the usage of <b>other assets</b>. Can include properties, facilities and/or space, equipment and stores, management of easements.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• Memorandum of Understanding (MOU)</li> <li>• Memorandum of Administrative Arrangement (MOAA)</li> <li>• easement notifications.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
|       |                     | <p><b>See: Item 1.4.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Arrangements</b> for use of <b>assets</b> known to contain <b>asbestos or other hazardous materials</b>.</p> <p><b>See: Item 1.4.3 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Arrangements</b> for vehicle arrangements.</p>  |           |   |
| 1.4.3 | Arrangements        | <p>Records relating to the use of <b>vehicles</b> by employees for work and private purposes.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• log books</li> <li>• booking records</li> <li>• GPS tracking</li> <li>• telemetrics.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 1.4.4 | Arrangements        | <p>Facilitative records relating to the usage of <b>other assets</b>. Can include delivery and distribution of equipment and stores, properties/facilities, use of space, e.g. parking arrangements.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• booking records, e.g. forms, registers</li> <li>• requisition order</li> <li>• running sheets</li> <li>• permits, e.g. parking, use of public space, etc.</li> </ul> <p><b>See: Item 1.4.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Arrangements</b> for agreements for the use of <b>other assets</b>.</p> | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 1.5   | <b>Construction</b> | <p><i>The process of making, assembling or building something. (KAAA)</i></p> <p><b>See Also: Item 1.7 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Disposal (Assets).</b></p> <p><b>See Also: Item 1.8 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Fit-Outs.</b></p>   |           |   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|-------|---------------------|---|-----------|---|
|       |                     | <p><b>See Also: Item 1.9 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Installation.</b></p> <p><b>See Also: Item 1.12 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Maintenance.</b></p>   |           |   |
| 1.5.1 | Construction        | <p>Records relating to the <b>construction of properties of National or State significance</b>. Includes heritage-listed buildings.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• building plans</li> <li>• project management records.</li> </ul> <p><b>See: Item 1.5.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction</b> for assets included on an <b>asbestos or hazardous substances register</b> and <b>not of National or State significance</b>.</p> <p><b>See: Item 1.5.3 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction</b> for <b>other properties</b> and <b>not of National or State significance</b>.</p> | PERMANENT | Retain as State archives.   |
| 1.5.2 | Construction        | <p>Records relating to the construction of <b>properties <u>included on an asbestos or hazardous substances register</u></b> and <b>not of National or State significance</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• building plans</li> <li>• project management records.</li> </ul> <p><b>See: Item 1.5.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction</b> for properties of National or State significance.</p>  | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|-------|---------------------|---|-----------|--|
|       |                     | <b>See: Item 1.5.3 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction for other properties and not of National or State significance.</b>   |           |  |
| 1.5.3 | Construction        | <p>Records relating to the construction of <b>other properties and not of National or State significance.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• building plans</li> <li>• project management records.</li> </ul> <p><b>See: Item 1.5.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction</b> for properties of National or State significance.</p> <p><b>See: Item 1.5.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction</b> included on an <b>asbestos or hazardous substances register</b> and <b>not of National or State significance.</b></p>  | TEMPORARY | Retain a minimum of 8 years after disposal of asset, then destroy. |
| 1.5.4 | Construction        | <p><b>Supplementary records</b> related to construction work. Includes construction work that <b>does not</b> proceed or cancelled projects.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• cost estimates</li> <li>• options papers</li> <li>• withdrawn requests or approvals.</li> </ul> <p><b>See: Item 1.5.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction</b> for properties of National or State significance.</p> <p><b>See: Item 1.5.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction</b> included on an <b>asbestos or hazardous substances register</b> and <b>not of National or State significance.</b></p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No                | Function / Activity             | Description (including record examples)  | Status           | Disposal Action   |
|-------------------|---------------------------------|--|------------------|---|
|                   |                                 | <p><b>See: Item 1.5.3 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Construction for other properties and not of National or State significance.</b></p>   |                  |   |
| <p><b>1.6</b></p> | <p><b>Control</b></p>           | <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. (KAAA)</i></p> <p><b>Note: Records relating to the buying and selling of land as a core function of an agency, e.g. Urban Renewal Authority, are not covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>See Also: Item 5.5 (various) EMPLOYEE MANAGEMENT - Control.</b></p> <p><b>See Also: Item 6.4 (various) FINANCIAL MANAGEMENT - Control.</b></p> <p><b>See Also: Item 9.2 (various) INFORMATION MANAGEMENT - Control.</b></p> |                  |   |
| <p>1.6.1</p>      | <p>Control</p>                  | <p><b>Master summary records</b> relating to the control of assets.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• record of modifications to and maintenance of fixed assets</li> <li>• register of assets.</li> </ul>   | <p>TEMPORARY</p> | <p>Retain a minimum of 10 years after action completed, then destroy.</p> |
| <p><b>1.7</b></p> | <p><b>Disposal (Assets)</b></p> | <p><i>The process of disposing of assets (including property) no longer required by the agency, by sale, transfer, termination of lease, auction, or destruction.</i></p> <p><b>Note: Records relating to the disposing of assets as a core function of an agency are <u>not</u> covered by this activity in the GDS. Include in agency operational RDS.</b></p>   |                  |   |
| <p>1.7.1</p>      | <p>Disposal (Assets)</p>        | <p>Records relating to the disposal of <b>assets (e.g. property and equipment) of National or State significance and/or</b> that generate substantial public interest, debate and/or controversy.</p>  | <p>PERMANENT</p> | <p>Retain as State archives.</p>  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
|       |                     | <p>Can include review and investigation into disposal as a possible course of action.</p> <p><b>See: Item 1.7.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Disposal (Assets)</b> for disposal of other assets.</p>  |           |   |
| 1.7.2 | Disposal (Assets)   | <p>Records relating to the disposal of <b>other assets</b>.</p> <p>Can include technology and telecommunications equipment, salvage of hardware components, vehicle destruction, sale or replacement and property sales.</p>   | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy.  |
| 1.7.3 | Disposal (Assets)   | <p><b>Supplementary</b> records relating to the disposal of assets. Can include disposal not proceeded with.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• working notes</li> <li>• reviews</li> <li>• plans</li> <li>• proposals.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.   |
| 1.8   | <b>Fit-Outs</b>     | <p><i>The process of refurbishing a workplace internally. Includes painting, floor coverings, furnishings, furniture, fittings and equipment. (KAAA)</i></p> <p><b>See Also: Item 1.9 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Installation.</b></p> <p><b>See Also: Item 1.12 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Maintenance.</b></p> <p><b>See Also: Item 1.13 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Moving.</b></p> |           |   |
| 1.8.1 | Fit-Outs            | <p>Records relating to the management of fit-outs and refurbishments in <b>properties included on an asbestos or hazardous substances register</b>. Includes make good activities.</p>   | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|------------|---------------------|--|-----------|---|
| 1.8.2      | Fit-Outs            | Records relating to the management of fit-outs and refurbishments in <b>other properties</b> . Includes make good activities.  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy.  |
| <b>1.9</b> | <b>Installation</b> | <p><i>Activities involved in placing equipment in position and connecting and adjusting it for use. (KAAA)</i></p> <p><b>See Also: Item 1.8 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Fit-Outs.</b></p> <p><b>See Also: Item 1.12 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Maintenance.</b></p> <p><b>See Also: Item 1.13 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Moving.</b></p>   |           |   |
| 1.9.1      | Installation        | <p>Records relating to the installation of equipment in or outside <b>properties included on an asbestos or hazardous substances register</b>.</p> <p>Can include installations in workshops, plant rooms and storage areas, requiring the disturbance of ceilings, walls, wet areas and floor coverings, of technology or telecommunications equipment, of cabling and ducting for air-conditioning or upgrade of electronic security and surveillance systems, vaults, safes, etc.</p> | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 1.9.2      | Installation        | <p>Records relating to the installation of equipment in or outside <b>other properties</b>.</p> <p>Can include installations in workshops, plant rooms and storage areas, requiring the disturbance of ceilings, walls, wet areas and floor coverings, of technology or telecommunications equipment, of cabling and ducting for air-conditioning or upgrade of electronic security and surveillance systems, vaults, safes, etc.</p>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy.  |

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| No     | Function / Activity         | Description (including record examples)   | Status    | Disposal Action  |
|--------|-----------------------------|---|-----------|--|
| 1.10   | <b>Leasing (Assets)</b>     | <p><i>The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency or organisation. Includes the formal documentation setting out conditions, rights, responsibilities, etc of both parties.</i></p> <p><b>See: Item 1.2.3 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Acquisition (Assets)</b> for the acquisition of vehicles.</p>   |           |  |
| 1.10.1 | Leasing (Assets)            | <p>Records relating to leasing <b>under seal (specialty contracts)</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• leasing documents</li> <li>• special leases</li> <li>• tenancy and permissive occupancy agreements</li> <li>• other registered documents.</li> </ul> <p><b>See: Item 1.10.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Leasing (Assets)</b> for leasing <b>not</b> under seal (simple contracts).</p> | TEMPORARY | Retain a minimum of 17 years after action completed, then destroy. |
| 1.10.2 | Leasing (Assets)            | <p>Records relating to leasing <b>not</b> under seal (simple contracts).</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• leasing documents</li> <li>• special leases</li> <li>• tenancy and permissive occupancy agreements</li> <li>• other registered documents.</li> </ul> <p><b>See: Item 1.10.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Leasing (Assets)</b> for leasing <b>under seal (specialty contracts)</b>.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| 1.11   | <b>Leasing Out (Assets)</b> | <p><i>The activities involved in leasing-out items, equipment, vehicles, accommodation, premises or real estate to another agency or organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities, etc of both parties. Also includes sub-leasing.</i></p>  |           |  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity  | Description (including record examples)   | Status    | Disposal Action   |
|-------------|----------------------|---|-----------|---|
| 1.11.1      | Leasing Out (Assets) | Records relating to leasing-out <b>under seal (specialty contracts)</b> .<br>Records can include <ul style="list-style-type: none"> <li>leasing documents</li> <li>special leases</li> <li>tenancy and permissive occupancy agreements</li> <li>other registered documents.</li> </ul> <b>See: Item 1.11.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Leasing Out (Assets) for leasing out <u>not</u> under seal (simple contracts).</b>        | TEMPORARY | Retain a minimum of 17 years after action completed, then destroy.  |
| 1.11.2      | Leasing Out (Assets) | Records relating to leasing-out <b><u>not</u> under seal (simple contracts)</b> .<br>Records can include <ul style="list-style-type: none"> <li>leasing documents</li> <li>special leases</li> <li>tenancy and permissive occupancy agreements</li> <li>other registered documents.</li> </ul> <b>See: Item 1.11.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT- Leasing Out (Assets) for leasing out <u>under seal</u> (specialty contracts).</b> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| <b>1.12</b> | <b>Maintenance</b>   | <i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles, etc. (KAAA</i>   |           |   |
| 1.12.1      | Maintenance          | Records relating to repairs, renovations or maintenance of properties made necessary by <b>major disasters</b> . Major disasters can include human-made or natural disasters, e.g. fire, flood, earthquake, terrorism attack, etc.  | PERMANENT | Retain as State archives.   |
| 1.12.2      | Maintenance          | Records relating to repairs, renovations and maintenance of <b>properties included on an asbestos or hazardous substances register</b> . Can include removal of hazardous materials.<br>Records can include   | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | <ul style="list-style-type: none"> <li>• programming and forward planning proposals</li> <li>• estimates.</li> </ul>   |           |   |
| 1.12.3 | Maintenance         | <p>Records relating to the maintenance of <b>equipment</b> known to contain <b>asbestos or other hazardous materials</b>.</p> <p>Can include removal of hazardous materials.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• programming and forward planning proposals</li> <li>• estimates.</li> </ul>   | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 1.12.4 | Maintenance         | <p>Records relating to repairs, renovations and maintenance for <b>other</b> properties.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• programming and forward planning proposals</li> <li>• estimates.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after disposal of asset, then destroy.  |
| 1.12.5 | Maintenance         | <p>Records relating to the maintenance of <b>other</b> assets.</p> <p>Can include maintenance of equipment, including electronic security and surveillance systems, vaults, safes, locks, maintenance of vehicles, including repairs of vehicles that have been involved in an accident.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• programming and forward planning proposals</li> <li>• estimates</li> <li>• vehicle service logs.</li> </ul> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| 1.12.6 | Maintenance         | <p>Records relating to <b>routine/day-to-day</b> cleaning and waste management services related to property. Can include audits and inspections of cleaning services.</p> <p>Records can include</p>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------------|---------------------|--|-----------|---|
|             |                     | <ul style="list-style-type: none"> <li>estimates</li> <li>cleaning programmes and logs.</li> </ul>   |           |   |
| <b>1.13</b> | <b>Moving</b>       | <i>The process of relocation of an agency or premises. (KAAA)</i><br><i>Includes internal relocation of a business unit, division, or service etc.</i>   |           |   |
| 1.13.1      | Moving              | Records relating to the physical relocation of agency <b>premises included on an asbestos or hazardous substances register</b> . Can include transportable buildings.  | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 1.13.2      | Moving              | Records relating to the physical relocation of <b>other</b> agency premises. Can include transportable buildings.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| 1.13.3      | Moving              | Records relating to moving. Can include arrangements for the relocation of furniture, equipment and stores.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| <b>1.14</b> | <b>Preservation</b> | <i>The activities involved in the preservation, conservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources.</i><br><br><b>Note: Records relating to rehabilitation of contaminated buildings or land, including compliance with the Environment Protection Act 1993 (as amended) are <u>not</u> covered by activity in this GDS. Include in agency operational RDS.</b> |           |   |
| 1.14.1      | Preservation        | Records relating to conservation and restoration projects for <b>properties of National or State significance</b> .  | PERMANENT | Retain as State archives.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------------|---------------------|--|-----------|---|
| 1.14.2      | Preservation        | Records relating to restoration and enhancement of <b>properties included on an asbestos or hazardous substances register and not of National or State significance.</b>   | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 1.14.3      | Preservation        | Records relating to restoration and enhancement of <b>other properties.</b>  | TEMPORARY | Retain a minimum of 8 years after disposal of asset, then destroy.  |
| <b>1.15</b> | <b>Security</b>     | <p><i>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. (KAAA)</i></p> <p><b>Note: Records relating to properties where custodial care is a core function, e.g. Training and Correction Centres, are <u>not</u> covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>Note: Records relating to security (including operational surveillance) where this is an operational function of law or other enforcement agencies are <u>not</u> covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>Note: Records relating to security (including operational surveillance) such as footage taken by body worn cameras (BWC), vehicle dash-cam or drones are <u>not</u> covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 5.15 (various) EMPLOYEE MANAGEMENT - Screening</b> for conducting criminal history checks, employment screening, or other screening checks.</p> <p><b>See: Item 9.10 (various) INFORMATION MANAGEMENT - Security</b> for the security of information.</p> <p><b>See: Item 10.2 (various) INFORMATION TECHNOLOGY - System Management</b> for IT security restrictions.</p> |           |   |
| 1.15.1      | Security            | <p>Records relating to breaches of security or incidents that are <b>intentional</b> and cause <b>significant/major disruption</b> to the agency's operations. Can include incidents resulting in laying of criminal or civil charges.</p> <p>Incidents can include hacking into security systems, breach of building security, attempted bombings, hoax bombings, suspicious packages,</p>  | PERMANENT | Retain as State archives.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | intrusion to restricted areas, terrorism, bomb threats, intentional damage or fires.<br><br>Records can include <ul style="list-style-type: none"> <li>• records of investigation</li> <li>• records of liaison with law enforcement agencies or other federal government agencies.</li> </ul> <b>See: Item 1.15.3 ASSET/ PHYSICAL RESOURCE MANAGEMENT - Security for other breaches of security or incidents.</b><br><br><b>See: Item 11.2 (various) LEGAL SERVICES – Litigation for lawsuits or legal proceedings.</b> |           |   |
| 1.15.2 | Security            | Records relating to <b>attendance at properties as proof of being onsite</b> .<br><br>Records can include <ul style="list-style-type: none"> <li>• building admittance registers</li> <li>• visitor logs.</li> </ul>   | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 1.15.3 | Security            | Records relating to <b>other</b> breaches of security or incidents.<br><br>Can include incidents not resulting in laying of criminal or civil charges or where sabotage is not suspected.<br><br><b>See: Item 1.15.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT - Security for breaches of security or incidents that are intentional and cause significant/major disruption to the agency’s operations.</b>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| 1.15.4 | Security            | Records relating to <b>administrative arrangements</b> regarding security.<br><br>Can include issuing of keys, security passes, name badges, and employee/visitor identification.<br><br>Records can include <ul style="list-style-type: none"> <li>• key registers</li> </ul>   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.   |

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| No     | Function / Activity | Description (including record examples)  | Status                               | Disposal Action  |
|--------|---------------------|--|--------------------------------------|--|
|        |                     | <ul style="list-style-type: none"> <li>security pass registers.</li> </ul>   |                                      |  |
| 1.15.5 | Security            | <p>Records of <b>CCTV surveillance</b> subsequently used for <b>investigation or litigation purposes</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>CCTV recordings irrespective of storage media (VHS, DVD, removable storage devices, cloud storage etc.)</li> </ul> <p><b>Note: Records relating to security (including operational surveillance) such as footage taken by body worn cameras (BWC), vehicle dash-cam or drones are <u>not</u> covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 1.15.6 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Security</b> for routine CCTV records.</p> <p><b>See: Item 9.10 (various) INFORMATION MANAGEMENT - Security</b> for the security of information.</p> <p><b>See: Item 11.2 (various) LEGAL SERVICES – Litigation</b> for lawsuits or legal proceedings.</p> | Dispose as for related case records. | Dispose as for related case records.                     |
| 1.15.6 | Security            | <p>Records of routine <b>CCTV surveillance <u>not</u></b> used for <b>investigation or litigation purposes</b>.</p> <p><b>Note: Records relating to security (including operational surveillance) such as footage taken by body worn cameras (BWC), vehicle dash-cam or drones are <u>not</u> covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 1.15.5 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Security</b> for CCTV records used for investigation or litigation purposes.</p>  | TEMPORARY                            | Erase recording 1 month after recording or last viewing. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity                   | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------------------------|--|-----------|---|
| 1.16   | <b>Stocktake</b>                      | <i>The activities associated with the examination, counting and valuing of goods in the agency with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items. (KAAA)</i>  |           |   |
| 1.16.1 | Stocktake                             | <p>Records relating to inventory and stocktakes of equipment and stores, including information and library management materials.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• inventories (file covers, barcode labels and boxes)</li> <li>• lists</li> <li>• stocktake reports.</li> </ul>   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 2      | <b>BOARD AND COMMITTEE MANAGEMENT</b> | <p><b>The function of establishing and managing the administration of boards and committees.</b></p> <p><b>In the context of this function a board or committee can also include tribunals, trusts, commissions, councils, authorities, panels, taskforces, forums or groups created by or under an Act of the Parliament of South Australia or by ministerial authority; and to which one or more appointments are made by a minister or the Governor.</b></p> <p><b>Bodies covered by this function may be established to:</b></p> <ul style="list-style-type: none"> <li>• <b>advise a Minister</b> on policy or agency matters or</li> <li>• <b>advise an agency on agency matters or</b></li> <li>• <b>control, direct or oversee</b> an agency or</li> <li>• <b>provide a framework for the direction and control of an agency or</b></li> <li>• <b>resolve, disputes or review aspects of public administration.</b></li> </ul> <p><b>They may also be part-time or full-time.</b></p> <p><b>Also includes establishing and managing the administration of statutory officers.</b></p> <p><b>Also includes management of the nomination, appointment and separation of members, relations between an agency and the board or committee, and meetings of boards and committees or of formal subcommittees established by them.</b></p> |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
|       |                     | <p><b>Note: Operational records (such as case files) unique to a particular board or committee are not covered by this activity in the GDS. Include in agency operational RDS.</b></p> <p><b>See: The List of Definitions in the Introduction of this GDS for a further description of boards and committees covered by this function.</b></p> <p><b>See: Item 6 (various) FINANCIAL MANAGEMENT</b> for financial records of boards, committees and their sub-committees.</p> <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT - Committees</b> for records of internal, departmental, inter-agency, inter-governmental or external committees.</p> |           |   |
| 2.1   | <b>Advice</b>       | <i>The activities associated with offering opinions by or to the agency as to an action or judgement. Includes process of advising. (KAAA)</i>   |           |   |
| 2.1.1 | Advice              | Records documenting <b>significant advice</b> received or provided by a board or committee to or from the Minister, the Government or the agency, that is related to the board or committee charter, terms of reference, whole of government policy (e.g. remuneration or governance), or legislative requirements.  | PERMANENT | Retain as State archives.   |
| 2.1.2 | Advice              | <b>Routine procedural advice</b> provided to or received from the Minister or agency relating to the board or committee charter or terms of reference.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 2.2   | <b>Agreements</b>   | <i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>  |           |   |
| 2.2.1 | Agreements          | <p>Records of agreements concerning <b>substantive aspects</b> of the board or committee's policies, procedures, functions, obligations and liabilities.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• Memoranda of Understanding (MOU)</li> </ul>   | PERMANENT | Retain as State archives.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|-------|---------------------|--|-----------|--|
|       |                     | <ul style="list-style-type: none"> <li>Memorandum of Administrative Arrangement (MOAA).</li> </ul> <p><b>See: Item 2.2.2 BOARD AND COMMITTEE MANAGEMENT - Agreements</b> for other agreements.</p>   |           |  |
| 2.2.2 | Agreements          | <p>Records of <b>other</b> agreements concerning the board or committee's policies, procedures, functions, obligations and liabilities.</p> <p>Can include agreements with support agencies that provide administrative services such as payroll, finance management etc.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>agreements</li> <li>Memoranda of Understanding (MOU)</li> <li>Memorandum of Administrative Arrangement (MOAA).</li> </ul> <p><b>See: Item 2.2.1 BOARD AND COMMITTEE MANAGEMENT - Agreements</b> for agreements concerning <b>substantive aspects</b> of the board or committee's policies, procedures, functions, obligations and liabilities.</p> | TEMPORARY | Retain a minimum of 17 years after action completed, then destroy. |
| 2.2.3 | Agreements          | <p>Records relating to <b>collective performance agreements</b> of the board or committee with the portfolio Minister.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>statement of expectations</li> <li>statement of intent</li> <li>master copy of performance agreement</li> <li>documentation of negotiations</li> <li>performance targets.</li> </ul>  | PERMANENT | Retain as State archives.  |
| 2.2.4 | Agreements          | <p>Records relating to <b>performance agreements with individual members</b> of a board or committee and their related sub-committees. Can include development, maintenance and review of agreements.</p>  | TEMPORARY | Retain a minimum of 8 years after action                           |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity  | Description (including record examples)   | Status    | Disposal Action   |
|------------|----------------------|---|-----------|---|
|            |                      |   |           | completed, then destroy.  |
| 2.2.5      | Agreements           | <b>Supplementary</b> records relating to the development, maintenance and review of agreements.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>2.3</b> | <b>Appeals</b>       | <i>The activities involved in the process of appeals against decisions by application to a higher authority. (KAAA)</i>   |           |   |
| 2.3.1      | Appeals              | Records documenting a <b>successful appeal</b> by a member of a board or committee to a higher authority on decisions taken with respect to the operation of the board or committee or rights and entitlements of the board or committee's membership.    | PERMANENT | Retain as State archives.   |
| 2.3.2      | Appeals              | Records documenting an <b>unsuccessful appeal</b> by a member of a board or committee to a higher authority on decisions taken with respect to the operation of the board or committee or rights and entitlements of the board or committee's membership. | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| <b>2.4</b> | <b>Authorisation</b> | <i>The process of seeking and granting permission to undertake a requested action. (KAAA)</i><br><br><b>See: Item 13.5 (various) STRATEGIC MANAGEMENT - Authorisation</b> for delegations of authority to senior executive and other employees.           |           |   |
| 2.4.1      | Authorisation        | <b>Delegations of authority</b> of power to boards and committees. Includes Ministerial delegations.<br><br>Records can include <ul style="list-style-type: none"> <li>records of Ministerial delegations</li> </ul>                                      | PERMANENT | Retain as State archives.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action           |
|-------|---------------------|--|-----------|---------------------------|
| 2.5   | <b>Membership</b>   | <p><i>The activities associated with managing the establishment, composition and dis-establishment of boards and committees. Includes nominations, elections, appointments and reappointment of members, as well as separation processes resulting from retirements, dismissals, resignations, deaths and dispensation of services.</i></p> <p><b>See Also: Item 2.3 (various) BOARD and COMMITTEE MANAGEMENT - Appeals.</b></p> <p><b>See: Item 4.1 (various) COMPENSATION - Case Management (Compensation Claims)</b> for compensations claims by members.</p> <p><b>See: Item 5.6 (various) EMPLOYEE MANAGEMENT - Counselling</b> for records relating to the counselling of members.</p> <p><b>See: Item 5.7 (various) EMPLOYEE MANAGEMENT - Discipline</b> for records relating to the discipline of members, including investigations, charges, formal inquiries and punishment.</p> <p><b>See: Item 5.9 (various) EMPLOYEE MANAGEMENT - Grievances</b> for records associated with the handling and resolution of grievances.</p> <p><b>See: Item 5.13.2 EMPLOYEE MANAGEMENT - Remuneration</b> for records relating to member remuneration and the payment of allowances to members for travel, meals, etc.</p> <p><b>See: Item 6.7 (various) FINANCIAL MANAGEMENT - Insurance</b> for records relating to insurance relevant to members.</p> <p><b>See: Item 13.7.1 STRATEGIC MANAGEMENT - Compliance</b> for register of interests for members.</p> <p><b>See: Item 14.1 (various) WORK HEALTH and SAFETY - Accidents and Incidents</b> involving members.</p> |           |                           |
| 2.5.1 | Membership          | <p>Records relating to the <b>establishment or dis-establishment of a board or committee and its sub-committees.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• terms of reference</li> <li>• Members' handbook</li> <li>• operating procedures</li> <li>• approvals.</li> </ul>  | PERMANENT | Retain as State archives. |

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| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|-------|---------------------|--|-----------|--|
| 2.5.2 | Membership          | <p>Records relating to the <b>appointment and separation of individual members</b> of a board or committee and its sub-committees.</p> <p>Can include appointment and reappointment of members, retirements, resignations, dismissals, death of member and dispensation of services.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• appointment submissions</li> <li>• letters of appointment and reappointment.</li> </ul>   | TEMPORARY | Retain a minimum of 50 years after action completed, then destroy. |
| 2.5.3 | Membership          | <p>Records documenting <b>routine or administrative arrangements</b> relating to the membership of a board or committee.</p> <p>Can include support processes undertaken to elect employee representatives to a board or committee and can include consideration of prospective members that do not proceed to appointment.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• contact lists</li> <li>• ballot papers</li> <li>• eligibility lists</li> <li>• expressions of interest</li> <li>• unsolicited applications for appointment.</li> </ul> | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.  |
| 2.6   | <b>Proceedings</b>  | <p><i>The activities associated with the management of boards and committees or their sub-committees. Includes proceedings, minutes, reports, agendas, etc.</i></p> <p><b>See Also: Item 2.5 (various) BOARD and COMMITTEE MANAGEMENT - Membership.</b></p>  |           |  |
| 2.6.1 | Proceedings         | <p>Master copy of <b>proceedings for board or committee meetings.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• briefing papers</li> </ul>   | PERMANENT | Retain as State archives.  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|-------|---------------------|---|-----------|---|
|       |                     | <ul style="list-style-type: none"> <li>• reports</li> <li>• submissions</li> <li>• recommendations and resolutions</li> <li>• related correspondence arising from business discussed or resolutions passed at meetings.</li> </ul> <p><b>See: Item 2.6.5 BOARD AND COMMITTEE MANAGEMENT - Proceedings</b> for recordings and transcription of meetings used to compile minutes or facilitate access to those not present.</p>   |           |   |
| 2.6.2 | Proceedings         | <p>Records of <b>sub-committees</b> established to support boards or committee activities <b>where not submitted to the board or committee.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• briefing papers</li> <li>• reports</li> <li>• submissions</li> <li>• recommendations and resolutions</li> <li>• related correspondence arising from business discussed or resolutions passed at meetings.</li> </ul> <p><b>See: Item 2.6.5 BOARD AND COMMITTEE MANAGEMENT - Proceedings</b> for recordings and transcription of meetings used to compile minutes or facilitate access to those not present.</p> | PERMANENT | Retain as State archives.   |
| 2.6.3 | Proceedings         | <p>Records of <b>sub-committees</b> established to support board or committee activities where <b>submitted to the board or committee.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> </ul>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|-------|---------------------|---|-----------|---|
|       |                     | <ul style="list-style-type: none"> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents.</li> </ul> <p><b>See: Item 2.6.2 BOARD and COMMITTEE MANAGEMENT - Proceedings</b> for records of <b>sub-committees</b> established to support boards or committee activities <b>where not submitted to the board or committee.</b></p> <p><b>See: Item 2.6.5 BOARD AND COMMITTEE MANAGEMENT - Proceedings</b> for recordings and transcription of meetings used to compile minutes or facilitate access to those not present.</p>              |           |   |
| 2.6.4 | Proceedings         | <p>Records documenting <b>administrative arrangements</b> relating to meetings of boards or committees or their sub-committees.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• contact lists</li> <li>• venue bookings</li> <li>• hire of equipment</li> <li>• catering records.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 2.6.5 | Proceedings         | <p>Recordings and transcription of meetings used to compile minutes or facilitate access to those not present.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• draft minutes</li> <li>• recordings including via online meeting and video streaming platforms such as MS Teams, Zoom, Google Meet.</li> </ul> <p>Includes meeting transcriptions created through the use of artificial intelligence (AI) tools.</p> <p><b>See: Item 2.6.1 or 2.6.2 BOARD AND COMMITTEE MANAGEMENT – Proceedings</b> for master copy of minutes.</p> | TEMPORARY | Retain until official minutes signed, then destroy.               |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity              | Description (including record examples)  | Status    | Disposal Action   |
|------------|----------------------------------|--|-----------|---|
| <b>2.7</b> | <b>Reporting</b>                 | <i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>   |           |   |
| 2.7.1      | Reporting                        | <b>Master copy of formal reports</b> submitted by a board or committee.<br>Records can include <ul style="list-style-type: none"> <li>• reports to the minister</li> <li>• reports to the government</li> <li>• reports to the agency.</li> </ul>  | PERMANENT | Retain as State archives.   |
| 2.7.2      | Reporting                        | <b>Supplementary</b> records relating to the development and preparation of reports.<br>Records can include <ul style="list-style-type: none"> <li>• briefings</li> <li>• working papers</li> <li>• draft proposals</li> <li>• research material and associated data</li> <li>• consultation papers and comments.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>3</b>   | <b>COMMUNITY RELATIONS</b>       | <b>The function of establishing rapport with the community, raising and maintaining the agency's broad public profile and actively engaging with the community. Includes marketing, advertising, media liaison, events, speeches and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling public reaction to those services, customer consultation and feedback. (KAAA)</b> |           |   |
| 3.1        | <b>Addresses (Presentations)</b> | <i>The activity of giving addresses for training, professional, community relations, government relations or sales purposes. Includes speeches and multi-media presentations. (KAAA)</i><br><br><b>See: Item 5.17 (various) EMPLOYEE MANAGEMENT - Training</b> for the delivery by employees of addresses (presentations) to other employees.  |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity       | Description (including record examples)   | Status    | Disposal Action   |
|------------|---------------------------|---|-----------|---|
|            |                           | <b>See Also: Item 7.1 (various) GOVERNMENT RELATIONS - Addresses (Presentations).</b>   |           |   |
| 3.1.1      | Addresses (Presentations) | Records relating to addresses and presentations given at <b>National or State occasions</b> or on matters of substantial <b>public interest and debate</b> or by agency representatives at significant events such as conferences or professional association seminars.   | PERMANENT | Retain as State archives.   |
| 3.1.2      | Addresses (Presentations) | Records relating to <b>other</b> addresses and presentations to community bodies and organisations.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 3.1.3      | Addresses (Presentations) | <b>Supplementary</b> records relating to addresses, speeches and presentations.<br>Records can include <ul style="list-style-type: none"> <li>• working papers</li> <li>• briefing notes.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>3.2</b> | <b>Arrangements</b>       | <i>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, equipment and space. (KAAA)</i><br><br><b>See: Item 5.2.4 EMPLOYEE MANAGEMENT - Arrangements</b> for travel arrangements. |           |   |
| 3.2.1      | Arrangements              | Records relating to arrangements made <b>under a simple contract</b> to support community relations activities.<br><br><b>See: Item 3.2.2 COMMUNITY RELATIONS – Arrangements</b> for other arrangements.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
| 3.2.2 | Arrangements        | <p>Records relating to <b>other</b> arrangements made to support community relations activities.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• arrangements for guest speakers.</li> </ul> <p><b>See: Item 3.2.1 COMMUNITY RELATIONS – Arrangements</b> for other arrangements.</p>  | TEMPORARY | Retain a minimum of 2 years after action completed. then destroy. |
| 3.3   | <b>Conferences</b>  | <p><i>The activities involved in arranging or attending conferences held either by the agency or by other agencies and organisations. Includes registrations, publicity, reports of participants, etc.</i></p> <p><b>See: Item 12 (various) PUBLICATION MANAGEMENT</b> for published reports, proceedings, legal deposit, etc.</p>   |           |   |
| 3.3.1 | Conferences         | <p>Master copy of records relating to <b>conferences arranged by the agency.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• programs</li> <li>• presentations</li> <li>• transcripts of speeches</li> <li>• proceedings</li> <li>• reports of conferences.</li> </ul> <p><b>See: Item 3.3.2 COMMUNITY RELATIONS - Conferences for arrangements</b> to hold conferences <b>arranged by the agency.</b></p> | PERMANENT | Retain as State archives.   |
| 3.3.2 | Conferences         | <p>Records relating to <b>arrangements</b> to hold conferences <b>arranged by the agency.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• program development</li> <li>• publicity</li> <li>• venue, catering, accommodation and transport arrangements.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

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| No         | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|------------|---------------------|---|-----------|---|
|            |                     | <b>See: Item 3.3.1 COMMUNITY RELATIONS - Conferences</b> for records relating to <b>conferences arranged by the agency.</b>   |           |   |
| 3.3.3      | Conferences         | Master copy of <b>papers presented</b> by agency <b>employees at other conferences.</b>   | PERMANENT | Retain as State archives.   |
| 3.3.4      | Conferences         | <b>Supplementary</b> records relating to other conferences attended by employees.<br><br>Records can include <ul style="list-style-type: none"> <li>• programs</li> <li>• invitations</li> <li>• proceedings.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>3.4</b> | <b>Enquiries</b>    | <i>The activities associated with the handling of requests for information about the agency and its services by the general public or another agency or organisation. (KAAA)</i><br><br><b>See Also: Item 7.2 (various) GOVERNMENT RELATIONS – Briefings (Agencies).</b><br><b>See Also: Item 9.1 (various) INFORMATION MANAGEMENT - Case Management (FOI).</b><br><b>See Also: Item 9.6 (various) INFORMATION MANAGEMENT – Enquiries Management.</b> |           |   |
| 3.4.1      | Enquiries           | Records relating to the management of <b>enquiries.</b><br><br>Can include enquiries requiring investigation and a specific response, resulting in a routine or form letter response and referred to another agency for response.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 3.4.2      | Enquiries           | Responses to <b>surveys</b> conducted by community organisations.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|------------|---------------------|---|-----------|---|
| <b>3.5</b> | <b>Events</b>       | <p><i>The activities associated with arranging and managing events such as celebrations, ceremonies, functions, displays and exhibitions. Includes employee attendance at professional association events.</i></p> <p><b>See: Item 3.3 (various) COMMUNITY RELATIONS – Conferences</b> for conference attendance.</p>         |           |   |
| 3.5.1      | Events              | <p>Records relating to events of <b>National or State significance</b>, or those organised to mark <b>major milestones</b>, or of <b>major significance to the agency</b>.</p> <p>Can include anniversaries, opening of landmark structures, launch of innovative or new programs and opening of major client facilities.</p> | PERMANENT | Retain as State archives.   |
| 3.5.2      | Events              | <p>Records relating to <b>other</b> events. Includes professional association events attended by employees.</p> <p><b>See: Item 3.3 (various) COMMUNITY RELATIONS – Conferences</b> for conference attendance.</p>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 3.5.3      | Events              | Records relating to the <b>sponsoring</b> by the agency of <b>community honours, awards or prizes</b> .   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 3.5.4      | Events              | <b>Supplementary</b> records relating to the staging of events. Can include management of design, production and setting up of events.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>3.6</b> | <b>Greetings</b>    | <p><i>The activities associated with preparing and sending letters of appreciation or condolences. Includes mailing lists for Christmas cards. (KAAA)</i></p>   |           |   |
| 3.6.1      | Greetings           | <p>Records relating to the receipt and sending of greetings.</p> <p>Records can include</p>   | TEMPORARY | Retain a minimum of 1 year after action                           |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|-------|---------------------|---|-----------|--|
|       |                     | <ul style="list-style-type: none"> <li>• address lists kept for sending of greetings by the agency</li> <li>• letters of appreciation</li> <li>• letters of thanks</li> <li>• condolences</li> <li>• letters of introduction.</li> </ul>  |           | completed, then destroy.   |
| 3.7   | <b>Liaison</b>      | <p><i>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations. (KAAA)</i></p> <p><b>See: Item 13.13 (various) STRATEGIC MANAGEMENT - Joint Ventures for projects</b> that are joint ventures.</p>  |           |  |
| 3.7.1 | Liaison             | Records relating to <b>liaison</b> with community groups, lobbyists, professional associations or private sector organisations. Can include collaboration on projects.  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 3.7.2 | Liaison             | Records relating to <b>arrangements for membership</b> in business or professional associations. Can include participation or non-participation of members in the activities of business or professional associations.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.  |
| 3.8   | <b>Marketing</b>    | <p><i>The process of analysing, creating and selling products and services. Includes market research, sale forecasting, advertising, media releases, promotion, pricing and product evaluation. (KAAA)</i></p> <p><b>Note: See the relevant function and activity for social media marketing postings and responses (including forwarding other agency’s social media postings).</b></p> <p><b>See: Item 12.3 (various) PUBLICATION MANAGEMENT – Production</b> for published promotional materials.</p> <p><b>See: Item 13.16 (various) STRATEGIC MANAGEMENT – Planning</b> for marketing plans.</p> |           |  |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity    | Description (including record examples)   | Status    | Disposal Action   |
|------------|------------------------|---|-----------|---|
| 3.8.1      | Marketing              | <p>Records relating to <b>research, plans and programs</b> documenting the <b>promotion of the agency's image, general services</b>, etc.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• market research summaries</li> <li>• final marketing plans.</li> </ul>  | PERMANENT | Retain as State archives.   |
| 3.8.2      | Marketing              | <p>Records relating to the management of <b>publicity and marketing</b> relating to <b>specific services and/or products</b> produced or organised by the agency.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• market research summaries.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| <b>3.9</b> | <b>Media Relations</b> | <p><i>The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews. (KAAA)</i></p> <p><b>Note: See the relevant function and activity for social media marketing postings and responses (including forwarding other agency's social media postings).</b></p> |           |   |
| 3.9.1      | Media Relations        | <p><b>Master set of agency media releases or articles</b> relating to the agency and/or its activities.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• media releases</li> <li>• press cutting books/organised collection.</li> </ul>  | PERMANENT | Retain as State archives.   |
| 3.9.2      | Media Relations        | Records relating to the <b>management of the agency's relationship with the media.</b>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 3.9.3      | Media Relations        | Supplementary records relating to the preparation of media/publicity material.  | TEMPORARY | Retain a minimum of 2 years after action                          |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity    | Description (including record examples)   | Status    | Disposal Action   |
|-------------|------------------------|---|-----------|---|
|             |                        |   |           | completed, then destroy.  |
| 3.9.4       | Media Relations        | Records relating to media monitoring. Includes media monitoring reports.<br><br><b>Note: See the relevant function and activity for social media postings and responses (including forwarding other agency's social media postings).</b>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>3.10</b> | <b>Public Reaction</b> | <i>The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulation or appreciation received from the public. (KAAA)</i><br><br><b>See Also: Item 3.4 (various) COMMUNITY RELATIONS - Enquiries.</b>                         |           |   |
| 3.10.1      | Public Reaction        | Records relating to the management of public reaction that: <ul style="list-style-type: none"> <li>• sets a precedent, or</li> <li>• results in the reversal of a government decision, or</li> <li>• results in changes to government, or</li> <li>• results in changes to agency policy, and/or procedures.</li> </ul> | PERMANENT | Retain as State archives.   |
| 3.10.2      | Public Reaction        | Records relating to the management of <b>other</b> public reaction.<br><br>Includes public reaction requiring investigation and a specific response or resulting in a routine or form letter response or referrals to another agency.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 3.10.3      | Public Reaction        | <b>Summary records</b> of received complaints and/or suggestions.<br><br>Records can include <ul style="list-style-type: none"> <li>• complaints / suggestions register.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|--------|---------------------|---|-----------|---|
| 3.11   | <b>Submissions</b>  | <p><i>The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency or organisation or within the agency for the purpose of either gain or support. (KAAA)</i></p> <p><b>See: Item 7.2 (various) GOVERNMENT RELATIONS – Briefings (Agencies)</b> for submissions to government.</p>  |           |   |
| 3.11.1 | Submissions         | Records relating to submissions to non-government organisations <b>made directly by the agency.</b>   | PERMANENT | Retain as State archives.   |
| 3.11.2 | Submissions         | Records relating to agency contribution to Across-Government submissions to non-government organisations <b>coordinated by a lead or responsible agency.</b>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 3.11.3 | Submissions         | <p><b>Supplementary records</b> relating to agency submissions.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• working papers</li> <li>• administrative arrangements.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 3.12   | <b>Visits</b>       | <p><i>The activities involved in arranging visits by other agencies or organisations, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the agency. Includes arranging visits by employees to other agencies or organisations. (KAAA)</i></p> <p><b>See: Item 7.4 (various) GOVERNMENT RELATIONS - Visits</b> for records relating to visits to or by other agencies or governments.</p> |           |   |
| 3.12.1 | Visits              | <p>Records relating to <b>official visits</b> to either the agency by dignitaries or delegations from non-government organisations, or by agency employees to non-government organisations either in Australia or overseas.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• visit reports.</li> </ul>   | PERMANENT | Retain as State archives.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity                          | Description (including record examples)  | Status    | Disposal Action   |
|--------|--|--|-----------|---|
| 3.12.2 | Visits                                       | Records relating to <b>other</b> visits either to the agency by members of the public and people from non-government organisations, or by agency employees to community and non-government organisations.  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 3.12.3 | Visits                                       | Records relating to <b>administrative arrangements</b> associated with visits.<br><br>Records can include <ul style="list-style-type: none"> <li>• security arrangements</li> <li>• travel arrangements.</li> </ul> <b>See: Item 13.22.4 STRATEGIC MANAGEMENT - Reporting</b> for travel expenses proactive disclosure.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 4      | <b>COMPENSATION</b>                          | <p><b>The function of providing compensation to employees and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the recovery of injured employees and compensation for damage to property where such damage is claimed as the agency's responsibility. (KAAA)</b></p> <p><b>Note: Includes all Crown and certain agencies as per the <i>Return to Work Regulations 2015</i> (as amended) sec 52.</b></p> <p><b>See: Item 1.1.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT - Accidents and Incidents</b> for damage to agency's property or assets.</p> <p><b>See: Item 14.1 (various) WORK HEALTH AND SAFETY - Accidents and Incidents</b> for accidents to employees incurred while coming to, during or leaving work, or to the general public or visitors whilst on the agency's premises.</p> |           |   |
| 4.1    | <b>Case Management (Compensation Claims)</b> | <i>The process of administering and managing payments in accordance with an insurance policy as compensation for injury, psychosocial hazards, death, or denial of rights of a person or damage or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.</i>  |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity                   | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------------------------|--|-----------|---|
|       |                                       | <p><b>Note: Operational records of agencies where compensation claims relate to clients of the agency or the management of compensation claims where the agency is lead, such as Return to WorkSA or South Australian Financing Authority are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>Note: Dispose of internal appeal records as if they form part of the claim file.</b></p> <p><b>See: Item 6.1.7 FINANCIAL MANAGEMENT - Accounting</b> for payments/invoices <u>not</u> managed as part of the claim file.</p>  |           |   |
| 4.1.1 | Case Management (Compensation Claims) | <p><b>Summary records</b> relating to compensation claims.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• Register of compensation claims.</li> </ul> <p><b>See: Item 4.1.2, 4.1.3 and 4.1.5, 4.1.6 COMPENSATION - Case Management (Compensation Claims)</b> for management of claims.</p>  | PERMANENT | Retain as State archives.   |
| 4.1.2 | Case Management (Compensation Claims) | <p>Records relating to the <b>management of claims</b> under the <i>Workers Rehabilitation and Compensation Act 1986</i> (repealed) that <b>did not</b> transition into the Return to Work Scheme as they were <u>not</u> active at 1 July 2015.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• assessments</li> <li>• incident reports</li> <li>• medical records</li> <li>• written advice</li> <li>• payments</li> <li>• other information related to a case.</li> </ul> <p><b>See: Item 4.1.1 COMPENSATION - Case Management (Compensation Claims)</b> for summary records relating to compensation claims.</p> | TEMPORARY | Retain a minimum of 20 years after claim finalised, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity                   | Description (including record examples)   | Status    | Disposal Action   |
|-------|---------------------------------------|---|-----------|---|
| 4.1.3 | Case Management (Compensation Claims) | <p>Records relating to the management of physical or psychiatric injury claims under the <i>Return to Work Act 2014</i> (as amended)</p> <p>Includes claims where:</p> <ul style="list-style-type: none"> <li>• workers have died of a work injury and compensation is being made to their dependents</li> <li>• whole person impairment is 35% or greater for physical or 30% for psychiatric injury</li> <li>• the person has been assessed as seriously injured under the Impairment Assessment Guidelines by an accredited medical practitioner</li> <li>• whole person impairment is greater than 5% but less than 30%</li> <li>• finalised within four weeks of date of incapacity.</li> </ul> <p>Records can include</p> <ul style="list-style-type: none"> <li>• assessments</li> <li>• internal appeals relating to a claim</li> <li>• claims for medical expenses only</li> <li>• litigation</li> <li>• incident reports</li> <li>• medical records</li> <li>• written advice</li> <li>• payments and other information related to a case.</li> </ul> <p><b>See: Item 4.1.1 COMPENSATION - Case Management (Compensation Claims)</b> for summary records relating to compensation claims.</p> | TEMPORARY | Retain a minimum of 20 years after case is finalised, then destroy. |
| 4.1.4 | Case Management (Compensation Claims) | Agency records relating to <b>external appeals</b> to the South Australian Employment Tribunal, Supreme Court or other authority, relating to specific compensation cases.  | TEMPORARY | Retain a minimum of 10 years after action                           |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity                   | Description (including record examples)   | Status    | Disposal Action   |
|-------|---------------------------------------|---|-----------|---|
|       |                                       |   |           | completed, then destroy.  |
| 4.1.5 | Case Management (Compensation Claims) | <p>Records relating to the management of compensation claims for <b>personal injury</b> made by or on behalf of <b>visitors</b> to agencies <b>under 18 years of age</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• incident reports</li> <li>• medical records</li> <li>• written advice</li> <li>• payments</li> <li>• other information related to a case.</li> </ul> <p><b>See: Item 4.1.1 COMPENSATION - Case Management (Compensation Claims)</b> for summary records relating to compensation claims.</p>  | TEMPORARY | <p>Retain a minimum of 35 years after date of birth, then destroy.</p> <p>If no date of birth, retain a minimum of 35 years after claim finalised then destroy.</p> |
| 4.1.6 | Case Management (Compensation Claims) | <p>Records relating to the management of <b>other</b> compensation claims.</p> <ul style="list-style-type: none"> <li>• claims for personal injury made by or on behalf of visitors to agencies <b>over 18 years of age</b></li> <li>• claims made by employees or visitors for <b>loss or damage to property</b>.</li> </ul> <p>Includes</p> <ul style="list-style-type: none"> <li>• incident reports</li> <li>• medical records</li> <li>• written advice</li> <li>• payments</li> <li>• other information related to a case.</li> </ul> <p><b>See: Item 4.1.1 COMPENSATION - Case Management (Compensation Claims)</b> for summary records relating to compensation claims.</p> | TEMPORARY | Retain a minimum of 10 years after claim finalised, then destroy.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity        | Description (including record examples)   | Status    | Disposal Action   |
|-------|----------------------------|---|-----------|---|
| 4.2   | <b>Recovery</b>            | <i>The process of managing programs designed to restore the injured employee to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable – consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a Recovery and Return to Work Coordinator.</i>   |           |   |
| 4.2.1 | Recovery                   | Records relating to the development of <b>recovery and return to work programs</b> by the agency, not relating to specific cases.   | PERMANENT | Retain as State archives.   |
| 4.2.2 | Recovery                   | Records relating to the management of <b>individual recovery cases</b> directly by the agency or through a third-party provider.<br>Records include <ul style="list-style-type: none"> <li>recovery and return to work case files.</li> </ul> <b>See: Item 4.1 (various) COMPENSATION - Case Management (Compensation Claims)</b> for compensation claims.  | TEMPORARY | Retain a minimum of 100 years after employee's date of birth, then destroy.<br><br>If no date of birth, retain a minimum of 100 years after action completed, then destroy. |
| 5     | <b>EMPLOYEE MANAGEMENT</b> | <p><b>The function of managing all employees in the organisation. Includes appeals, overtime, salaries, superannuation and working hours when related to persons/individuals rather than to Industrial Relations. Also includes arrangements for employee travel and the provision of childcare by the agency.</b></p> <p><b>Note: 'Employees' include Ministerial, ongoing, temporary, part-time, casual, sessional, weekly paid and hourly paid employees, people working under scholarships, traineeships, apprenticeships, volunteer arrangements and similar relationships.</b></p> <p><b>See: Item 13.26 (various) STRATEGIC MANAGEMENT – Social Clubs</b> for records relating to an agency's relationship with social clubs.</p> <p><b>See: Item 13.28 (various) STRATEGIC MANAGEMENT – Suggestions (Employees)</b> for suggestions from employees.</p> |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|-------|---------------------|---|-----------|--|
| 5.1   | <b>Appeals</b>      | <p><i>The activities involved in the process of appeals against decisions by the application to a higher authority. (KAAA)</i></p> <p><b>Records of the Courts Administration Authority (CAA) and Tribunals are not covered by this activity in the GDS. Include in agency RDS.</b></p> <p><b>See: Item 2.3 (various) BOARD and COMMITTEE MANAGEMENT - Appeals</b> for appeals by a member of a board or committee.</p> <p><b>See: Item 8.3 (various) INDUSTRIAL RELATIONS – Appeals</b> for appeals by the agency or affecting agency policy.</p>  |           |  |
| 5.1.1 | Appeals             | <p>Records relating to advice or advocacy assistance in cases where an <b>unfair dismissal case</b> affects an <b>individual or class of individuals</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• case files or</li> <li>• court or tribunal documents.</li> </ul>  | TEMPORARY | Retain a minimum of 15 years after action completed, then destroy. |
| 5.1.2 | Appeals             | <p>Records relating to <b>other</b> appeals, such as promotion, grievance and disciplinary whether resolved by an <b>external tribunal or other authority or within the agency</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• case files or</li> <li>• tribunal documents.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| 5.2   | <b>Arrangements</b> | <p><i>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, entitlements, etc. (KAAA)</i></p> <p><b>Note: For arrangement records that may be used as proof of attendance see GDS 47 (as amended) Records of relevance to allegations of Child Abuse matters.</b></p> <p><b>Note: Records of agencies, such as workbooks and journals that document arrangements related to a core operational function, e.g. client services, are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See Also: Item 3.2 (various) COMMUNITY RELATIONS – Arrangements.</b></p> |           |  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|-------|---------------------|---|-----------|--|
| 5.2.1 | Arrangements        | <p>Diaries and appointment schedules of <b>Chief Executives (or equivalent)</b> and senior executives for designating and documenting times for business related meetings, inspections, court appearances and other work activities.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• appointment diary or schedule</li> <li>• appointment books</li> <li>• calendars.</li> </ul> <p><b>See: Item 5.2.2 EMPLOYEE MANAGEMENT - Arrangements</b> for other staff arrangement records e.g. appointment diary.</p> <p><b>See GDS 50 v1 (as amended): 1.6.1 MINISTERIAL RELATIONS - Event Management</b> for Premier and Ministers diaries.</p> | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |
| 5.2.2 | Arrangements        | <p>Diaries and appointment schedules of <b>other staff</b> for designating and documenting times for business related meetings, inspections, court appearances and other work activities.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• appointment diary or schedule</li> <li>• appointment books</li> <li>• calendars.</li> </ul> <p><b>See: Item 5.2.1 EMPLOYEE MANAGEMENT - Arrangements</b> for Chief Executives (or equivalent) and senior executives arrangement records e.g. appointment diary.</p> <p><b>See GDS 50 v1 (as amended): 1.6.1 MINISTERIAL RELATIONS - Event Management</b> for Premier and Ministers diaries.</p> | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.  |
| 5.2.3 | Arrangements        | Records relating to <b>travel arrangements</b> for <b>Chief Executive (or equivalent) and senior executives.</b>  | TEMPORARY | Retain a minimum of 20 years after action                          |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity                | Description (including record examples)   | Status    | Disposal Action   |
|------------|------------------------------------|---|-----------|---|
|            |                                    | <b>See: Item 13.22.4 STRATEGIC MANAGEMENT - Reporting</b> for travel expenses proactive disclosure.   |           | completed, then destroy.  |
| 5.2.4      | Arrangements                       | Records relating to <b>travel arrangements</b> for employees.<br><br><b>See: Item 13.22.4 STRATEGIC MANAGEMENT - Reporting</b> for travel expenses proactive disclosure.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| <b>5.3</b> | <b>Case Management (Employees)</b> | <i>The activities involved in maintaining personal information about employees for a range of employee management functions.</i><br><br><b>See Also: Item 4.1 (various) COMPENSATION - Case Management (Compensation Claims).</b><br><br><b>See: Item 14.1 (various) WORK HEALTH and SAFETY - Accidents and Incidents</b> for records relating to accidents or incidents involving employees.<br><br><b>See: Item 5.15 (various) EMPLOYEE MANAGEMENT - Screening</b> for conducting criminal history checks, employment screening, or other screening checks. |           |   |
| 5.3.1      | Case Management (Employees)        | Records relating to <b>substantial honours and awards</b> conferred on employees as tokens of distinction or achievement. Includes honorary degrees, Australian honours or Public Service Medal.<br><br><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for scholarships, prizes and gifts bestowed on employees.  | PERMANENT | Retain as State archives.   |
| 5.3.2      | Case Management (Employees)        | Personal files of agency employees.<br>May include: <ul style="list-style-type: none"> <li>• date of birth</li> <li>• application for employment</li> <li>• confirmation for employment</li> <li>• contract of employment</li> <li>• current address, next of kin, telephone number</li> </ul>  | TEMPORARY | Retain a minimum of 100 years after date of birth, then destroy.<br><br>If no date of birth can be located, retain a minimum of 100 years |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No | Function / Activity | Description (including record examples)   | Status | Disposal Action                              |
|----|---------------------|---|--------|--|
|    |                     | <ul style="list-style-type: none"> <li>• medical condition/s which may affect an employee and create an emergency situation, including emergency contacts</li> <li>• evidence of qualifications and credentials</li> <li>• evidence of professional registration</li> <li>• informed consent forms completed by employee for checks conducted</li> <li>• outcome, clearance letter or summary of action regarding conduct of criminal history checks, child-related employment screening such as Working with Children Checks, disability services screening, vulnerable persons/aged care screening medical history checks, drug use checks, other employment screening</li> <li>• evidence of required visas, e.g. training, working, etc</li> <li>• appointments, reassignments, approvals, etc.</li> <li>• salary determination and approvals</li> <li>• approvals relating to condition of employment</li> <li>• approval to engage in outside employment</li> <li>• summary of action taken in relation to unsatisfactory performance management</li> <li>• record of study courses and completed training courses</li> <li>• records of honours and awards</li> <li>• scholarships, prizes and gifts</li> <li>• exit interview/exit checklist</li> <li>• separation documentation, e.g. TVSP, cessation advice</li> <li>• other relevant information.</li> </ul> <p><b>See: Item 5.3.3 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for individual plans developed for employees.</p> <p><b>See: Item 5.7 (various) EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for discipline case file.</p> |        | <p>after action completed, then destroy.</p> |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity            | Description (including record examples)  | Status    | Disposal Action   |
|------------|--------------------------------|--|-----------|---|
| 5.3.3      | Case Management (Employees)    | Records relating to plans developed for employees including workplace, family, and domestic violence personal safety plans.  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| <b>5.4</b> | <b>Case Management (Roles)</b> | <i>The activities involved in maintaining information about roles for a range of employee management functions.</i>  |           |   |
| 5.4.1      | Case Management (Roles)        | <p>Records relating to the management of positions, roles or jobs.</p> <p>Includes role establishment, adjustment redesign, reclassification, and disestablishment; management of unoccupied positions/roles, including engagement of casual employees, unsuccessful applications to reclassify or vary a position or role, position files for ongoing and temporary positions or applications not proceeded with.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• job description</li> <li>• position description</li> <li>• role description.</li> </ul> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| <b>5.5</b> | <b>Control</b>                 | <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. (KAAA)</i></p> <p><b>See: Item 14.2.2 WORK HEALTH and SAFETY – Control</b> for WHS training registers.</p> <p><b>See Also: Item 6.4 (various) FINANCIAL MANAGEMENT - Control.</b></p> <p><b>See Also: Item 9.2 (various) INFORMATION MANAGEMENT - Control.</b></p> |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|------------|---------------------|---|-----------|---|
| 5.5.1      | Control             | <p><b>Management systems</b> that allow the identification and management of employees in summary form.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• employee registers</li> <li>• training registers</li> <li>• personal history cards</li> <li>• forms A and B/A&amp;B cards where maintained separately</li> <li>• Human Resource Management Systems, e.g. Concept HRMS master list, CHRIS, etc</li> </ul>  | PERMANENT | Retain as State archives.   |
| 5.5.2      | Control             | Internal staff directories.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>5.6</b> | <b>Counselling</b>  | <p><i>The activities associated with giving advice or guidance to an employee for various reasons. (KAAA)</i></p> <p><b>See: Item 5.7 (various) EMPLOYEE MANAGEMENT - Discipline</b> for records of counselling resulting from discipline.</p> <p><b>See: Item 5.9 (various) EMPLOYEE MANAGEMENT – Grievances</b> for records associated with the handling and resolution of grievances.</p> <p><b>See: Item 5.11.1 EMPLOYEE MANAGEMENT - Performance Management</b> for records of counselling resulting from performance management.</p> <p><b>See: Item 5.11.2 (various) EMPLOYEE MANAGEMENT - Performance Management</b> for records of counselling resulting from goal setting and career development.</p> |           |   |
| 5.6.1      | Counselling         | Records relating to <b>counselling of employees</b> for purposes other than performance management, goal setting and/or discipline. Includes participation of employees in health and safety, promotion and wellbeing programs.   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No  | Function / Activity | Description (including record examples)   | Status | Disposal Action |
|-----|---------------------|---|--------|-----------------|
|     |                     | <p><b>See: Item 5.7 (various) EMPLOYEE MANAGEMENT - Discipline</b> for records of counselling resulting from discipline.</p> <p><b>See: Item 5.11.1 EMPLOYEE MANAGEMENT – Performance Management</b> for records of counselling resulting from performance management issues.</p> <p><b>See: Item 5.11.2 (various) EMPLOYEE MANAGEMENT - Performance Management</b> for records of counselling resulting from goal setting and career development.</p>  |        |                 |
| 5.7 | Discipline          | <p><i>The activities and actions associated with the discipline process. Includes investigations, charges, formal inquiries, punishment and appeals. (KAAA)</i></p> <p><b>Note: Records relating to employees employed under the <i>Education and Children's Services Act 2019</i> (as amended), the <i>Police Act 1998</i> (as amended) and the <i>Health Care Act 2008</i> (as amended) are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 5.1 (various) EMPLOYEE MANAGEMENT - Appeals</b> for disciplinary matters that are appealed.</p> <p><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for personal files.</p> <p><b>See: Item 5.6 (various) EMPLOYEE MANAGEMENT - Counselling</b> for records of counselling not resulting from either discipline or performance management.</p> <p><b>See: Item 5.9 (various) EMPLOYEE MANAGEMENT- Grievances</b> for records associated with the handling and resolution of grievances.</p> <p><b>See: Item 5.10 (various) EMPLOYEE MANAGEMENT-Infringements</b> for employee infringements.</p> <p><b>See: Item 5.11 (various) EMPLOYEE MANAGEMENT - Performance Management</b> for records of counselling resulting from performance management.</p> |        |                 |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|-------|---------------------|---|-----------|--|
| 5.7.1 | Discipline          | <p>Records relating to disciplinary cases:</p> <ul style="list-style-type: none"> <li>generating substantial media interest and debate and/or</li> <li>resulting in changes to agency policy or procedures, includes findings of misconduct in public administration or maladministration in public administration as defined by the Ombudsman Act 1972 (as amended).</li> </ul> <p>Actions can include dismissal, criminal conviction or civil finding, activities as defined by the <i>Independent Commission Against Corruption Act 2012 Act</i> (as amended), internal inquiries, ongoing disciplinary action or referrals as defined by the <i>Independent Commission Against Corruption Act 2012</i> (as amended) or <i>Ombudsman Act</i>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>case files.</li> </ul> | PERMANENT | Retain as State archives.  |
| 5.7.2 | Discipline          | <p>Records relating to the management of cases where employees are <b>formally disciplined</b>.</p> <p>Actions can include dismissal, criminal conviction or civil finding, activities as defined by the <i>Independent Commission Against Corruption Act 2012</i> (as amended), internal inquiries, ongoing disciplinary action or referrals as defined by the <i>Independent Commission Against Corruption Act 2012</i> (as amended) or <i>Ombudsman Act 1972</i> (as amended).</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>case files.</li> </ul>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 5.7.3 | Discipline          | <p>Records relating to the management of <b>other</b> disciplinary cases. Includes no disciplinary action taken or allegations are not proven.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>case files.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity          | Description (including record examples)  | Status    | Disposal Action  |
|------------|------------------------------|--|-----------|--|
| <b>5.8</b> | <b>Employment Conditions</b> | <p><i>The activities associated with managing the general conditions of employment for employees. (KAAA)</i></p> <p><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for personal files.</p>   |           |  |
| 5.8.1      | Employment Conditions        | <p>Records relating to the management of <b>general conditions of employment</b> for employees.</p> <p>Includes leave arrangements, overtime, working hours, provision of vehicles, study assistance, childcare or remote and Working from Home (WFH).</p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| 5.8.2      | Employment Conditions        | Records relating to the management of <b>redeployment programs</b> .   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| 5.8.3      | Employment Conditions        | <p>Records relating to the provision of <b>agency operated/managed childcare</b> for individual children. Includes personal identification of children.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• attendance records</li> <li>• accident reports</li> <li>• custody and pickup arrangements</li> <li>• medication and special needs forms.</li> </ul>  | TEMPORARY | Retain a minimum of 30 years after action completed, then destroy. |
| <b>5.9</b> | <b>Grievances</b>            | <p><i>The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes grievances regarding the provision of access to opportunities such as training, equipment, promotion or higher duties. (KAAA)</i></p> <p><b>See Also: Item 5.1 (various) EMPLOYEE MANAGEMENT - Appeals.</b></p> <p><b>See Also: Item 13.12 (various) STRATEGIC MANAGEMENT - Integrity Investigations.</b></p> <p><b>See Also: Item 14.4 (various) WORK HEALTH and SAFETY - Inspections.</b></p> |           |  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity  | Description (including record examples)   | Status    | Disposal Action  |
|-------------|----------------------|---|-----------|--|
| 5.9.1       | Grievances           | Records relating to grievances and complaints generating substantial public interest and debate, and/or resulting in changes to agency policy or procedures.  | PERMANENT | Retain as State archives.  |
| 5.9.2       | Grievances           | Records relating to the management of grievances and complaints by <b>employees</b> about <b>WHS matters</b> affecting them personally.   | TEMPORARY | Retain a minimum of 50 years after action completed, then destroy. |
| 5.9.3       | Grievances           | Records relating to the resolution of <b>other</b> grievances and complaints.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| <b>5.10</b> | <b>Infringements</b> | <p><i>The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property. (KAAA)</i></p> <p><b>See Also: Item 5.6 (various) EMPLOYEE MANAGEMENT - Counselling.</b></p> <p><b>See Also: Item 5.7 (various) EMPLOYEE MANAGEMENT - Discipline.</b></p> <p><b>See Also: Item 9.7 (various) INFORMATION MANAGEMENT - Intellectual Property.</b></p> <p><b>See Also: Item 9.9 (various) INFORMATION MANAGEMENT - Privacy.</b></p> <p><b>See: Item 11.2 (various) LEGAL SERVICES – Litigation</b> for lawsuits or legal proceedings.</p> |           |  |
| 5.10.1      | Infringements        | Records relating to employee infringements of <b>intellectual property</b> .  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 5.10.2      | Infringements        | Records relating to employee <b>traffic, driving or parking</b> infringements.<br>Records can include   | TEMPORARY | Retain a minimum of 5 years after action                           |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity           | Description (including record examples)   | Status    | Disposal Action   |
|--------|-------------------------------|---|-----------|---|
|        |                               | <ul style="list-style-type: none"> <li>infringement/expiation notices.</li> </ul>   |           | completed, then destroy.  |
| 5.10.3 | Infringements                 | Records relating to <b>employee infringements</b> <u>not</u> resulting in counselling, discipline, or litigation.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 5.11   | <b>Performance Management</b> | <p><i>The process of identifying, evaluating and developing corporate and employee work performance so that the agency's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance. (KAAA)</i></p> <p><b>See: Item 5.9 (various) EMPLOYEE MANAGEMENT – Grievances</b> for records associated with the handling and resolution of grievances.</p> <p><b>See Also: Item 4.1 (various) COMPENSATION - Case Management (Compensation Claims).</b></p> <p><b>See Also: Item 5.1 (various) EMPLOYEE MANAGEMENT - Appeals.</b></p> <p><b>See Also: Item 5.3 (various) EMPLOYEE MANAGEMENT - Case Management (Employees).</b></p> <p><b>See Also: Item 5.6 (various) EMPLOYEE MANAGEMENT - Counselling.</b></p> <p><b>See Also: Item 5.7 (various) EMPLOYEE MANAGEMENT - Discipline.</b></p> <p><b>See Also: Item 5.16 (various) EMPLOYEE MANAGEMENT - Separations.</b></p> <p><b>See Also: Item 5.17 (various) EMPLOYEE MANAGEMENT - Training.</b></p> |           |   |
| 5.11.1 | Performance Management        | <p>Records relating to <b>performance</b> monitoring and improvement management for <b>individual employees relating to performance issues</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>documentation of requirements</li> <li>performance development review forms</li> <li>development plans</li> <li>development declarations</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity    | Description (including record examples)  | Status    | Disposal Action   |
|-------------|------------------------|--|-----------|---|
|             |                        | <ul style="list-style-type: none"> <li>• agreements.</li> </ul>  |           |   |
| 5.11.2      | Performance Management | <p>Records relating to <b>performance</b> monitoring and improvement management for <b>individual employees relating to goal setting and career development</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• documentation of requirements</li> <li>• performance development review forms</li> <li>• development plans.</li> </ul>  | TEMPORARY | Retain a minimum of 6 years after action completed, then destroy. |
| <b>5.12</b> | <b>Recruitment</b>     | <p><i>The process of recruiting, which includes applying for approval to fill existing vacancies, the advertising of vacant positions and the handling of applications, interviews, selection, culling and appointment. (KAAA)</i></p> <p><b>See: Item 5.15 (various) EMPLOYEE MANAGEMENT - Screening</b> for conducting criminal history checks, employment screening, or other screening checks.</p> |           |   |
| 5.12.1      | Recruitment            | Records relating to any <b>appointment requiring a Ministerial or Cabinet Submission</b> . Includes appointments of Chief Executives (or equivalent) or Statutory Officers.  | PERMANENT | Retain as State archives.   |
| 5.12.2      | Recruitment            | Records relating to the management of <b>group schemes</b> . Includes traineeships, cadetships, graduate employment or work experience schemes.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 5.12.3      | Recruitment            | Records relating to the <b>marketing of recruitment campaigns</b> .  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|--------|---------------------|--|-----------|--|
| 5.12.4 | Recruitment         | <p>Records relating to the process of <b>recruitment</b> and <b>selection of nominees for specific roles</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• establishment of selection panel</li> <li>• job and person specifications</li> <li>• role descriptions</li> <li>• applications and supporting documentation</li> <li>• assessments and results</li> <li>• record of interviews</li> <li>• selection report</li> <li>• recommendations</li> <li>• delegate's approval.</li> </ul> <p><b>See: 5.3.2 EMPLOYEE MANAGEMENT – Case Management (Employees)</b> for personal file for successful applicant's application and supporting documentation (CV etc).</p> <p><b>See: Item 5.12.5 EMPLOYEE MANAGEMENT – Recruitment</b> for unsuccessful applications.</p> <p><b>See: Item 5.12.6 EMPLOYEE MANAGEMENT – Recruitment</b> for unsolicited applications.</p> | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.  |
| 5.12.5 | Recruitment         | <p>Unsuccessful job applications and supporting documentation.</p> <p><b>See: Item 5.12.4 EMPLOYEE MANAGEMENT – Recruitment</b> for shortlisted applications.</p> <p><b>See: Item 5.12.6 EMPLOYEE MANAGEMENT – Recruitment</b> for unsolicited applications.</p>   | TEMPORARY | Retain a minimum of 12 months after action completed then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|-------------|---------------------|---|-----------|---|
|             |                     | <p><b>See: 5.3.2 EMPLOYEE MANAGEMENT – Case Management (Employees)</b> for personal file for successful applicant’s application and supporting documentation (CV etc).</p>  |           |   |
| 5.12.6      | Recruitment         | Unsolicited job applications and supporting documentation.  | TEMPORARY | Retain until reference ceases, then destroy.  |
| <b>5.13</b> | <b>Remuneration</b> | <p><i>The process of managing the payment of salaries and allowances to employees. Allowances are paid in addition to salary to cover expenses incurred in the course of employment.</i></p> <p><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for transfer in/out and superannuation contribution forms maintained on an employee’s personal file and also used to calculate superannuation or long service leave entitlements. Also for additional and higher duties allowances.</p> <p><b>See Also: Item 5.16 (various) EMPLOYEE MANAGEMENT - Separations.</b></p> |           |   |
| 5.13.1      | Remuneration        | <p><b>Master</b> records relating to leave required to calculate superannuation or long service leave entitlements. Can include unauthorised leave or leave without pay.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• system-based calculations from Human Resource Management Systems.</li> </ul>   | TEMPORARY | <p>Retain a minimum of 100 years after date of birth, then destroy.</p> <p>If no date of birth, retain a minimum of 100 years after action completed, then destroy.</p> |
| 5.13.2      | Remuneration        | <p><b>Other</b> records relating to employee <b>salaries or the verification of attendance</b>.</p> <p>Can include substantive salaries allowances, including for travelling, moving, shifts, meals, allowances not approved, overtime, penalties, deductions, superannuation contributions, leave, adjustments, variations, approvals or rosters.</p> <p>Records can include</p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity    | Description (including record examples)   | Status    | Disposal Action  |
|-------------|------------------------|---|-----------|--|
|             |                        | <ul style="list-style-type: none"> <li>• leave applications</li> <li>• attendance time sheets</li> <li>• certificates</li> <li>• attendance records.</li> </ul> <p><b>Note: For attendance records that may be used as proof of attendance see GDS 47 (as amended) Records of relevance to allegations of Child Abuse matters.</b></p>  |           |  |
| 5.13.3      | Remuneration           | Facilitative records entered/uploaded into system used for the verification of attendance.  | TEMPORARY | Retain a minimum of 6 months after action completed, then destroy. |
| <b>5.14</b> | <b>Representatives</b> | <i>The activities associated with the nomination, appointment or resignation of individuals or groups of employees appointed by the agency or their co-workers as official representatives to agencies, offices, unions, employees' participation committees, councils or groups. Includes agency legal representatives. (KAAA)</i>   |           |  |
| 5.14.1      | Representatives        | <p>Records relating to the <b>nomination, appointment and resignation</b> of agency or employee representatives. Can include representation on WHS Committees, first aid officers, emergency evacuation and fire wardens, safety officers or election of WHS representatives.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• register of WHS representatives.</li> </ul>                   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| <b>5.15</b> | <b>Screening</b>       | <p><i>The activities associated with the screening of prospective or current employees. Includes criminal history checks, child-related employment screening, disability services screening, and vulnerable persons/aged care screening.</i></p> <p><b>See: Item 5.3 (various) EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for summary of action and outcome regarding employee checks and screening.</p> |           |  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|--------|---------------------|---|-----------|---|
| 5.15.1 | Screening           | <p>Copies of <b>criminal history information</b> provided to the agency as the result of a criminal history check conducted by the <b>Commonwealth (Australian Criminal Intelligence Commission or successor, previously CrimTrac)</b> or an accredited body.</p> <p>Includes check directly sought from the Commonwealth if an agency is accredited or check sought from SAPOL if agency not accredited.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• National Police Certificates (previously known as National Police Checks)</li> <li>• Nationally Coordinated Criminal History Checks (previously known as Criminal History Checks).</li> </ul> <p><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for summary of action and outcome/clearance letter regarding employee checks and screening.</p> | TEMPORARY | Such information is the property of either the Commonwealth or SAPOL– maintain and dispose of in accordance with provisions of the contract or memorandum of understanding. |
| 5.15.2 | Screening           | <p>Results provided to the agency <b>by an applicant as part of the recruitment process</b> of National Police Certificates (previously known as National Police Checks), or Nationally Coordinated Criminal History Checks (previously known as Criminal History Checks). Includes information and certificates obtained by an individual as part of pre-engagement/pre-employment/pre-appointment process.</p> <p><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for summary of action and outcome/clearance letter regarding employee checks and screening.</p>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.   |
| 5.15.3 | Screening           | <p>Records relating to <b>other screening</b> of employees or prospective employees by or on behalf of the agency.</p> <p>Can include child-related employment screening such as Working with Children Checks, disability services screening or vulnerable persons/aged</p>   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|--------|---------------------|---|-----------|---|
|        |                     | <p>care screening.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• results of screening checks and</li> <li>• copies of certificates/letters.</li> </ul> <p><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for summary of action and outcome regarding employee checks and screening.</p> <p><b>See: Item 5.15.4 EMPLOYEE MANAGEMENT - Screening</b> for general employment screening.</p> <p><b>See: Item 5.15.5 EMPLOYEE MANAGEMENT - Screening</b> where applications are prepared and submitted by the agency on behalf of the applicant.</p> |           |   |
| 5.15.4 | Screening           | <p>Records relating to <b>general employment screening</b> by or on behalf of the agency.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• results of screening checks</li> <li>• copies of certificates/letters.</li> </ul> <p><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for summary of action and outcome regarding employee checks and screening.</p>  | TEMPORARY | Retain a minimum of 12 months after action completed, then destroy. |
| 5.15.5 | Screening           | <p>Records relating to screening applications prepared and submitted <b>by the agency on behalf of the applicant.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation.</li> </ul>   | TEMPORARY | Retain a minimum of 12 months after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------------|---------------------|--|-----------|---|
|             |                     | <b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for summary of action and outcome/clearance letter regarding employee checks and screening.   |           |   |
| <b>5.16</b> | <b>Separations</b>  | <i>The activities associated with managing any method of leaving an agency. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary employees. Excludes transfers. (KAAA)</i><br><br><b>See: Item 5.3 (various) EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for separation of individuals.<br><b>See: Item 5.8 (various) EMPLOYEE MANAGEMENT - Employment Conditions</b> for redeployment.   |           |   |
| 5.16.1      | Separations         | Records relating to the management of <b>separation schemes</b> such as Voluntary Separation Packages and Targeted Voluntary Separation Packages.<br><br><b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for individual packages.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| 5.16.2      | Separations         | Anonymous exit interviews.<br><br>Records can include <ul style="list-style-type: none"> <li>• surveys.</li> </ul> <b>See: Item 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> for identified exit interviews.  | TEMPORARY | Retain a minimum of 12 months after action completed, then destroy. |
| <b>5.17</b> | <b>Training</b>     | <i>The activities associated with all aspects of training (external/internal) available to employees. (KAAA)</i><br><br><b>Note: Training courses or supervision delivered as an agency's operational function, e.g. external training in standards mandated by the agency or training in a health setting are <u>not</u> covered by this GDS. Include in agency operational RDS.</b><br><br><b>See: Item 13.12 (various) STRATEGIC MANAGEMENT - Integrity Investigations</b> for employee education programs about corruption, misconduct and/or maladministration. |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|--------|---------------------|---|-----------|--|
| 5.17.1 | Training            | Records relating to the development and implementation of strategies and <b>education programs</b> by agencies designed to prevent or minimise <b>corruption, misconduct and/or maladministration</b> in public administration.   | PERMANENT | Retain as State archives.  |
| 5.17.2 | Training            | Records relating to the development and implementation of training and <b>education programs</b> by agencies designed to educate employees on how to manage and respond to <b>incidents or allegations of abuse of children, young people and vulnerable adults</b> .<br><br>Also includes vulnerable adults and adults where the incidents or allegations of abuse occurred as a child.  | PERMANENT | Retain as State archives.  |
| 5.17.3 | Training            | Records relating to the provision of training and induction programs to employees on <b>WHS matters</b> .<br><br>Can include hazard awareness training relevant to specific workplace conditions or training of managers and employees on their WHS responsibilities.<br><br>Records can include <ul style="list-style-type: none"> <li>• handouts</li> <li>• programs</li> <li>• training/workshop notes</li> <li>• workplace induction checklist</li> <li>• administrative arrangements.</li> </ul> | TEMPORARY | Retain a minimum of 30 years after action completed, then destroy. |
| 5.17.4 | Training            | Records relating to the provision of <b>professional training</b> for employees.<br><br>Can include certificate, diploma and/or degree courses at TAFE institutes, universities or other RTOs<br><br>Records can include <ul style="list-style-type: none"> <li>• applications for financial assistance and study leave</li> <li>• approvals</li> <li>• attendance records</li> </ul>   | TEMPORARY | Retain a minimum of 30 years after action completed, then destroy. |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | <ul style="list-style-type: none"> <li>• progress reports</li> <li>• assessments</li> <li>• results.</li> </ul>  |           |   |
| 5.17.5 | Training            | <p>Records relating to the provision of <b>other</b> training for employees. Training can include mentoring, on the job, shadowing, or supervision.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• handouts</li> <li>• programs</li> <li>• training/workshop notes</li> <li>• recordings of interviews/supervision.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 5.17.6 | Training            | <p>Records relating to the <b>development of course material</b> for training <b>employees</b>.</p> <p>Can include courses conducted by the agency or courses conducted by external consultants on behalf of agency.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• handouts</li> <li>• Sharable Content Object Reference Model files (SCORM files)</li> <li>• programs</li> <li>• training/ workshop notes.</li> </ul> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 5.17.7 | Training            | <p>Records relating to the <b>development of course material</b> by the agency <b>for use by external bodies such as RTOs</b>.</p> <p>Can include certificate, diploma and/or degree courses at TAFE institutes, universities or other RTOs.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• handouts</li> <li>• programs</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity         | Description (including record examples)   | Status    | Disposal Action   |
|--------|-----------------------------|---|-----------|---|
|        |                             | <ul style="list-style-type: none"> <li>training/ workshop notes.</li> </ul>   |           |   |
| 5.17.8 | Training                    | <p>Records relating to the <b>evaluation of training courses</b> provided to employees.</p> <p>Can include courses conducted by the agency or conducted by external consultants.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>feedback forms.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 5.17.9 | Training                    | <p>Records relating to <b>administrative arrangements</b> for training.</p> <p>Can include courses conducted by the agency or conducted by external consultants.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>contact lists</li> <li>venue bookings</li> <li>hire of equipment</li> <li>catering records.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 6      | <b>FINANCIAL MANAGEMENT</b> | <p><b>The function of managing the agency’s financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community. (KAAA)</b></p> <p><b>Note: For detailed information on financial management procedures see the Financial Management Framework available from the Department of Treasury and Finance.</b></p> <p><b>Note: Operational records of the Department of Treasury and Finance, Shared Services and the Fines Enforcement and Recovery Unit (such as fines and expiation records), and the Audit Office (formerly Auditor-General’s Department) are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
| 6.1   | <b>Accounting</b>   | <p><i>The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls. (KAAA)</i></p> <p><b>See: Item 6.4 (various) FINANCIAL MANAGEMENT - Control</b> for subsidiary ledgers for fixed assets and for register of unclaimed moneys.</p> <p><b>See: Item 13.12 (various) STRATEGIC MANAGEMENT - Integrity Investigations</b> for records of deficiencies and losses resulting from actual, attempted or suspected fraud, theft, misappropriation or negligence on the part of employees.</p> |           |   |
| 6.1.1 | Accounting          | <p>Records relating to the management of <b>unclaimed moneys</b>. Can include all background information.</p> <p><b>See: Item 6.4.1 FINANCIAL MANAGEMENT – Control</b> for register of unclaimed moneys.</p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.1.2 | Accounting          | <p>Records relating to the collection of <b>moneys from fines and expiation notices</b>.</p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.1.3 | Accounting          | <p>Records relating to the management of <b>banking matters</b>. Can include management of bank accounts, e.g. applications, approvals, closures.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• bank account summaries</li> <li>• bank deposit, withdrawal and direct debit statements</li> <li>• cancelled, lost, replaced and dishonoured cheques.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
| 6.1.4 | Accounting          | <p>Records relating to the management of <b>deficiencies and losses</b>. Can include write-offs and losses, overpayments or recovery of debts.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• summaries of material losses.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.1.5 | Accounting          | <p>Records relating to the management of the agency's <b>contingent assets and liabilities</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• quarterly reports</li> <li>• summaries of contingency assets and contingency liabilities.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.1.6 | Accounting          | <p><b>Master</b> records relating to the management of <b>revenue and expenditure</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• general and subsidiary ledgers</li> <li>• transaction summary records, including payment summary documentation for PAYG purposes</li> <li>• reconciliations, including credit and debit cards</li> <li>• reports for checking and control of accounts payable, accounts, receivable, general ledger</li> <li>• Business Activity Statement (BAS)</li> <li>• periodic system reports for GST compliance</li> <li>• chart of accounts.</li> </ul> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.1.7 | Accounting          | <p><b>Other</b> records relating to the management of <b>revenue and expenditure</b>. Includes discharged liabilities.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• accounts payable batches</li> <li>• accounts receivable batches</li> <li>• approvals</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------|--|-----------|---|
|       |                     | <ul style="list-style-type: none"> <li>• cash books and journals</li> <li>• cheques</li> <li>• claims and payment vouchers</li> <li>• credit card statements</li> <li>• EFTPOS statements</li> <li>• invoices</li> <li>• job time sheets (accounting)</li> <li>• petty cash forms</li> <li>• receipts</li> <li>• sales tax records</li> <li>• statement by supplier re: ABN or PAYG withholding.</li> </ul> <p><b>See: Item 6.1.9 FINANCIAL MANAGEMENT Accounting</b> for invoices supplied to Shared Services SA.</p> |           |   |
| 6.1.8 | Accounting          | <p>Records of agency receipt of cash payments and balance calculations.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• cash register rolls and tapes</li> <li>• cashier rolls</li> <li>• EFTPOS merchant receipts</li> <li>• tally sheets</li> <li>• drawer balance reports</li> <li>• cashiers discrepancies.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after reconciled or 8 years after action completed if not reconciled. |
| 6.1.9 | Accounting          | <p>Invoices received by agencies that are processed and also retained by a shared/bureau service. Includes invoices processed by Shared Services SA on behalf of client agencies.</p> <p><b>See: Item 6.1.7 FINANCIAL MANAGEMENT – Accounting</b> for other invoices.</p>  | TEMPORARY | Retain a minimum of 1 month after payment of invoice finalised, then destroy.                     |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|------------|---------------------|--|-----------|--|
| 6.1.10     | Accounting          | <p><b>Cardholder data</b> relating to a purchase transaction, i.e:</p> <ul style="list-style-type: none"> <li>• Primary Account Number (PAN) <sup>1</sup></li> <li>• cardholder name <sup>2</sup></li> <li>• service code <sup>2</sup></li> <li>• expiration date <sup>2</sup>.</li> </ul> <p><b>Note 1:</b> Mask PAN when displayed; the first six and last four digits are the maximum number of digits you may display (not applicable for authorised people with a legitimate business need to see the full PAN). Render PAN, at minimum, unreadable anywhere it is stored.</p> <p><b>Note 2:</b> These data elements must be protected if stored in conjunction with the PAN. Protection should be per PCI DSS (<i>Payment Card Industry Data Security Standards</i>) requirements for general protection of the cardholder data environment.</p> | TEMPORARY | Retain a minimum of 6 months after action completed, then destroy. |
| 6.1.11     | Accounting          | Sensitive <b>cardholder authentication data</b> relating to a purchase transaction. Includes full magnetic stripe data, CVV2/CAV2/CVC2/CID and PIN/PIN block.  | TEMPORARY | Destroy immediately after authorisation.                           |
| <b>6.2</b> | <b>Allocation</b>   | <i>The process of assigning money, items or equipment to employees or agency units. (KAAA)</i>   |           |  |
| 6.2.1      | Allocation          | Records relating to the <b>allocation of credit cards to employees.</b>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| 6.2.2      | Allocation          | Records relating to the <b>allocation of funds</b> within the agency. Can include allocations to agency units or allocations for specific programs.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|------------|---------------------|--|-----------|---|
| <b>6.3</b> | <b>Budgeting</b>    | <i>The process of planning the use of expected income and expenditure over a specified period. (KAAA)</i>  |           |   |
| 6.3.1      | Budgeting           | <p><b>Records relating to budgeting of significant new</b> policy proposals or programs. Can include detailed justification and substantial background information.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• budget bi-lateral bids.</li> </ul>                                 | PERMANENT | Retain as State archives.   |
| 6.3.2      | Budgeting           | <p><b>Annual budget estimates</b> submitted by the Chief Executive to the Minister for approval.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• annual budget estimates</li> <li>• revised estimates.</li> </ul>  | PERMANENT | Retain as State archives.   |
| 6.3.3      | Budgeting           | <p>Records relating to the <b>development of agency budget estimates.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• working papers</li> <li>• calculations</li> <li>• costings of ongoing programs</li> <li>• periodic returns to treasury</li> <li>• budget reviews.</li> </ul> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.3.4      | Budgeting           | <p><b>Regional office, business unit or branch records</b> relating to agency budget estimates.</p> <p>Can include submissions for input into whole of agency budget.</p>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity         | Description (including record examples)   | Status    | Disposal Action  |
|-------|-----------------------------|---|-----------|--|
| 6.4   | <b>Control</b>              | <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, form design etc to ensure maximum control over records and recordkeeping system. Also includes control mechanisms for other information resources and systems. (KAAA)</i></p> <p><b>See Also: Item 5.5 (various) EMPLOYEE MANAGEMENT - Control.</b></p> <p><b>See Also: Item 9.2 (various) INFORMATION MANAGEMENT - Control.</b></p> |           |  |
| 6.4.1 | Control                     | <p><b>Master, summary records</b> relating to control of <b>core</b> financial management records and systems.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• register of unclaimed moneys required to be maintained under Treasurer's Instructions</li> <li>• register of financial delegations</li> <li>• register of contracts.</li> </ul> <p><b>See: Item 6.1.1 FINANCIAL MANAGEMENT – Accounting</b> for management of unclaimed moneys.</p>          | PERMANENT | Retain as State archives.  |
| 6.4.2 | Control                     | <p><b>Master, summary records</b> relating to control of <b>secondary</b> financial management records and systems.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• register of contractors and suppliers</li> <li>• register of tenders.</li> </ul>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 6.5   | <b>Financial Statements</b> | <p><i>The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year. (KAAA)</i></p> <p><b>See: Item 13.22.1 STRATEGIC MANAGEMENT - Reporting</b> for annual reports containing financial statements.</p>   |           |  |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity  | Description (including record examples)   | Status    | Disposal Action   |
|------------|----------------------|---|-----------|---|
| 6.5.1      | Financial Statements | Records relating to the consolidated or <b>summary annual statements</b> of accounts <b>not captured</b> in the agency's annual report or the Auditor-General's annual report.  | PERMANENT | Retain as State archives.   |
| 6.5.2      | Financial Statements | Records relating to <b>other annual statements</b> of accounts. Includes annual financial statements to the Auditor-General.  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| <b>6.6</b> | <b>Grant Funding</b> | <p><i>The activities associated with the application for and receipt of grants. (KAAA)</i></p> <p><b>Note: Records of agencies that disburse grants to other agencies or organisations are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p>   |           |   |
| 6.6.1      | Grant Funding        | Records relating to <b>successful applications</b> made by the agency for grants.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.6.2      | Grant Funding        | Records relating to <b>unsuccessful applications</b> made by the agency for grants.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>6.7</b> | <b>Insurance</b>     | <p><i>The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and employees against injury or death resulting from incidents on the agency's premises or whilst engaged during employment. (KAAA)</i></p> <p><b>See Also: Item 4 (various) COMPENSATION.</b></p> |           |   |
| 6.7.1      | Insurance            | Records relating to the management of <b>workers compensation</b> insurance policies and levies covering <b>employees</b> . Includes insurance for injury or death resulting from accidents or incidents while on duty.   | TEMPORARY | Retain for 30 years after term of policy or                       |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|------------|---------------------|---|-----------|---|
|            |                     | Records can include <ul style="list-style-type: none"> <li>insurance policies.</li> </ul>   |           | levy premium expires, then destroy.   |
| 6.7.2      | Insurance           | Records relating to the management of insurance policies and levies covering <b>members of boards and committees, clients or visitors. Includes</b> injury or death resulting from accidents or incidents while on duty.<br><br>Records can include <ul style="list-style-type: none"> <li>insurance policies.</li> </ul>         | TEMPORARY | Retain for 30 years after term of policy or levy premium expires, then destroy. |
| 6.7.3      | Insurance           | Records relating to the management of <b>other</b> insurance policies and levies. Can include civil liability, loss or damage to property, travel, strata arrangements, professional indemnity or construction.<br><br>Records can include <ul style="list-style-type: none"> <li>insurance policies.</li> </ul>                  | TEMPORARY | Retain for 5 years after term of policy or levy premium expires, then destroy.  |
| <b>6.8</b> | <b>Payments</b>     | <i>The activities involved in the preparation and payment of money, except in cases of payment of membership fees and subscriptions to journals, etc. Includes payment of employee expenses in attending public service interviews, etc. (KAAA)</i><br><br><b>See Also: Item 6.1 (various) FINANCIAL MANAGEMENT - Accounting.</b> |           |   |
| 6.8.1      | Payments            | Records relating to <b>special or ex gratia</b> payments over \$1000.   | PERMANENT | Retain as State archives.   |
| 6.8.2      | Payments            | Records relating to <b>other</b> payments of money. Includes special or ex gratia payments under \$1000 or payment of employee expenses.<br><br>Records can include <ul style="list-style-type: none"> <li>claims</li> <li>approvals</li> <li>other supporting documentation.</li> </ul>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.               |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity                     | Description (including record examples)   | Status    | Disposal Action           |
|-------|---|---|-----------|---------------------------|
| 6.9   | <b>Procurement (Goods and Services)</b> | <p><i>The activities involved in arranging, assessing, procuring and managing the performance of work or the provision of goods or services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Also includes the process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.</i></p> <p><b>Note: Where an agency is responsible for providing consultancy services to other agencies or organisations, i.e. contracting-in, the related records are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>Note: Where an agency is responsible for Across-Government tenders and contracts, the related records are <u>not</u> covered by this GDS. Include in agency operational RDS. However, the records of other agencies participating in such contracts <u>are</u> covered by this GDS.</b></p> <p><b>See Also: Item 1.2 (various) ASSET/ PHYSICAL RESOURCE MANAGEMENT – Acquisition (Assets).</b></p> <p><b>See Also: Item 13.13 (various) STRATEGIC MANAGEMENT - Joint Ventures.</b></p> |           |                           |
| 6.9.1 | Procurement (Goods and Services)        | <p>Records relating to the receipt and assessment of <b>tenders</b> that are significant, and/or have created <b>major public interest, or created controversy</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expressions of interest</li> <li>• specifications</li> <li>• public notices</li> <li>• submissions</li> <li>• evaluation arrangements</li> <li>• final reports and recommendations.</li> </ul> <p><b>See: Item 6.9.2 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for tenders relating to asbestos or other hazardous materials removal and/or remediation works.</p>  | PERMANENT | Retain as State archives. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity              | Description (including record examples)  | Status    | Disposal Action   |
|-------|----------------------------------|--|-----------|---|
|       |                                  | <b>See: Item 6.9.3 FINANCIAL MANAGEMENT - Procurement (Goods and Services) for other tenders.</b>  |           |   |
| 6.9.2 | Procurement (Goods and Services) | <p>Records relating to the receipt and assessment of <b>tenders</b> relating to <b>asbestos or other hazardous materials removal and/or remediation works</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expressions of interest</li> <li>• specifications</li> <li>• public notices</li> <li>• submissions</li> <li>• evaluation arrangements</li> <li>• final reports and recommendations.</li> </ul> <p><b>See: Item 6.9.5 FINANCIAL MANAGEMENT- Procurement (Goods and Services)</b> for management of contracts relating to asbestos, or other hazardous materials removal and/or remediation work.</p> | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 6.9.3 | Procurement (Goods and Services) | <p>Records relating to the receipt and assessment of <b>other tenders</b>. Can include successful tenders, unsuccessful tenders or tenders not proceeded with.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expressions of interest</li> <li>• specifications</li> <li>• public notices</li> <li>• submissions</li> <li>• evaluation arrangements</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity              | Description (including record examples)   | Status    | Disposal Action           |
|-------|----------------------------------|---|-----------|---------------------------|
|       |                                  | <ul style="list-style-type: none"> <li>final reports and recommendations.</li> </ul> <p><b>See: Item 6.9.1 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for tenders that are significant, and/or have created major public interest, or created controversy.</p> <p><b>See: Item 6.9.2 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for tenders relating to asbestos or other hazardous materials removal and/or remediation works.</p>   |           |                           |
| 6.9.4 | Procurement (Goods and Services) | <p>Records relating to the management of <b>contracts</b> that:</p> <ul style="list-style-type: none"> <li>are significant, and/or</li> <li>have created major public interest, or</li> <li>created controversy.</li> </ul> <p>Records include</p> <ul style="list-style-type: none"> <li>contracts</li> <li>agreements</li> <li>terms and conditions</li> <li>guarantees and undertakings</li> <li>contract performance records</li> <li>contract variations</li> <li>related correspondence.</li> </ul> <p><b>See: Item 6.9.5 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for contracts relating to asbestos or other hazardous materials removal and/or remediation works.</p> <p><b>See: Item 6.9.6 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for other contracts under seal (specialty contracts).</p> | PERMANENT | Retain as State archives. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity              | Description (including record examples)  | Status    | Disposal Action   |
|-------|----------------------------------|--|-----------|---|
|       |                                  | <p><b>See: Item 6.9.7 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for other contracts not under seal (simple contracts).</p>   |           |   |
| 6.9.5 | Procurement (Goods and Services) | <p>Records relating to the management of <b>contracts</b> relating to asbestos, or other hazardous materials removal and/or remediation work.</p> <p>Records include</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• agreements</li> <li>• terms and conditions</li> <li>• guarantees and undertakings</li> <li>• contract performance records</li> <li>• contract variations</li> <li>• related correspondence.</li> </ul> <p><b>See: Item 6.9.2 FINANCIAL MANAGEMENT- Procurement (Goods and Services)</b> for receipt and assessment of tenders relating to asbestos or other hazardous materials removal and/or remediation works.</p> <p><b>See: Item 6.9.4 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for contracts that are significant, and/or have created major public interest, or created controversy.</p> <p><b>See: Item 6.9.6 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for other contracts under seal (specialty contracts).</p> <p><b>See: Item 6.9.7 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for other contracts not under seal (simple contracts).</p> | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 6.9.6 | Procurement (Goods and Services) | <p>Records relating to the management of <b>other contracts under seal</b> (specialty contracts).</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• contracts proceeded with</li> </ul>  | TEMPORARY | Retain a minimum of 17 years after action completed, then destroy.  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity              | Description (including record examples)   | Status    | Disposal Action   |
|-------|----------------------------------|---|-----------|---|
|       |                                  | <ul style="list-style-type: none"> <li>• contracts finalised but not proceeded with</li> <li>• agreements</li> <li>• terms and conditions</li> <li>• guarantees and undertakings</li> <li>• contract performance records</li> <li>• contract variations</li> <li>• related correspondence.</li> </ul> <p><b>See: Item 6.9.4 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for contracts that are significant, and/or have created major public interest, or created controversy.</p> <p><b>See: Item 6.9.5 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for contracts relating to asbestos or other hazardous materials removal and/or remediation works.</p> <p><b>See: Item 6.9.7 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for other contracts not under seal (simple contracts).</p> |           |   |
| 6.9.7 | Procurement (Goods and Services) | <p>Records relating to the management of <b>other contracts not under seal</b> (simple contracts).</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• contracts proceeded with</li> <li>• contracts finalised but not proceeded with</li> <li>• agreements</li> <li>• terms and conditions</li> <li>• guarantees and undertakings</li> <li>• contract performance records</li> <li>• contract variations and</li> <li>• related correspondence.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity              | Description (including record examples)  | Status    | Disposal Action   |
|-------|----------------------------------|--|-----------|---|
|       |                                  | <p><b>See: Item 6.9.4 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for contracts that are significant, and/or have created major public interest, or created controversy.</p> <p><b>See: Item 6.9.5 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for contracts relating to asbestos or other hazardous materials removal and/or remediation works.</p> <p><b>See: Item 6.9.6 FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for other contracts under seal (specialty contracts).</p>   |           |   |
| 6.9.8 | Procurement (Goods and Services) | <p>Records relating to the <b>acquisition of routine goods and services not requiring a contract</b>. Can include stationery, catering or kitchen supplies, external publications and library materials.</p> <p>Also includes records documenting <b>administrative arrangements</b> relating to procurement <b>and other</b> source records retained in <b>business units or regional offices</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• quotations</li> <li>• requisitions</li> <li>• orders</li> <li>• subscriptions</li> <li>• approvals</li> <li>• invoices</li> <li>• purchase order</li> <li>• book butts.</li> </ul> <p><b>See: Item 1.2 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT - Acquisition (Assets)</b> for acquisition of property and other assets.</p> | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

**OFFICIAL**

General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity              | Description (including record examples)   | Status    | Disposal Action   |
|-------------|----------------------------------|---|-----------|---|
| 6.9.9       | Procurement (Goods and Services) | Records relating to <b>unsuccessful quotations</b> for the procurement of goods and services.<br><br><b>See: Item 1.2.4 ASSET/PHYSICAL RESOURCE MANAGEMENT - Acquisition (Assets) for unsuccessful quotations</b> for assets and physical resources.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>6.10</b> | <b>Taxation</b>                  | <i>The activities associated with preparing Commonwealth and State taxation returns, dealing with Commonwealth private taxation rulings and complying with tax obligations such as Fringe Benefits Tax (FBT), Goods and Services Tax (GST) and Pay As You Go (PAYG). Also includes managing any other taxation matters required of agencies through legislation or Treasurer's Instructions.</i>  |           |   |
| 6.10.1      | Taxation                         | Records relating to <b>taxation matters</b> of the agency. Includes tax exemptions or external tax advice.<br><br>Records can include <ul style="list-style-type: none"> <li>• Fringe Benefits Tax (FBT) records</li> <li>• Business Activity Statements (BAS)</li> <li>• certificates</li> <li>• tax payment records (including Pay As You Go (PAYG) withholding tax)</li> <li>• Goods and Services Tax (GST) records</li> <li>• payroll tax records</li> <li>• correspondence with the Australian Tax Office and Treasury</li> <li>• tax exempt applications to ATO.</li> </ul> | TEMPORARY | Retain a minimum of 6 years after action completed, then destroy. |
| 6.10.2      | Taxation                         | Records relating to <b>fringe benefits tax</b> liabilities of individuals.<br><br>Records can include <ul style="list-style-type: none"> <li>• returns</li> <li>• declarations</li> <li>• supporting documentation.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity              | Description (including record examples)  | Status    | Disposal Action   |
|-------------|----------------------------------|--|-----------|---|
| 6.10.3      | Taxation                         | Agency copies of payment summaries and employee termination payment statements.<br>Records can include <ul style="list-style-type: none"> <li>group certificates.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 6.10.4      | Taxation                         | Records relating to employee <b>income tax declarations</b> .  | TEMPORARY | Retain a minimum of 2 years after separation, then destroy.       |
| <b>6.11</b> | <b>Treasury Management</b>       | <i>The process of managing the funds of an agency in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans. (KAAA)</i>  |           |   |
| 6.11.1      | Treasury Management              | Records relating to management of the agency's appropriations, investments loans or trust accounts.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| <b>7</b>    | <b>GOVERNMENT RELATIONS</b>      | <b>The function of administering the formal relationship between the agency and those processes of government not covered by other general administrative or functional keywords. Includes the agency's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments. (KAAA)</b> |           |   |
| <b>7.1</b>  | <b>Addresses (Presentations)</b> | <i>The activity of giving addresses for training, professional, community relations, government relations or sales purposes. Includes speeches and multi-media presentations. (KAAA)</i><br><br><b>See Also: Item 3.1 COMMUNITY RELATIONS - Addresses (Presentations).</b><br><b>See: Item 5.17 (various) EMPLOYEE MANAGEMENT - Training</b> for presentations by employees at training seminars, workshops, etc.  |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity       | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------------|--|-----------|---|
|       |                           | <b>See: Item 3.3 (various) COMMUNITY RELATIONS – Conferences</b> for presentations and addresses given at conferences.   |           |   |
| 7.1.1 | Addresses (Presentations) | <p>Records relating to addresses and presentations <b>given by Chief Executive (or equivalent) or senior executives</b> at events.</p> <p>Includes events arrangement by the agency, events arranged by the other government agencies, professional associations and organisations.</p> <p><b>See: Item 3.3 (various) COMMUNITY RELATIONS – Conferences</b> for presentations and addresses given at conferences.</p> <p><b>See: Item 3.5 (various) COMMUNITY RELATIONS – Events</b> for arranging and managing events organised by the agency.</p> <p><b>See: Item 7.1.2 GOVERNMENT RELATIONS - Addresses</b> for addresses and presentations given by employees at events.</p>                       | PERMANENT | Retain as State archives.   |
| 7.1.2 | Addresses (Presentations) | <p>Records relating to addresses and presentations given by <b>other employees</b> at <b>events</b>.</p> <p>Includes events arranged by the agency, events arranged by other government agencies, professional associations and organisations.</p> <p><b>See: Item 3.3 (various) COMMUNITY RELATIONS – Conferences</b> for presentations and addresses given at conferences.</p> <p><b>See: Item 3.5 (various) COMMUNITY RELATIONS – Events</b> for arranging and managing events organised by the agency.</p> <p><b>See: Item 7.1.1 GOVERNMENT RELATIONS - Addresses (Presentations)</b> for addresses and presentations given by Chief Executive (or equivalent) or senior executives at events.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity          | Description (including record examples)   | Status    | Disposal Action   |
|-------|------------------------------|---|-----------|---|
| 7.1.3 | Addresses<br>(Presentations) | Records relating to addresses and presentations of a <b>routine or informational nature</b> . Includes working papers or speeches.<br><br><b>See: Item 3.5 (various) COMMUNITY RELATIONS – Events</b> for arranging and managing events organised by the agency.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 7.2   | <b>Briefings (Agencies)</b>  | <p><i>The activities associated with agencies providing submissions, advice, responses to representations and briefings to the Minister, Cabinet, Cabinet Committees and other agencies and governments, including:</i></p> <ul style="list-style-type: none"> <li>• <i>the preparation and submission of a formal statement supporting a case or opinion held by the agency that is submitted to the Premier, the Minister, Cabinet or another agency or government, for the purpose of either gain or support</i></li> <li>• <i>offering opinions to the Minister as to an action or judgement and providing briefings to the Minister on aspects of agency policies, procedures, obligations and liabilities. Includes the process of advising</i></li> <li>• <i>preparing responses to the questions raised in Parliament and elsewhere by Members of Parliament on behalf of their constituents</i></li> <li>• <i>preparing responses to community-based representations that have been directed to the agency by the Minister (Ministerial responses).</i></li> </ul> <p><b>Note: Records held by Cabinet, Cabinet Administrative Subcommittee (formerly Cabinet Sub-Committee), Cabinet Committees and Cabinet Task Forces are not covered by this GDS. Include in agency operational RDS.</b></p> <p><b>Note: In accordance with DPC guidance Ministers are responsible to the Premier for the safe keeping and retention of original Cabinet documents. Cabinet Office returns the version tabled in Cabinet (which includes the decision and any annotations by the Premier as Chair of Cabinet) to Ministers to be stored with the original documents. This is despite the electronic lodgement of submission copies via Shrike (formerly the Electronic Cabinet Online (ECO) system).</b></p> <p><b>The master copy of Cabinet documents (including ‘Sensitive: SA Cabinet’ documents, Submissions to Cabinet or Cabinet Administrative Subcommittee (formerly Cabinet Sub-committee), Cabinet matters for noting, Board or Committee appointments requiring approval by Cabinet or Executive Council, Version tabled in Cabinet and returned to Minister by Cabinet Office) should be held by Ministers’ Offices and then transferred to the custody</b></p> |           |   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity                               | Description (including record examples)   | Status    | Disposal Action   |
|-------|---|---|-----------|---|
|       |   | <p><b>of the Office of the relevant Chief Executive or to State Records during the term of government or prior to each State Election.</b></p> <p><b>Note: Ministerial Offices use GDS 50 v1 (as amended): 1.3 (various) MINISTERIAL RELATIONS – Cabinet Relations for Cabinet documents held and prepared by a Minister’s Office (or prepared by a portfolio agency on the Minister’s behalf).</b></p> <p><b>See Also: Item 2.1 (various) BOARD AND COMMITTEE MANAGEMENT - Advice.</b></p> <p><b>See Also: Item 11.1 (various) LEGAL SERVICES - Advice.</b></p> <p><b>See Also: Item 13.2 (various) STRATEGIC MANAGEMENT – Advice.</b></p> |           |   |
|       | <b><i>Ministerial and Cabinet Submissions</i></b> |   |           |   |
| 7.2.1 | Briefings (Agencies)                              | <p>Records relating to the provision of <b>submissions, advice and briefings</b> to the <b>Minister</b> which relate to:</p> <ul style="list-style-type: none"> <li>• contentious issues, or</li> <li>• issues of major significance to the agency, or</li> <li>• issues of major significance to the community at large.</li> </ul> <p>Includes</p> <ul style="list-style-type: none"> <li>• Ministerial briefings</li> <li>• Ministerial briefings (attaching draft cabinet submission/notes for consideration of the Minister)</li> <li>• Reports to the Minister</li> <li>• Minister speech notes.</li> </ul>                           | PERMANENT | Retain as State archives.   |
| 7.2.2 | Briefings (Agencies)                              | <p>Records relating to <b>other submissions, advice or briefings to the Minister</b> relating to the operational functions of the agency.</p> <p>Includes</p> <ul style="list-style-type: none"> <li>• Ministerial briefings</li> <li>• Ministerial briefings (attaching draft cabinet submission/notes for consideration of the Minister)</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity             | Description (including record examples)  | Status    | Disposal Action   |
|-------|---------------------------------|--|-----------|---|
|       |                                 | <ul style="list-style-type: none"> <li>• Reports to the Minister</li> <li>• Minister speech notes.</li> </ul>  |           |   |
| 7.2.3 | Briefings (Agencies)            | Records relating to official drafts/versions of Cabinet submissions/notes relating to the functions of the agency that do not progress to the Minister.<br><br><b>See: Item 7.2.4 GOVERNMENT RELATIONS - Briefings (Agencies)</b> for copies of Cabinet documents held for reference purposes. | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 7.2.4 | Briefings (Agencies)            | Copies of Cabinet documents held for reference purposes by the agency.<br><br><b>See: Items 7.2.1, 7.2.2 and 7.2.3 GOVERNMENT RELATIONS - Briefings (Agencies)</b> for Cabinet Submissions/Notes drafted for the Minister for consideration.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
|       | <b><i>Other Submissions</i></b> |  |           |   |
| 7.2.5 | Briefings (Agencies)            | Records relating to <b>submissions</b> : <ul style="list-style-type: none"> <li>• to other agencies or other governments made directly by the agency, or</li> <li>• that are Across-Government and coordinated by the agency.</li> </ul>   | PERMANENT | Retain as State archives.   |
| 7.2.6 | Briefings (Agencies)            | Records relating to <b>agency contributions</b> to across-government submissions to lead or responsible agencies.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
|       | <b><i>Responses</i></b>         |  |           |   |
| 7.2.7 | Briefings (Agencies)            | Records relating to the provision of <b>responses</b> to Ministerials or to Parliamentary Questions <b>where there is evidence of subsequent changes</b>   | PERMANENT | Retain as State archives.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity   | Description (including record examples)   | Status    | Disposal Action   |
|------------|---|---|-----------|---|
|            |   | <b>to government or agency policy.</b> Includes responses to Ministerial enquiries.   |           |   |
| 7.2.8      | Briefings (Agencies)  | Records relating to the provision of <b>other</b> responses to Ministerials and Parliamentary Questions. Includes responses to Ministerial enquiries.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 7.2.9      | Briefings (Agencies)  | <b>Department or business unit</b> records relating to responses to community-based representations.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>7.3</b> | <b>Inquiries</b>  | <p>The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Coronial and Ombudsman Inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or employees. (KAAA)</p> <p><b>Note: Records created or managed by Royal Commissions or Commissions of Inquiry are <u>not</u> covered by this GDS. These <u>are</u> covered by GDS 26 v1 (as amended).</b></p> <p><b>Operational records of the Coroner's Court and Ombudsman SA are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 13.12 (various) STRATEGIC MANAGEMENT - Integrity Investigations</b> for investigations by the Office for Public Integrity and Inquiry Agencies.</p> |           |   |
|            | <b><i>Inquiries relating directly to the functions of the agency.</i></b> |   |           |   |
| 7.3.1      | Inquiries   | Records relating to the provision of <b>submissions and statements</b> of information to the Inquiry. Includes implementation of the recommendations of the Inquiry.  | PERMANENT | Retain as State archives.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No  | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|---|---------------------|---|-----------|--|
|   |                     | <p>Inquiries can include Royal Commissions, Parliamentary, coronial investigations, coronial inquests, and Ombudsman Inquiries.</p> <p>Includes all <b>coronial investigations and inquests</b> including where there were <b>no adverse findings or recommendations</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• submissions</li> <li>• statements of information</li> <li>• interview transcripts</li> <li>• findings of coronial investigation or coronial inquest</li> <li>• report of recommendations.</li> </ul> <p><b>See: Item 7.3.2 GOVERNMENT RELATIONS – Inquiries for other Inquiries</b> where there were <b>no adverse findings or recommendations</b>.</p> |           |  |
| 7.3.2   | Inquiries           | <p>Records relating to other Inquiries where there are no adverse findings or recommendations.</p> <p><b>See: Item 7.3.1 GOVERNMENT RELATIONS – Inquiries for all coronial investigations and inquests</b> including where there were <b>no adverse findings or recommendations</b>.</p>  | TEMPORARY | Retain a minimum of 30 years after action completed, then destroy. |
| <b><i>Inquiries not relating directly to the functions of the agency.</i></b> |                     |   |           |  |
| 7.3.3   | Inquiries           | <p>Records which include <b>input by the agency or a nil response</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• submissions</li> <li>• statements of information</li> <li>• interview transcripts</li> <li>• report of recommendations.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|------------|---------------------|---|-----------|---|
|            |                     | <b>See: Item 7.3.1 GOVERNMENT RELATIONS – Inquiries</b> for all coronial investigations and inquests including where there were <b>no adverse findings or recommendations</b> .   |           |   |
| <b>7.4</b> | <b>Visits</b>       | <i>The activities involved in arranging visits by other agencies or organisations, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the agency. Includes arranging visits by employees to other agencies or organisations. (KAAA)</i><br><br><b>See: Item 3.12 (various) COMMUNITY RELATIONS - Visits</b> for records relating to visits <b>to or by non-government organisations</b> . |           |   |
| 7.4.1      | Visits              | Records relating to <b>official visits</b> to either the agency by dignitaries or delegations from other governments or by agency employees to other government organisations either in Australia or overseas.<br><br><b>See: Item 7.4.2 GOVERNMENT RELATIONS – Visits</b> for other visits.  | PERMANENT | Retain as State archives.   |
| 7.4.2      | Visits              | Records relating to <b>other</b> visits either: <ul style="list-style-type: none"> <li>to the agency from other agencies or other governments, or</li> <li>by agency employees to other agencies or governments.</li> </ul> Includes <ul style="list-style-type: none"> <li>Ministerial visits.</li> </ul> <b>See: Item 7.4.2 GOVERNMENT RELATIONS – Visits</b> for official visits.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 7.4.3      | Visits              | Records relating to <b>administrative arrangements</b> associated with visits.<br>Includes security arrangements or travel arrangements.<br><br><b>See: Item 13.22.4 STRATEGIC MANAGEMENT - Reporting</b> for Travel expenses proactive disclosure.   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity            | Description (including record examples)   | Status    | Disposal Action  |
|-------|--------------------------------|---|-----------|--|
| 8     | <b>INDUSTRIAL RELATIONS</b>    | <b>The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbiter and reports of the state of industrial relations within the agency. (KAAA)</b>              |           |  |
| 8.1   | <b>Advice</b>                  | <p><i>The activities associated with offering opinions by or to the agency as to an action or judgement. Includes process of advising. (KAAA)</i></p> <p><b>See Also: Item 7.2 (various) GOVERNMENT RELATIONS – Briefings (Agencies).</b></p> <p><b>See Also: Item 11.1 (various) LEGAL SERVICES - Advice.</b></p> <p><b>See Also: Item 13.2 (various) STRATEGIC MANAGEMENT - Advice.</b></p> |           |  |
| 8.1.1 | Advice                         | <p>Records relating to the provision of <b>substantial</b> advice to the <b>Minister or Chief Executive</b>.</p> <p>Advice relating to substantial aspects of agency in relation to industrial relations policies, industrial relations procedures, functions, obligations and/or liabilities.</p>  | PERMANENT | Retain as State archives.  |
| 8.1.2 | Advice                         | <p>Records relating to <b>other advice</b> concerning industrial relations matters, but <u>excluding</u> legal advice.</p> <p>Includes advice to stakeholders, such as employer and employee associations.</p> <p><b>See: Item 11.1 (various) LEGAL SERVICES – Advice</b> for legal advice.</p>   | TEMPORARY | Retain a minimum of 17 years after action completed, then destroy. |
| 8.2   | <b>Agreements (Industrial)</b> | <i>The processes associated with the establishment, maintenance, review and negotiation of workplace agreements and awards.</i>   |           |  |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity     | Description (including record examples)  | Status    | Disposal Action   |
|-------|-------------------------|--|-----------|---|
| 8.2.1 | Agreements (Industrial) | <p>Records relating to the negotiation, implementation and review of industrial agreements or awards affecting agency employees and or where the agency has substantial input.</p> <p>Includes state awards or state agreements.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• master copy of determinations</li> <li>• master copy of agreements and awards</li> <li>• agency-wide contentious agreements</li> <li>• precedent-setting agreements.</li> </ul> | PERMANENT | Retain as State archives.   |
| 8.2.2 | Agreements (Industrial) | <p>Records relating to <b>other</b> industrial agreements and awards.</p> <p>Includes Federal awards or agreements and awards where the agency <b>does not</b> have substantial input.</p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 8.2.3 | Agreements (Industrial) | <p>Records relating to negotiations that <b>do <u>not</u> result in enterprise agreements or awards.</b></p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 8.2.4 | Agreements (Industrial) | <p>Records accumulated during the enterprise bargaining process.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• working papers</li> <li>• draft agreements</li> <li>• proposals</li> <li>• notes</li> <li>• voting slips (secret ballot).</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity           | Description (including record examples)  | Status    | Disposal Action   |
|------------|-------------------------------|--|-----------|---|
| <b>8.3</b> | <b>Appeals</b>                | <p><i>The activities involved in the process of appeals against decisions by application to a higher authority. (KAAA)</i></p> <p><b>See: Item 5.1 EMPLOYEE MANAGEMENT - Appeals</b> for appeals by individual employees or a class of individuals.</p>  |           |   |
| 8.3.1      | Appeals                       | Records relating to policy advice or advocacy assistance in <b>unfair dismissal cases</b> where the <b>claim has Across-Government implications</b> .  | PERMANENT | Retain as State archives.   |
| 8.3.2      | Appeals                       | Records relating to agency appeals of decisions relating to Fair Work, enterprise bargaining, <i>Fair Work Act 1994</i> (as amended), or enterprise agreements.  | PERMANENT | Retain as State archives.   |
| <b>8.4</b> | <b>Disputes (Industrial)</b>  | <p><i>The process of handling any disagreement pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc. (KAAA)</i></p> <p><b>See: Item 8.2.4 INDUSTRIAL RELATIONS – Agreements (Industrial)</b> for secret ballot/voting slips etc.</p>   |           |   |
| 8.4.1      | Disputes (Industrial)         | Records relating to industrial action or disputes that have a major impact on agency operations or are of a precedent-setting nature. Can include strikes or conciliation and dispute resolution processes.  | PERMANENT | Retain as State archives.   |
| 8.4.2      | Disputes (Industrial)         | Records relating <b>other</b> industrial action or disputes.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| <b>9</b>   | <b>INFORMATION MANAGEMENT</b> | <p><b>The function of managing the agency’s information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records.</b></p> <p><b>Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources.</b></p> |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity          | Description (including record examples)  | Status    | Disposal Action  |
|-------|------------------------------|--|-----------|--|
|       |                              | <p><b>Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword. (KAAA)</b></p> <p><b>Note: Operational records of State Records and the State Library of South Australia are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See Also: Item 10 (various) INFORMATION TECHNOLOGY.</b></p>  |           |  |
| 9.1   | <b>Case Management (FOI)</b> | <p><i>Cases that relate to particular incidents, persons, agencies, organisations or clients. Includes the process of obtaining access to information held as records by government agencies, government ministers and other public bodies in accordance with Freedom of Information (FOI) legislation. Includes appeals to external authorities.</i></p> <p><b>Note: Includes Freedom of Information (FOI) case files where a number of activities are kept together on the one file.</b></p> <p><b>Note: ‘Action Completed’, in the case of FOI case files, is when the matter is ‘determined’ as prescribed by the <i>Freedom of Information Act 1991</i> (as amended).</b></p> <p><b>Note: For original documents subject to applications under the FOI Act, including withheld and amended documents, retain until all action completed and FOI appeal period has expired, then dispose of in accordance with relevant disposal schedule, i.e. GDS 30 or an agency operational RDS.</b></p> |           |  |
| 9.1.1 | Case Management (FOI)        | <p>Records relating to the management of FOI cases that are precedent-setting or generate substantial public interest or are referred to external authorities as part of the prescribed appeal process.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• case files.</li> </ul>   | PERMANENT | Retain as State archives.  |
| 9.1.2 | Case Management (FOI)        | <p>Records relating to the management of FOI cases that are <b>contentious</b>, or involve:</p> <ul style="list-style-type: none"> <li>• recurring or protracted requests, or</li> <li>• amendments to records, or</li> </ul>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity   | Description (including record examples)  | Status    | Disposal Action   |
|------------|-----------------------|--|-----------|---|
|            |                       | <ul style="list-style-type: none"> <li>• internal reviews, or</li> <li>• Redress claims.</li> </ul> Records can include <ul style="list-style-type: none"> <li>• case files.</li> </ul> <p><b>See: Item 11.2.3 LEGAL SERVICES – Litigation</b> for Redress requests from Crown Solicitor’s Office or Redress Unit.</p>   |           |   |
| 9.1.3      | Case Management (FOI) | Records relating to the management of <b>FOI</b> cases that are routine or are of a non-contentious nature.<br><br>Records can include <ul style="list-style-type: none"> <li>• case files.</li> </ul>   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 9.1.4      | Case Management (FOI) | Records relating to the management of <b>FOI</b> applications that are withdrawn or referred to other agencies.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>9.2</b> | <b>Control</b>        | <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, form design etc to ensure maximum control over records and recordkeeping system. Also includes control mechanisms for other information resources and systems. (KAAA)</i></p> <p><b>See Also: Item 1.16.1 ASSET/PHYSICAL RESOURCE MANAGEMENT - Stocktake.</b></p> <p><b>See Also: Item 5.5 (various) EMPLOYEE MANAGEMENT - Control.</b></p> <p><b>See Also: Item 6.4 (various) FINANCIAL MANAGEMENT - Control.</b></p> <p><b>See Also: Item 9.3 (various) INFORMATION MANAGEMENT – Data Administration.</b></p> |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|-------|---------------------|--|-----------|--|
| 9.2.1 | Control             | <p><b>Master, summary records</b> relating to central control of agency recordkeeping systems.</p> <p>Includes details of control numbers, titles, record abstracts, date ranges, disposal schedules used, records transferred to archives or destruction dates.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• registers</li> <li>• indexes</li> <li>• registers of documents under seal.</li> </ul> | PERMANENT | Retain as State archives.  |
| 9.2.2 | Control             | <p><b>Metadata</b> elements used for records control, and evidence of complying with Metadata Standards, including South Australian Recordkeeping Metadata Standard (SARKMS).</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• metadata within an EDRMS (e.g. file and document registration, disposal details)</li> <li>• data maps/matrices.</li> </ul>   | PERMANENT | Retain as State archives.  |
| 9.2.3 | Control             | <p>Records relating to <b>administrative classification schema</b> for agency-specific and general records.</p> <p>Includes classification schema developed by or for the agency or obtained externally.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• Keyword AAA Thesaurus of Administrative Terms (KAAA).</li> </ul>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 9.2.4 | Control             | <p><b>Supplementary</b> records supporting central control of agency records.</p> <p>Includes</p> <ul style="list-style-type: none"> <li>• barcodes</li> <li>• locations</li> <li>• file movements</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity        | Description (including record examples)   | Status    | Disposal Action  |
|------------|----------------------------|---|-----------|--|
|            |                            | <ul style="list-style-type: none"> <li>• resubmits</li> <li>• subsidiary registers kept in branch, regional or project offices</li> <li>• working records relating to identifying and describing metadata elements.</li> </ul>  |           |  |
| 9.2.5      | Control                    | Control records documenting agency <b>library collections</b> .<br><br>Records can include <ul style="list-style-type: none"> <li>• library catalogues</li> <li>• resource centre catalogues.</li> </ul>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| <b>9.3</b> | <b>Data Administration</b> | <p><i>The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption. (KAAA)</i></p> <p><b>See: Item 10.2 (various) INFORMATION TECHNOLOGY - System Management</b> for records that relate to the management of databases as systems.</p> <p><b>See: Item 13.25 (various) STRATEGIC MANAGEMENT - Risk Management</b> for identification of vital records.</p> <p><b>See: Item 9.2.2 INFORMATION MANAGEMENT – Control</b> for Metadata Standard and SARKMS defined control metadata.</p> |           |  |
| 9.3.1      | Data Administration        | Records relating to the management of <b>metadata elements not related to the control</b> of records.<br><br>Records can include <ul style="list-style-type: none"> <li>• metadata attached to digital platforms, e.g. databases, documents, electronic records, websites, intranets, workflow etc.</li> </ul> <p><b>See: Item 9.2.1 INFORMATION MANAGEMENT – Control</b> for summary records relating to central control of agency recordkeeping systems.</p>  | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|------------|---------------------|--|-----------|---|
|            |                     | <b>See: Item 9.2.2 INFORMATION MANAGEMENT – Control</b> for Metadata Standard and SARKMS defined control metadata.   |           |   |
| 9.3.2      | Data Administration | Records relating to the planning, coordination and migration of <b>data between information systems</b> . Includes information systems such as EDRMS or line-of-business systems.  | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy.                          |
| 9.3.3      | Data Administration | Records relating to <b>administrative support</b> for the maintenance of data standards, data definitions and data dictionaries. Includes software operating manuals or records that explain the meaning, purpose, logical relationships, use, and origin of data.   | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy.                          |
| <b>9.4</b> | <b>Disposal</b>     | <i>The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into low cost or archival storage. (KAAA)</i>   |           |   |
| 9.4.1      | Disposal            | Records relating to the <b>destruction</b> of <b>temporary</b> records.<br>Records can include: <ul style="list-style-type: none"> <li>• destruction registers</li> <li>• destruction lists and approvals</li> <li>• destruction certificates.</li> </ul> <b>See: Item 9.4.2 INFORMATION MANAGEMENT – Disposal</b> for the management of temporary or permanent records. | PERMANENT | Retain as State archives.   |
| 9.4.2      | Disposal            | Records relating to the management of <b>temporary</b> or <b>permanent</b> records. Includes transfer of temporary records to secondary storage or transfer of permanent records to State Records.<br>Records can include <ul style="list-style-type: none"> <li>• consignment/box lists</li> <li>• receipts of transfer</li> </ul>                                      | TEMPORARY | Retain for life of agency.<br><br>Upon cessation of agency refer to <i>Managing Records</i> |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|------------|---------------------|--|-----------|--|
|            |                     | <ul style="list-style-type: none"> <li>• public access determinations</li> <li>• consignment lists</li> <li>• series registrations</li> <li>• agency registrations</li> <li>• agency user nomination forms.</li> </ul> <p><b>See: Item 9.4.1 INFORMATION MANAGEMENT – Disposal</b> for the destruction of temporary records.</p> |           | <i>During Administrative Change Guideline.</i>                     |
| 9.4.3      | Disposal            | <p>Records relating to the <b>development of records disposal schedules</b> specific to the operations of the agency.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• appraisal reports</li> <li>• agency copy of disposal schedule/s.</li> </ul>  | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |
| 9.4.4      | Disposal            | <p>Records documenting <b>administrative arrangements</b> relating to the management of temporary or permanent records.</p> <p>Records can include:</p> <ul style="list-style-type: none"> <li>• courier arrangements</li> <li>• retrieval requests.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.  |
| 9.4.5      | Disposal            | Records relating to the disposal of <b>library materials</b> and other information products.   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.  |
| <b>9.5</b> | <b>Distribution</b> | <i>The activities associated with disseminating items, correspondence or publications through sales, deliveries or other customer services. (KAAA)</i>   |           |  |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No         | Function / Activity         | Description (including record examples)   | Status    | Disposal Action   |
|------------|-----------------------------|---|-----------|---|
| 9.5.1      | Distribution                | <p>Records relating to the arrangement for the receipt and dispatch of mail.</p> <p>Includes arrangement of courier services and electronic data interchange.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• transmission reports e.g. fax delivery reports and read receipts</li> <li>• courier booking forms</li> </ul>  | TEMPORARY | Retain a minimum of 12 months after action completed, then destroy. |
| 9.5.2      | Distribution                | <p>Records relating to the distribution of correspondence and other items in the agency.</p> <p>Records can include:</p> <ul style="list-style-type: none"> <li>• mail and distribution lists</li> <li>• internal directories.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.   |
| <b>9.6</b> | <b>Enquiries Management</b> | <p><i>The activities associated with the handling of requests for information about the agency and its services by the general public, employees or another agency or organisation.</i></p> <p><b>See: Item 11.2 (various) LEGAL SERVICES - Litigation</b> for enquiries relating to legal cases.</p> <p><b>See Also: Item 3.4 (various) COMMUNITY RELATIONS - Enquiries.</b></p> <p><b>See Also: Item 3.10 (various) COMMUNITY RELATIONS - Public Reaction.</b></p> <p><b>See Also: Item 9.1 (various) INFORMATION MANAGEMENT - Case Management (FOI).</b></p> |           |   |
| 9.6.1      | Enquiries Management        | <p>Records relating to the provision of <b>access to information</b> such as through administrative access processes or internal enquiries.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• requests from Tribunals or Ombudsman's Office</li> <li>• information management enquiries.</li> </ul> <p><b>See: Item 9 (various) INFORMATION MANAGEMENT</b> for access to information through the <i>State Records Act 1997</i> or <i>FOI Act</i>.</p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No    | Function / Activity          | Description (including record examples)  | Status    | Disposal Action  |
|-------|------------------------------|--|-----------|--|
|       |                              | <p><b>See: Item 11.2 (various) LEGAL SERVICES - Litigation</b> for access to information through litigation and subpoenas, discovery orders, and requests from Crown Solicitor’s Office or Redress Unit.</p> <p><b>See: Item 13.22.4 STRATEGIC MANAGEMENT - Reporting</b> for proactive disclosure.</p>  |           |  |
| 9.7   | <b>Intellectual Property</b> | <p><i>The activities involved in managing the agency’s intellectual property, both published and unpublished. Includes copyright, patents, trademarks, royalties and matters of confidentiality such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation. (KAAA)</i></p> <p><b>See: Item 5.10 (various) EMPLOYEE MANAGEMENT - Infringements</b> for infringements by employees.</p> <p><b>See: Item 11.2 (various) LEGAL SERVICES - Litigation</b> for records relating to legal cases.</p> |           |  |
| 9.7.1 | Intellectual Property        | Records relating to the <b>establishment of copyright, patents and trademarks</b> administered by the agency.  | PERMANENT | Retain as State archives.  |
| 9.7.2 | Intellectual Property        | <p>Records relating to <b>infringement</b> of agency intellectual property.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• breach notification.</li> </ul> <p><b>See: Item 11.2 (various) LEGAL SERVICES - Litigation</b> for records relating to infringement legal cases.</p>   | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 9.7.3 | Intellectual Property        | <p>Records relating to the ongoing management of copyright, patents and trademarks.</p> <p>Includes requests to reproduce material from the agency’s records or publications, agency requests to reproduce material in which another party holds the intellectual property or administration of royalties received by the agency.</p>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |

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| No         | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|------------|---------------------|---|-----------|---|
| <b>9.8</b> | <b>Preservation</b> | <p><i>The activities involved in the preservation, conservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources.</i></p> <p><b>Note: Operational records of agencies where preservation is a core function such as Artlab, State Records, State Library, and History Trust etc are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p>  |           |   |
| 9.8.1      | Preservation        | Master copy of an <b>agency's conservation plan</b> for the preservation of records and other information resources.  | PERMANENT | Retain as State archives.   |
| 9.8.2      | Preservation        | Records relating to <b>specialised conservation projects</b> for agency records. Includes conservation projects for specific collection of records such as photographs.<br><br>Records can include <ul style="list-style-type: none"> <li>• conservation surveys</li> <li>• consultant reports and recommendations.</li> </ul>  | PERMANENT | Retain as State archives.   |
| 9.8.3      | Preservation        | Records relating to <b>other</b> conservation activities. Includes environmental control of storage areas or book repairs.<br><br>Records can include <ul style="list-style-type: none"> <li>• temperature monitoring worksheets/ readings</li> <li>• humidity readings.</li> </ul>   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| <b>9.9</b> | <b>Privacy</b>      | <p><i>The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information. (KAAA)</i></p> <p><b>See: Item 9.10 (various) INFORMATION MANAGEMENT - Security</b> for the protection of other/non-personal data.</p> |           |   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|-------------|---------------------|---|-----------|--|
| 9.9.1       | Privacy             | Records relating to the management of <b>privacy cases</b> that are precedent-setting or generate substantial public interest or are referred to external authorities, e.g. Privacy Committee of South Australia.<br><br>Records can include <ul style="list-style-type: none"> <li>case files.</li> </ul>  | PERMANENT | Retain as State archives.  |
| 9.9.2       | Privacy             | Records relating to the management of other <b>privacy matters</b> . Includes privacy breaches including investigations and responding to complaints other cases involving the management of privacy or ongoing protection of information to ensure privacy.<br><br>Records can include <ul style="list-style-type: none"> <li>case files</li> <li>special procedures for management of personal information</li> <li>consent forms for use of images/personal information for publication.</li> </ul>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| <b>9.10</b> | <b>Security</b>     | <i>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. (KAAA)</i><br><br><b>See: Item 1.15 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT - Security</b> for the security of assets and physical resources.<br><br><b>See: Item 5.7 (various) EMPLOYEE MANAGEMENT - Discipline</b> for disciplinary action involving security breaches by employees.<br><br><b>See: Item 5.15 (various) EMPLOYEE MANAGEMENT - Screening</b> for conducting criminal history checks, employment screening, or other screening checks.<br><br><b>See: Item 10.2 (various) INFORMATION TECHNOLOGY - System Management</b> for IT security restrictions. |           |  |
| 9.10.1      | Security            | Records relating to breaches of security (including cyber security) or incidents resulting in the laying of criminal or civil charges or where sabotage is strongly suspected. Includes external hacking of data, intrusion to restricted   | PERMANENT | Retain as State archives.  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | <p>areas, cyber-terrorism, intentional damage or deletion of information/data or liaison with law enforcement agencies. Includes records of investigations.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• audit trails</li> <li>• breaches</li> <li>• compliance</li> <li>• event logs</li> <li>• policies</li> <li>• testing.</li> </ul> <p><b>See: Item 9.10.2 INFORMATION MANAGEMENT - Security</b> to other breaches of security or incidents not resulting in laying of criminal or civil charges or where sabotage is not suspected.</p>   |           |   |
| 9.10.2 | Security            | <p>Records relating to <b>other</b> breaches of security (including cyber security) or incidents not resulting in laying of criminal or civil charges or where sabotage is not suspected. Includes records of investigations.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• audit trails</li> <li>• breaches</li> <li>• compliance</li> <li>• event logs</li> <li>• policies</li> <li>• testing.</li> </ul> <p><b>See: Item 9.10.1 INFORMATION MANAGEMENT- Security</b> to other breaches of security or incidents resulting in laying of criminal or civil charges or where sabotage is strongly suspected.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

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| No     | Function / Activity           | Description (including record examples)  | Status    | Disposal Action   |
|--------|-------------------------------|--|-----------|---|
| 9.10.3 | Security                      | Records relating to the provision of <b>ongoing protection</b> for agency information.<br>Includes special security arrangements for sensitive/ confidential information.  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 10     | <b>INFORMATION TECHNOLOGY</b> | <p><b>The function of developing or acquiring, testing and implementing systems and applications to support the business needs of an agency to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and the licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Websites.</b></p> <p><b>Note: Operational records of agencies that create, control and manage Across-Government systems as a core function, e.g. Office of the Chief Information Officer, are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 1 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT</b> for records relating to Information Technology hardware and equipment.</p> <p><b>See: Item 1.2.3 ASSET/PHYSICAL RESOURCE MANAGEMENT – Acquisition (Assets)</b> for records relating to the acquisition of software, hardware and applications.</p> <p><b>See: Item 9 (various) INFORMATION MANAGEMENT</b> for records relating to information content.</p> |           |   |
| 10.1   | <b>Maintenance (IT)</b>       | <p><i>The activities associated with keeping systems and applications in effective operation on a daily basis.</i></p> <p><b>See: Item 1.12 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT - Maintenance</b> for the maintenance of equipment.</p> <p><b>See: Item 6.9 (various) FINANCIAL MANAGEMENT - Procurement (Goods and Services)</b> for maintenance contracts for systems and applications.</p> <p><b>See Also: Item 10.2 (various) INFORMATION TECHNOLOGY - System Management.</b></p>   |           |   |

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| No     | Function / Activity      | Description (including record examples)   | Status    | Disposal Action  |
|--------|--------------------------|---|-----------|--|
| 10.1.1 | Maintenance (IT)         | <p>Records relating to the <b>maintenance</b> of systems and applications.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• service histories</li> <li>• work orders</li> <li>• authorisations</li> <li>• LAN and WAN usage reports.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.              |
| 10.2   | <b>System Management</b> | <p><i>The activities associated with the building, development, upgrading, prototyping, accessing, testing and decommissioning of IT systems and applications. Includes developing software and programming codes to run business applications, specification, testing, pilots, prototyping and metadata requirements.</i></p> <p><i>Includes the management of regular programs of backups and journals and monitoring usage and response times. Also includes management of security restrictions such as user rules and passwords.</i></p> <p><b>Note: Does not include backups or exports used to store records / data not held in any other system e.g. decommissioned systems, to meet recordkeeping requirements. These records must be actively managed in accordance with recordkeeping standards for the duration of the retention periods of the records / data content. Such records are also subject to the Freedom of Information Act 1991 and any disposal freezes.</b></p> <p><b>See: Item 9.3 (various) INFORMATION MANAGEMENT - Data Administration</b> for the administration and management of data/information content.</p> <p><b>See: Item 1.7 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT – Disposal (Assets)</b> for the disposal of IT hardware and equipment.</p> <p><b>See: Item 9.4 (various) INFORMATION MANAGEMENT - Disposal</b> for the disposal of actual data.</p> <p><b>See Also: 10.1.1 INFORMATION TECHNOLOGY – Maintenance (IT).</b></p> |           |  |
| 10.2.1 | System Management        | <p>Records relating to the <b>development, upgrade and modelling, modification, decommissioning</b> of systems and applications that become <b>operational</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• surveys</li> </ul>  | TEMPORARY | Retain a minimum of 10 years after superseded or decommissioned, then destroy. |

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| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|--------|---------------------|--|-----------|--|
|        |                     | <ul style="list-style-type: none"> <li>• status reports</li> <li>• pilot documentation</li> <li>• operational specifications</li> <li>• flowcharts</li> <li>• requirements analyses,</li> <li>• data models</li> <li>• security impact assessments</li> <li>• change logs</li> <li>• usage protocols.</li> </ul> <p><b>See: Item 10.2.2 INFORMATION TECHNOLOGY - Systems Management</b> for systems and applications <b>not proceeded with</b>.</p>  |           |  |
| 10.2.2 | System Management   | <p>Records relating to the <b>development, upgrade, modelling, modification, decommissioning modification</b> of systems and applications <b>not proceeded with</b>.</p> <p><b>See: Item 10.2.1 INFORMATION TECHNOLOGY - Systems Management</b> for systems and applications implemented.</p>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.  |
| 10.2.3 | System Management   | <p>Records relating to the <b>definition, approval, and management of security controls that restrict access</b> to information, systems and networks based on information sensitivity, security classification, or user role/authority.</p> <p>Records can include:</p> <ul style="list-style-type: none"> <li>• user identity and role definitions</li> <li>• access control rules and restrictions</li> <li>• approvals and authorisations for access</li> <li>• credentials maintained as part of security control frameworks (e.g. passwords).</li> </ul> | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |

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| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
| 10.2.4 | System Management   | <p>Records relating to the <b>technical enablement, maintenance, and operation of access</b> to systems and networks, once access has been authorised.</p> <p>Records can include:</p> <ul style="list-style-type: none"> <li>• access requests and provisioning records</li> <li>• authentication credentials in use (e.g. passwords)</li> <li>• encryption keys</li> <li>• digital certificates and trust artefacts.</li> </ul>  | TEMPORARY | Retain a minimum of 5 years after action, then destroy            |
| 10.2.5 | System Management   | <p>Records relating to the <b>implementation and ongoing management</b> of applications and systems.</p> <p>Includes operation and usage, <b>disaster recovery and system restoration backups</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• backup tapes</li> <li>• backups to cloud</li> <li>• internet service logs</li> <li>• employee internet use logs</li> <li>• data logs</li> <li>• system and event logs</li> <li>• Domain name system (DNS) and web proxy event logs</li> <li>• system access logs</li> <li>• internet access logs</li> <li>• system change logs.</li> </ul> <p><b>Note: Does not include backups or exports used to store records / data not held in any other system e.g. decommissioned systems to meet recordkeeping requirements. These records must be actively managed in accordance with recordkeeping standards for the duration of the retention periods of the records / data content.</b></p> | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity   | Description (including record examples)   | Status    | Disposal Action   |
|--------|-----------------------|---|-----------|---|
|        |                       | <p><b>Such records are also subject to the <i>Freedom of Information Act 1991</i> and any disposal freezes.</b></p>   |           |   |
| 10.2.6 | System Management     | <p>Records relating to the <b>implementation and ongoing management</b> of applications and systems. Includes operation and usage and <b>routine backups</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• backup tapes</li> <li>• backups to cloud.</li> </ul> <p><b>Note: Does not include backups or exports used to store records / data not held in any other system e.g. decommissioned systems to meet recordkeeping requirements. These records must be actively managed in accordance with recordkeeping standards for the duration of the retention periods of the records / data content.</b></p> <p><b>Such records are also subject to the <i>Freedom of Information Act 1991</i> and any disposal freezes.</b></p> | TEMPORARY | Retain a minimum of 1 month after action completed, then destroy. |
| 11     | <b>LEGAL SERVICES</b> | <p><b>The function of providing legal services to the agency. Includes the interpretation and provision of advice to the agency regarding legal matters and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Crown Solicitor's Office. (KAAA)</b></p> <p><b>Note: Operational records of the Attorney-General's Department, including the Crown Solicitor's Office and the Redress Unit, are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p>  |           |   |
| 11.1   | <b>Advice</b>         | <p><i>The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)</i></p> <p><b>Note: For legal advice relating to matters for which the agency maintains a case file, e.g. compensation claims, grievance complaints, contracts, FOI applications, etc dispose as for the related case file in accordance with this GDS or agency operational RDS.</b></p>   |           |   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|-------------|---------------------|--|-----------|--|
|             |                     | <p><b>See Also: Item 2.1 (various) BOARD AND COMMITTEE MANAGEMENT - Advice.</b></p> <p><b>See Also: Item 7.2 (various) GOVERNMENT RELATIONS – Briefings (Agencies).</b></p> <p><b>See Also: Item 8.1 (various) INDUSTRIAL RELATIONS - Advice.</b></p> <p><b>See Also: Item 13.2 (various) STRATEGIC MANAGEMENT - Advice.</b></p>   |           |  |
| 11.1.1      | Advice              | Records relating to the seeking and receiving of <b>opinions from the Crown Solicitor’s Office and other legal practitioners</b> relating to agency operations.  | PERMANENT | Retain as State archives.  |
| 11.1.2      | Advice              | <p>Legal advice relating to:</p> <ul style="list-style-type: none"> <li>• interpretation of legislation administered by the agency, or</li> <li>• precedent-setting matters or matters generating substantial public interest and/or debate, or</li> <li>• matters resulting in substantial changes to agency policy and/or procedures, or</li> <li>• matters concerning incidents or allegations of abuse of children and young people. Also includes vulnerable adults or adults where the incidents or allegations of abuse occurred as a child.</li> </ul> | PERMANENT | Retain as State archives.  |
| 11.1.3      | Advice              | Records relating to <b>other</b> legal advice.   | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| <b>11.2</b> | <b>Litigation</b>   | <p><i>The activities involved in managing lawsuits or legal proceedings between the agency and other parties. (KAAA)</i></p> <p><b>Note: For legal advice relating to matters for which the agency maintains a case file, e.g. compensation claims, grievance complaints, contracts, FOI applications, etc dispose as for the related case file in accordance with this GDS or agency operational RDS.</b></p>   |           |  |

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| No   | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|--|---------------------|---|-----------|--|
| <b>See Also: Item 9.6 (various) INFORMATION MANAGEMENT – Enquiries Management.</b> |                     |   |           |  |
| 11.2.1   | Litigation          | <p>Records relating to managing lawsuits or legal proceedings that are precedent-setting matters or matters generating substantial public interest and/or debate or matters resulting in substantial changes to agency policy and/or procedures.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• case files</li> <li>• copies of documents.</li> </ul>  | PERMANENT | Retain as State archives.  |
| 11.2.2   | Litigation          | <p>Records relating to litigation or legal proceedings of <b>other</b> matters.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• case files</li> <li>• copies of documents.</li> </ul>   | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 11.2.3   | Litigation          | <p>Records relating to the implementation of <b>subpoenas, discovery orders, and requests from Crown Solicitor’s Office or Redress Unit.</b> Includes <b>arrangements</b> for agency witnesses to attend court.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• list of documents discovered</li> <li>• copies of records provided</li> </ul> <p><b>See: Item 9.1.2 INFORMATION MANAGEMENT - Case Management (FOI)</b> for Freedom of Information (FOI) requests.</p> | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |

OFFICIAL

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity           | Description (including record examples)  | Status    | Disposal Action   |
|--------|-------------------------------|--|-----------|---|
| 12     | <b>PUBLICATION MANAGEMENT</b> | <p><i>The function associated with having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, mockups, printing, web publishing, etc.), marketing, and supply of publications by the agency.</i></p> <p><i>Includes external publications (such as technical papers, issue papers, articles for professional journals and reports) and leaflets and booklets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons.</i></p> <p><i>Also includes online or web-based services eg. websites, and internal online services, e.g. intranet pages, and publications distributed on removable storage media eg. CD, DVD, USB flash drives.</i></p> <p><b>Note: See the relevant function and activity for social media postings and responses (including forwarding other agency’s social media postings).</b></p> <p><b>Note: See the relevant function and activity for generic broadcast publications.</b></p> <p><b>See: Item 9.9.2 INFORMATION MANAGEMENT - Privacy</b> for consent forms relating to publication.</p> |           |   |
| 12.1   | <b>Corporate Style</b>        | <p><i>The activity of compiling and administering guidelines on the consistency in written style, graphic design etc within the agency’s documents. Includes designing logos, letterhead, stationery, publications, etc that incorporate the corporate image of the agency. (KAAA)</i></p>   |           |   |
| 12.1.1 | Corporate Style               | <p>Records relating to the development and implementation of the corporate style of the agency. Includes styles for agency documents, stationery, publications, forms or templates.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agency style manuals</li> <li>• revisions and updates.</li> </ul>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 12.2   | <b>Distribution</b>           | <p><i>The activities associated with disseminating items, correspondence or publications through sales, deliveries or other customer services. (KAAA)</i></p>  |           |   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | <p><b>Note: Copies of agency publications, including digital publications and pamphlets, should be lodged with the State Library and Parliamentary Library under Legal Deposit provisions of the <i>Libraries Act 1982</i>. This can be undertaken through the National eDeposit service.</b></p>  |           |   |
| 12.2.1 | Distribution        | <p>Records relating to the <b>distribution of agency publications</b>. Includes monitoring of supply.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• circulation lists</li> <li>• stock inventories.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 12.3   | <b>Production</b>   | <p><i>The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding, etc. (KAAA)</i></p> <p><b>See: Item 3.9.1 COMMUNITY RELATIONS – Media Relations</b> for media releases and articles.</p> <p><b>See: Item 13.22.1 STRATEGIC MANAGEMENT - Reporting</b> for annual reports.</p>   |           |   |
| 12.3.1 | Production          | <p><b>Master copy</b> of agency publications.</p> <p>Includes publications produced by the agency or publications produced on behalf of the agency.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• journals</li> <li>• books</li> <li>• external newsletters</li> <li>• articles.</li> </ul> <p><b>See: Item 12.3.2 PUBLICATION MANAGEMENT - Production</b> for internal employee publications e.g. staff newsletters.</p> <p><b>Note: Copies of agency publications, including digital publications and pamphlets, should be lodged with the State Library and Parliamentary</b></p> | PERMANENT | Retain as State archives.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|--------|---------------------|---|-----------|---|
|        |                     | <b>Library under Legal Deposit provisions of the <i>Libraries Act 1982</i>. This can be undertaken through the National eDeposit service.</b>   |           |   |
| 12.3.2 | Production          | Internal employee publications e.g. newsletters.<br>Records can include <ul style="list-style-type: none"> <li>• periodic staff newsletters/bulletins.</li> </ul>   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 12.3.3 | Production          | Periodic ' <b>snapshots</b> ' of agency services.<br>Includes printed or electronically stored, in-house services, e.g. intranet, online or web-based.<br>Records can include <ul style="list-style-type: none"> <li>• web pages.</li> </ul>  | PERMANENT | Retain as State archives.   |
| 12.3.4 | Production          | Records relating to arrangements for <b>design and production</b> of agency publications.<br>Includes printing, copying, arrangements for production of films, videos, multi-media, online services.<br>Records can include <ul style="list-style-type: none"> <li>• simple contracts with suppliers/ providers.</li> </ul> | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 12.3.5 | Production          | Records relating to the <b>preparation</b> of agency publications.<br>Records can include <ul style="list-style-type: none"> <li>• drafts</li> <li>• notes</li> <li>• reference material</li> <li>• galley proofs</li> <li>• bromides</li> <li>• mock-ups</li> <li>• artwork</li> </ul>                                     | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

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| No     | Function / Activity                    | Description (including record examples)   | Status    | Disposal Action                            |
|--------|--|---|-----------|--|
|        |  | <ul style="list-style-type: none"> <li>• camera-ready copies</li> <li>• final printing masters.</li> </ul>  |           |  |
| 13     | <b>STRATEGIC MANAGEMENT</b>            | <p><b>The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring, and reviewing of business plans, strategic plans, work plans, corporate plans, energy and waste management plans and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation that provides the legislative basis for the agency. (KAAA)</b></p>   |           |  |
| 13.1   | <b>Abuse Incidents and Allegations</b> | <p><i>The activities associated with receiving, managing, investigating, reporting on and responding to incidents or allegations of abuse of children, young people and vulnerable adults. Also includes vulnerable adults or adults where the incidents or allegations of abuse occurred as a child.</i></p> <p><b>See Also: GDS 47 (as amended) Records of relevance to allegations of Child Abuse matters.</b></p> <p><b>See: Item 5.17.2 EMPLOYEE MANAGEMENT –Training</b> for records relating to the development and implementation of training and education programs by agencies designed to educate employees on how to manage and respond to incidents or allegations of abuse.</p> <p><b>See: Item 11.1 (various) LEGAL SERVICES – Advice</b> for matters concerning incidents or allegations of abuse.</p> <p><b>See: Item 13.2 (various) STRATEGIC MANAGEMENT - Advice</b> for matters concerning incidents or allegations of abuse.</p> <p><b>See: Item 13.17.3 STRATEGIC MANAGEMENT – Policy</b> for records relating to the formulation, implementation and review of agency policies relating to the management of and response to abuse incidents or allegations.</p> <p><b>See: Item 13.18.2 STRATEGIC MANAGEMENT - Procedures</b> for records relating to the formulation, implementation and review of agency procedures relating to abuse incidents or allegations.</p> |           |  |
| 13.1.1 | Abuse Incidents and Allegations        | Records relating to children and young people. Also includes vulnerable adults or adults where the incidents or allegations of abuse occurred as a child.   | TEMPORARY | Retain a minimum of 105 years after action |

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| No     | Function / Activity             | Description (including record examples)   | Status    | Disposal Action  |
|--------|---------------------------------|---|-----------|--|
|        |                                 | <p>Includes records relating to:</p> <ul style="list-style-type: none"> <li>the receipt and investigation of incidents of abuse or allegations of abuse including the receipt of the complaint or allegation, evidence, records of interviews conducted, supporting materials and research and appeals of decisions made. Also includes material provided to/from external law enforcement agencies.</li> <li>actions taken to address allegations and cases of abuse and related matters, including counselling, discipline and decisions of external authorities.</li> <li>the provision of support, redress or remedial action for individuals who have made allegations of abuse.</li> <li>internal or external reviews of the process of handling incidents or allegations of abuse. Includes final review report, recommendations, consultations and supporting material and evidence.</li> </ul> |           | completed, then destroy.   |
| 13.1.2 | Abuse Incidents and Allegations | <p>Records relating to vulnerable adults.</p> <p>Includes records relating to:</p> <ul style="list-style-type: none"> <li>the receipt and investigation of incidents of abuse or allegations of abuse including the receipt of the complaint or allegation, evidence, records of interviews conducted, supporting materials and research and appeals of decisions made. Also includes material provided to/from external law enforcement agencies.</li> <li>actions taken to address allegations and cases of abuse and related matters, including counselling, discipline and decisions of external authorities.</li> <li>the provision of support, redress or remedial action for individuals who have made allegations of abuse.</li> </ul>  | TEMPORARY | Retain a minimum of 45 years after action completed, then destroy. |

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| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action           |
|--------|---------------------|--|-----------|---------------------------|
| 13.2   | <b>Advice</b>       | <p><i>The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. (KAAA)</i></p> <p><b>See Also: 7.2 (various) GOVERNMENT RELATIONS – Briefings (Agencies)</b> for advice provided external to the agency, e.g. Premier, Minister, Cabinet, Parliament, etc.</p> <p><b>See: Item 8.1 (various) INDUSTRIAL RELATIONS - Advice</b> for advice concerning industrial relations matters.</p> <p><b>See: Item 11.1 (various) LEGAL SERVICES - Advice</b> for legal advice.</p>   |           |                           |
| 13.2.1 | Advice              | <p>Records relating to the provision of <b>advice to senior executive</b>, including Chief Executives (or equivalent) or advice to Officers occupying statutory positions within the agency, relating to</p> <ul style="list-style-type: none"> <li>• <b>substantive</b> aspects of agency or</li> <li>• matters concerning <b>incidents or allegations of abuse of children, young people and vulnerable adults</b>.</li> </ul> <p>Also includes vulnerable adults or adults where the incidents or allegations of abuse occurred as a child:</p> <ul style="list-style-type: none"> <li>• policies</li> <li>• procedures</li> <li>• functions</li> <li>• obligations and/or</li> <li>• liabilities.</li> </ul> <p>Records include</p> <ul style="list-style-type: none"> <li>• formal minutes</li> <li>• briefings.</li> </ul> | PERMANENT | Retain as State archives. |

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| No          | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|-------------|---------------------|---|-----------|--|
| 13.2.2      | Advice              | Records relating to the provision of advice to <b>senior executive</b> , including Chief Executives (or equivalent) or advice to Officers occupying statutory positions within the agency, on <b>other</b> aspects of agency policies, procedures, functions, obligations and liabilities.<br><br>Includes advice to Chief Executives (or equivalent) or to officers occupying statutory positions within the agency.<br><br>Records include <ul style="list-style-type: none"> <li>• formal minutes</li> <li>• briefings.</li> </ul> | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |
| 13.2.3      | Advice              | Records relating to the provision of <b>other</b> advice.<br><br>Records include <ul style="list-style-type: none"> <li>• formal minutes</li> <li>• briefings.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| <b>13.3</b> | <b>Agreements</b>   | <i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>   |           |  |
| 13.3.1      | Agreements          | Records relating to agreements concerning <b>substantial aspects</b> of agency including policies, procedures, functions, obligations and/or liabilities. Includes development, maintenance and review of agreements.<br><br>Records can include <ul style="list-style-type: none"> <li>• Memoranda of Understanding (MOU)</li> <li>• Memorandum of Administrative Arrangement (MOAA)</li> <li>• executed/signed agreements.</li> </ul>   | PERMANENT | Retain as State archives.  |
| 13.3.2      | Agreements          | Records relating to agreements <b>under seal</b> . Includes development, maintenance and review of agreements or agreements finalised but not proceeded with.<br><br>Records can include <ul style="list-style-type: none"> <li>• Memoranda of Understanding (MOU)</li> </ul>   | TEMPORARY | Retain a minimum of 17 years after action completed, then destroy. |

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| No          | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|-------------|---------------------|--|-----------|---|
|             |                     | <ul style="list-style-type: none"> <li>Memorandum of Administrative Arrangement (MOAA)</li> <li>executed/signed agreements.</li> </ul>   |           |   |
| 13.3.3      | Agreements          | <p>Records relating to agreements <b>not under seal</b>.</p> <p>Includes development, maintenance and review of agreements or agreements finalised but not proceeded with.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>Memoranda of Understanding (MOU)</li> <li>Memorandum of Administrative Arrangement (MOAA)</li> <li>executed/signed agreements.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.3.4      | Agreements          | <b>Supplementary</b> records relating to the development, maintenance and review of agreements.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.4</b> | <b>Audit</b>        | <i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. (KAAA)</i> |           |   |
| 13.4.1      | Audit               | Official audit reports on compliance of agency programs and operations with accepted <b>WHS standards</b> .  | PERMANENT | Retain as State archives.   |
| 13.4.2      | Audit               | <b>Supplementary</b> records relating to <b>WHS</b> audits. Includes arrangements for inspection of workplaces and records.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity  | Description (including record examples)   | Status    | Disposal Action   |
|-------------|----------------------|---|-----------|---|
| 13.4.3      | Audit                | Records relating to <u>internal or external</u> audits resulting in <b>significant</b> changes to agency policy, procedures, systems, facilities and/or processes. Includes financial audits, and audits by the Auditor-General.<br><br><b>See: Item 13.4.4 STRATEGIC MANAGEMENT – Audit</b> for other audits.  | PERMANENT | Retain as State archives.   |
| 13.4.4      | Audit                | Records relating to <b>other</b> <u>internal or external</u> audits of agency policy, procedures, systems, facilities and/or processes. Includes financial audits, and audits by the Auditor-General. Includes financial audits and audits by the Auditor-General.<br><br><b>See: Item 13.4.3 STRATEGIC MANAGEMENT – Audit</b> for audits resulting in <b>significant</b> changes to agency policy, procedures, systems, facilities and/or processes. | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.4.5      | Audit                | <b>Supplementary</b> records relating to <u>internal or external</u> audits.<br>Includes working papers.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.5</b> | <b>Authorisation</b> | <i>The process of seeking and granting permission to undertake a requested action. (KAAA)</i><br><br><b>Note: Credit cards issued to agency clients are <u>not</u> covered by this GDS. Include in agency operational RDS.</b><br><b>See: Item 2.4 (various) BOARD AND COMMITTEE MANAGEMENT - Authorisation</b> for delegations of authority to boards and committees.  |           |   |
| 13.5.1      | Authorisation        | Records relating to the approval and granting of <b>official seals</b> of agencies, Ministers or organisations.<br><br>Records can include <ul style="list-style-type: none"> <li>• seal presses and</li> <li>• seals.</li> </ul>   | PERMANENT | Retain as State archives.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | <b>See: Item 13.8.1 STRATEGIC MANAGEMENT – Control</b> for register of official seals.   |           |   |
| 13.5.2 | Authorisation       | Records relating to delegations of authority to <b>senior executive</b> .<br>Includes delegations to Chief Executives, Officers occupying statutory positions and issuing, approval, review, removal and revocation of delegations.  | PERMANENT | Retain as State archives.   |
| 13.5.3 | Authorisation       | Records relating to delegations to other employees. Includes issuing, approval, review, removal and revocation of delegations.<br><br>Records can include <ul style="list-style-type: none"> <li>• financial delegations</li> <li>• HR delegations</li> <li>• accredited FOI Officer designations.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.5.4 | Authorisation       | Records relating to authorisations for <b>employee undertakings</b> .<br>Includes attendance at functions travel, terms and conditions of use of vehicles for work and private purposes, payment of allowances or authorisation for expenditure on specific items.<br><br>Records can include <ul style="list-style-type: none"> <li>• applications and supporting information.</li> </ul> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.5.5 | Authorisation       | <b>Credit card client</b> authorisations.<br><br>Records can include <ul style="list-style-type: none"> <li>• credit card/direct debit authorisations to conduct financial transactions on behalf of clients</li> <li>• amendments to authorisations.</li> </ul>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)   | Status    | Disposal Action           |
|--------|---------------------|---|-----------|---------------------------|
| 13.6   | Committees          | <p><b>The activities associated with the management of internal, departmental, inter-agency, inter-governmental and external committees Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</b></p> <p><b>Note: Includes committees relating to agency functions unless requiring coverage in agency operational RDS.</b></p> <p><b>See: Item 2 (various) BOARD AND COMMITTEE MANAGEMENT</b> (various activities) for boards and committees (can include statutory authorities, government business enterprises, advisory boards and regulatory bodies) that either advise the agency on agency matters or oversee or provide a framework for the direction and control of an agency.</p> <p><b>See: Item 5.14 (various) EMPLOYEE MANAGEMENT - Representatives</b> for the nomination and election of committee members.</p> <p><b>See Also: Item 13.15 (various) STRATEGIC MANAGEMENT – Meetings.</b></p> |           |                           |
| 13.6.1 | Committees          | <p>Records of <b>corporate executive and senior management committees.</b></p> <p>Includes committees established to consider and authorise policy and determine major agency programs.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• meeting submissions</li> <li>• terms of reference</li> <li>• records of membership.</li> </ul>   | PERMANENT | Retain as State archives. |
| 13.6.2 | Committees          | <p>Records of <b>external or inter-agency committees</b> for which the agency <b>provides the secretariat.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> </ul>   | PERMANENT | Retain as State archives. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | <ul style="list-style-type: none"> <li>• meeting submissions</li> <li>• terms of reference</li> <li>• records of membership.</li> </ul>  |           |   |
| 13.6.3 | Committees          | <p>Master copy of proceedings of <b>corporate or central office WHS committees</b>.</p> <p>Includes advice to management from WHS committees on WHS matters or consultation between management and relevant WHS committee representatives.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• meeting submissions.</li> </ul>              | PERMANENT | Retain as State archives.   |
| 13.6.4 | Committees          | <p>Master copy of proceedings of <b>branch, regional office and/or workplace WHS committees</b>.</p> <p>Includes advice to management from WHS committees on WHS matters or consultation between management and relevant WHS committee representatives.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• meeting submissions.</li> </ul> | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 13.6.5 | Committees          | Records of <b>other</b> committees. Includes external or inter-agency committees for which the agency <b>does not</b> provide the secretariat or non-strategic committees or work groups established for administrative purposes.  | TEMPORARY | Retain a minimum of 10 years after action                           |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------|---------------------|--|-----------|---|
|        |                     | Records can include <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• meeting submissions.</li> </ul>  |           | completed, then destroy.  |
| 13.6.6 | Committees          | Records relating to administrative arrangements for committee meetings.<br><br>Records can include <ul style="list-style-type: none"> <li>• contact lists</li> <li>• venue bookings</li> <li>• hire of equipment</li> <li>• catering records.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 13.6.7 | Committees          | Recordings and transcription of meetings used to compile minutes or facilitate access to those not present.<br><br>Includes meeting transcriptions created through the use of artificial intelligence (AI) tools.<br><br>Records can include <ul style="list-style-type: none"> <li>• draft minutes</li> <li>• recordings including via online meeting and video streaming platforms such as MS Teams, Zoom, Google Meet.</li> </ul> <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT – Committees</b> for committee meeting minutes.</p> | TEMPORARY | Retain until official minutes signed, then destroy.               |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)   | Status    | Disposal Action           |
|-------------|---------------------|---|-----------|---------------------------|
| <b>13.7</b> | <b>Compliance</b>   | <p><i>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. (KAAA)</i></p> <p><b>See: Item 13.11.1 STRATEGIC MANAGEMENT – Evaluation and Review</b> for inspections regarding asbestos and other hazards.</p> <p><b>See Also: Item 13.12 (various) STRATEGIC MANAGEMENT - Integrity Investigations.</b></p> <p><b>See Also: Item 13.25 (various) STRATEGIC MANAGEMENT - Risk Management.</b></p> <p><b>See: Item 14.4 (various) WORK HEALTH and SAFETY – Inspections</b> for WHS inspections.</p> |           |                           |
| 13.7.1      | Compliance          | <p><b>Summary</b> records that provide evidence of compliance.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• register of gifts</li> <li>• register of interests</li> <li>• compliance register prescribed under legislation.</li> </ul> <p><b>See: Item 13.7.4 STRATEGIC MANAGEMENT – Compliance</b> for providing evidence of compliance.</p> <p><b>See: Item 13.10 (various) STRATEGIC MANAGEMENT – Donations</b> for donations or bequests to agencies.</p>  | PERMANENT | Retain as State archives. |
| 13.7.2      | Compliance          | <p>Records relating to the identification and management of <b>major</b> breaches of compliance requirements. Includes WHS compliance requirements.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• prescribed compliance registers</li> </ul>  | PERMANENT | Retain as State archives. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|-------------|---------------------|--|-----------|--|
| 13.7.3      | Compliance          | Records relating to the identification and management of <b>minor</b> breaches of compliance requirements.   | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 13.7.4      | Compliance          | <p>Records documenting agency compliance with mandatory standards, statutory requirements or procedures.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• travel itineraries</li> <li>• official inspections</li> <li>• guidelines, standards, acts, regulations, by-laws and other compliance information.</li> </ul> <p><b>See: Item 13.7.1 STRATEGIC MANAGEMENT – Compliance</b> for summary records that provide evidence of compliance.</p> <p><b>See: Item 13.16.1 STRATEGIC MANAGEMENT – Planning</b> for Master copy of approved, agency-wide business, corporate and/or strategic plans.</p> | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.  |
| <b>13.8</b> | <b>Control</b>      | <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, form design etc to ensure maximum control over records and recordkeeping system. Also includes control mechanisms for other information resources and systems. (KAAA)</i></p> <p><b>See Also: Item 5.5 (various) EMPLOYEE MANAGEMENT - Control.</b></p> <p><b>See Also: Item 6.4 (various) FINANCIAL MANAGEMENT - Control.</b></p> <p><b>See Also: Item 9.2 (various) INFORMATION MANAGEMENT - Control.</b></p>   |           |  |
| 13.8.1      | Control             | <p><b>Master, summary records</b> of official seals.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• register of seals applied to documents.</li> </ul>  | PERMANENT | Retain as State archives.  |

OFFICIAL

General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity     | Description (including record examples)  | Status    | Disposal Action   |
|--------------|-------------------------|--|-----------|---|
|              |                         | <b>See: Item 13.5.1 EMPLOYEE MANAGEMENT – Authorisation</b> for seal presses and official seals.   |           |   |
| <b>13.9</b>  | <b>Customer Service</b> | <i>The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency. (KAAA)</i>  |           |   |
| 13.9.1       | Customer Service        | Records relating to the <b>development and implementation</b> of quality management practices relating to meeting customer needs, and the management of specialised customer services.<br><br>Includes help/information desks, interpreters, facilities for disabled customers, changes to opening hours or outreach services.   | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy. |
| 13.9.2       | Customer Service        | Recordings of customer interactions used for <b>quality, service improvement or training purposes.</b>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.10</b> | <b>Donations</b>        | <i>The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its employees to charities, etc. Includes managing unsolicited donations. (KAAA)</i><br><br><b>Note: Operational records of agencies that receive and manage donations as a core function, e.g. the State Library, South Australian Museum, Art Gallery of South Australia, History Trust of South Australia, etc are <u>not</u> covered by this GDS. Include in agency operational RDS.</b> |           |   |
| 13.10.1      | Donations               | Records relating to significant donations and/or bequests <b>to the agency</b> that generate substantial public or media interest or debate or result in changes to agency policy or procedures.<br><br>Records can include <ul style="list-style-type: none"> <li>• donation or bequest registers.</li> </ul> <b>See: Item 13.7.1 STRATEGIC MANAGEMENT – Compliance</b> for Register of gifts.  | PERMANENT | Retain as State archives.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity          | Description (including record examples)  | Status    | Disposal Action   |
|--------------|------------------------------|--|-----------|---|
|              |                              | <b>See: Item 13.10.2 STRATEGIC MANAGEMENT – Donations</b> for other donations and bequests.  |           |   |
| 13.10.2      | Donations                    | Records relating to <b>other</b> donations and bequests.<br>Includes <ul style="list-style-type: none"> <li>• donations and bequests to the agency</li> <li>• donations of money or goods by the agency</li> <li>• unsolicited and unaccepted donations.</li> </ul> <b>See: Item 13.7.1 STRATEGIC MANAGEMENT – Compliance</b> for Register of gifts.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| <b>13.11</b> | <b>Evaluation and Review</b> | <i>The process of determining the suitability of potential or existing programs, assets, systems or services in relation to meeting the needs of the given situation. Includes review and ongoing monitoring. Also includes recommendations resulting from these activities.</i><br><br><b>Note: The evaluation and review of specialist items and items unique to the agency is <u>not</u> covered in this GDS. Include in agency operational RDS.</b>                        |           |   |
| 13.11.1      | Evaluation and Review        | Records relating to evaluations to determine agency requirements for assets that contain <b>asbestos or hazardous material</b> .<br>Includes <ul style="list-style-type: none"> <li>• inspections of property included on an asbestos or hazardous substances register</li> <li>• review of equipment and stores</li> <li>• review of vehicles.</li> </ul> <b>See: Item 1.2 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT – Acquisition (Assets)</b> for acquisition of assets. | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity             | Description (including record examples)   | Status    | Disposal Action   |
|---------|---------------------------------|---|-----------|---|
| 13.11.2 | Evaluation and Review           | <p>Records relating to the management of evaluation and review processes to determine the requirements for, and effectiveness of <b>agency structures, systems, programs, services and assets.</b></p> <p>Includes</p> <ul style="list-style-type: none"> <li>• inspections of other property</li> <li>• review of equipment and stores</li> <li>• review of vehicles.</li> </ul> <p>Records can include</p> <ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• performance indicators</li> <li>• surveys and questionnaires, including responses and results</li> <li>• requests for information</li> <li>• reviews and reports</li> <li>• working papers</li> <li>• audit trail records</li> <li>• system records.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.12   | <b>Integrity Investigations</b> | <p><i>The process that allows the disclosure and investigation of misconduct, maladministration or corruption in public administration.</i></p> <p><i>Includes investigations and disclosure and investigation of corruption by the Office for Public Integrity and Inquiry Agencies such as the Independent Commission Against Corruption (previously known as the Independent Commissioner Against Corruption), Ombudsman and Judicial Conduct Commissioner.</i></p> <p><i>Includes programs and projects to mitigate or prevent misconduct, maladministration or corruption in public administration. Also includes actual, attempted or suspected fraud, theft, misappropriation or negligence.</i></p> <p><b>Note: Records of the Office for Public Integrity (OPI) and agencies deemed to be an ‘Inquiry Agency’ as defined by the <i>Independent Commission Against Corruption Act 2012</i> (as amended) and the <i>Ombudsman Act 1972</i> (as amended) such as Independent Commission Against Corruption, Ombudsman SA, and Judicial Conduct Commissioner are <u>not</u> covered by this activity in the GDS.</b></p> |           |   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity      | Description (including record examples)   | Status    | Disposal Action           |
|---------|--------------------------|---|-----------|---------------------------|
|         |                          | <p><b>For a list of public authorities, see <i>Independent Commission Against Corruption Act 2012 (as amended) Schedule 1- Public officers, public authorities and responsible Ministers.</i></b></p> <p><b>See: Item 5.7 (various) EMPLOYEE MANAGEMENT - Discipline</b> for cases of corruption, misconduct or maladministration involving an employee.</p> <p><b>See: Item 5.17 (various) EMPLOYEE MANAGEMENT - Training</b> for records relating to education programs designed to prevent or minimise corruption, misconduct and/or maladministration in public administration.</p> <p><b>See: Item 13.22.2 STRATEGIC MANAGEMENT - Reporting</b> for reports submitted by an agency to OPI as required by the <i>Independent Commission Against Corruption Act 2012 (as amended)</i>.</p> |           |                           |
| 13.12.1 | Integrity Investigations | Records relating to <b>disclosures</b> under the <b><i>Public Interest Disclosure Act 2018 (as amended)</i></b> formerly <i>Whistleblowers Protection Act 1993</i> made by or about <b>employees and/or agency operations</b> .   | PERMANENT | Retain as State archives. |
| 13.12.2 | Integrity Investigations | <p>Records relating to investigations of <b>misconduct, maladministration or corruption in public administration</b> by an agency as a public authority that:</p> <ul style="list-style-type: none"> <li>• are precedent setting, or</li> <li>• generate substantial public and/or media interest, or</li> <li>• result in changes to agency policy and procedures.</li> </ul> <p>Records can include</p> <ul style="list-style-type: none"> <li>• case files</li> <li>• reports</li> <li>• investigation records.</li> </ul>   | PERMANENT | Retain as State archives. |
| 13.12.3 | Integrity Investigations | <p>Records relating to investigations of <b>misconduct, maladministration or corruption in public administration</b> by an agency or a 'public authority' agency as defined by the <i>Independent Commission Against Corruption Act 2012 (as amended)</i> where allegations are <b>proven</b>.</p> <p>Records can include</p>   | PERMANENT | Retain as State archives. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity      | Description (including record examples)   | Status    | Disposal Action  |
|---------|--------------------------|---|-----------|--|
|         |                          | <ul style="list-style-type: none"> <li>• case files</li> <li>• reports</li> <li>• investigation records.</li> </ul> <p><b>See: Item 13.12.4 LEGAL SERVICES - Integrity Investigations</b> for investigations where allegations are <b>not proven</b>.</p>   |           |  |
| 13.12.4 | Integrity Investigations | <p>Records relating to investigations of <b>misconduct, maladministration or corruption in public administration</b> by an agency or a ‘public authority’ agency as defined by the <i>Independent Commission Against Corruption Act 2012</i> (as amended) where allegations are <b>not proven</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• case files</li> <li>• reports</li> <li>• investigation records.</li> </ul> <p><b>See: Item 13.12.3 LEGAL SERVICES - Integrity Investigations</b> for investigations where allegations are <b>proven</b>.</p> | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |
| 13.12.5 | Integrity Investigations | <p>Supplementary records relating to misconduct, maladministration, corruption, or disclosures <b>in other agencies</b>.</p> <p><b>See: Items 13.12.2, 13.12.3 and 13.12.4 LEGAL SERVICES - Integrity Investigations</b> for investigations by an agency or as a ‘public authority’ agency as defined by the <i>Independent Commission Against Corruption Act 2012</i> (as amended).</p>  | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |
| 13.13   | <b>Joint Ventures</b>    | <p><i>The activities involved in managing joint operations between departments, either within the agency or with other agencies or organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations. (KAAA)</i></p>   |           |  |

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| No   | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|--|---------------------|---|-----------|---|
| <b>See Also: Item 6.9 (various) FINANCIAL MANAGEMENT - Procurement (Goods and Services).</b> |                     |   |           |   |
| 13.13.1  | Joint Ventures      | <p>Records relating to participation in joint ventures that are of <b>major significance to</b> the Nation, the State, or the agency. Includes joint ventures with other SA government agencies the Commonwealth, other States and Local Government, public-private partnerships or joint ventures requiring a major investment by the agency and/or occasioning substantial public interest.</p> <p><b>See: Item 13.13.2 STRATEGIC MANAGEMENT – Joint Ventures</b> for participation in other/minor joint ventures or joint ventures not proceeded with.</p>         | PERMANENT | Retain as State archives.   |
| 13.13.2  | Joint Ventures      | <p>Records relating to participation in <b>other/minor</b> joint ventures or joint ventures <u>not</u> proceeded with.</p> <p>Includes joint ventures with other SA government agencies, the Commonwealth, other States and Local Government, public-private partnerships or joint ventures where the agency <b>does not</b> have a lead role or provides minimal input.</p> <p><b>See: Item 13.13.1 STRATEGIC MANAGEMENT – Joint Ventures</b> for participation in joint ventures that are of <b>major significance to</b> the Nation, the State, or the agency.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.13.3  | Joint Ventures      | Records documenting <b>administrative arrangements</b> relating to joint ventures.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------------|---------------------|--|-----------|---|
| <b>13.14</b> | <b>Legislation</b>  | <i>The process of making laws. Includes local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each. (KAAA)</i>  |           |   |
| 13.14.1      | Legislation         | Records relating to the <b>development or major review</b> of legislation administered by the agency.<br>Legislation, including: <ul style="list-style-type: none"> <li>• Bills</li> <li>• Acts</li> <li>• Regulations.</li> </ul> | PERMANENT | Retain as State archives.   |
| 13.14.2      | Legislation         | Records relating to the <b>minor review</b> of legislation administered by the agency.<br>Legislation, including: <ul style="list-style-type: none"> <li>• Bills</li> <li>• Acts</li> <li>• Regulations.</li> </ul>                | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.14.3      | Legislation         | Records relating to agency input into the development or review of <b>other legislation</b> .<br>Includes <ul style="list-style-type: none"> <li>• comments provided by the agency.</li> </ul>                                     | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)   | Status    | Disposal Action           |
|---------|---------------------|---|-----------|---------------------------|
| 13.15   | <b>Meetings</b>     | <p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or agency as a whole. Includes arrangements, agenda, taking of minutes, etc. (KAAA)</i></p> <p><b>Note: Includes meetings relating to agency functions unless requiring coverage in agency operational RDS.</b></p> <p><b>See: Item 2 (various) BOARD AND COMMITTEE MANAGEMENT</b> for boards and committees that either advise the agency on agency matters or oversee or provide a framework for the direction and control of an agency.</p> <p><b>See Also: Item 13.6 (various) STRATEGIC MANAGEMENT - Committees.</b></p>   |           |                           |
| 13.15.1 | Meetings            | <p>Records relating to non-committee based meetings that focus on agency functions.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes.</li> </ul> <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT – Committees</b> for committee-based meetings.</p> <p><b>See: Item 13.15.2 STRATEGIC MANAGEMENT – Meetings</b> for meetings that change agency structure and operations, and issues impacting on the agency’s relationships with staff, volunteer, public and clients.</p> <p><b>See: Item 13.15.3 STRATEGIC MANAGEMENT – Meetings</b> for meetings held for administrative purposes.</p> <p><b>See: Item 13.15.4 STRATEGIC MANAGEMENT – Meetings</b> for administrative arrangements for meetings.</p> <p><b>See: Item 13.15.5 STRATEGIC MANAGEMENT – Meetings</b> for recordings and transcriptions used to compile minutes.</p> | PERMANENT | Retain as State archives. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|---------|---------------------|--|-----------|--|
|         |                     | <p><b>See: Item 13.15.6 STRATEGIC MANAGEMENT – Meetings</b> for other recordings and transcriptions not required for other purposes e.g. not used for compiling minutes or as supporting evidence.</p>   |           |  |
| 13.15.2 | Meetings            | <p>Records relating to non-committee based meetings that:</p> <ul style="list-style-type: none"> <li>• highlight changes to structure and operations, or</li> <li>• are on issues affecting staff or volunteer relationships, or</li> <li>• are on issues affecting the agency relationship to the public and/or its clients.</li> </ul> <p>Records can include</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes.</li> </ul> <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT – Committees</b> for committee-based meetings.</p> <p><b>See: Item 13.15.1 STRATEGIC MANAGEMENT – Meetings</b> for meetings that focus on agency functions.</p> <p><b>See: Item 13.15.3 STRATEGIC MANAGEMENT – Meetings</b> for meetings held for administrative purposes.</p> <p><b>See: Item 13.15.4 STRATEGIC MANAGEMENT – Meetings</b> for administrative arrangements for meetings.</p> <p><b>See: Item 13.15.5 STRATEGIC MANAGEMENT – Meetings</b> for recordings and transcriptions used to compile minutes.</p> <p><b>See: Item 13.15.6 STRATEGIC MANAGEMENT – Meetings</b> for other recordings and transcriptions not required for other purposes e.g. not used for compiling minutes or as supporting evidence.</p> | TEMPORARY | Retain a minimum of 20 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|---------|---------------------|--|-----------|---|
| 13.15.3 | Meetings            | <p>Records relating to <b>other</b> non-committee based meetings held for administrative purposes.</p> <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT – Committees</b> for committee-based meetings.</p> <p><b>See: Item 13.15.1 STRATEGIC MANAGEMENT – Meetings</b> for meetings that focus on agency functions.</p> <p><b>See: Item 13.15.2 STRATEGIC MANAGEMENT – Meetings</b> for meetings that change agency structure and operations, and issues impacting on the agency's relationships with staff, volunteer, public and clients.</p> <p><b>See: Item 13.15.4 STRATEGIC MANAGEMENT – Meetings</b> for administrative arrangements for meetings.</p> <p><b>See: Item 13.15.5 STRATEGIC MANAGEMENT – Meetings</b> for recordings and transcriptions used to compile minutes.</p> <p><b>See: Item 13.15.6 STRATEGIC MANAGEMENT – Meetings</b> for other recordings and transcriptions not required for other purposes e.g. not used for compiling minutes or as supporting evidence.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.15.4 | Meetings            | <p>Records relating to <b>administrative arrangements</b> for non-committee based meetings.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• contact lists</li> <li>• venue bookings</li> <li>• hire of equipment</li> <li>• catering records.</li> </ul> <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT – Committees</b> for committee-based meetings.</p>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action                                     |
|---------|---------------------|--|-----------|---|
|         |                     | <p><b>See: Item 13.15.1 STRATEGIC MANAGEMENT – Meetings</b> for meetings that focus on agency functions.</p> <p><b>See: Item 13.15.2 STRATEGIC MANAGEMENT – Meetings</b> for meetings that change agency structure and operations, and issues impacting on the agency’s relationships with staff, volunteer, public and clients.</p> <p><b>See: Item 13.15.3 STRATEGIC MANAGEMENT – Meetings</b> for meetings held for administrative purposes.</p> <p><b>See: Item 13.15.5 STRATEGIC MANAGEMENT – Meetings</b> for recordings and transcriptions used to compile minutes.</p> <p><b>See: Item 13.15.6 STRATEGIC MANAGEMENT – Meetings</b> for other recordings and transcriptions not required for other purposes e.g. not used for compiling minutes or as supporting evidence.</p>    |           |   |
| 13.15.5 | Meetings            | <p>Recordings and transcriptions of non-committee based meetings covered in classes 13.15.1 and 13.15.3 when the recording/transcription is used to compile minutes.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• draft minutes</li> <li>• recordings including via online meeting and video streaming platforms such as MS Teams, Zoom, Google Meet</li> <li>• meeting transcriptions created through the use of artificial intelligence (AI) tools.</li> </ul> <p><b>See: Item 13.15 (various) STRATEGIC MANAGEMENT – Meetings</b> for meetings.</p> <p><b>See: Item 13.15.6 STRATEGIC MANAGEMENT – Meetings</b> for other recordings and transcriptions not required for other purposes e.g. not used for compiling minutes or as supporting evidence.</p> | TEMPORARY | Retain until official minutes signed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action                                  |
|---------|---------------------|--|-----------|--|
|         |                     | <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT – Committees</b> for committee-based meetings.</p>   |           |  |
| 13.15.6 | Meetings            | <p>Recordings and transcriptions of meetings not required for <b>other purposes e.g. not used for compiling minutes or as supporting evidence.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• recordings including via online meeting and video streaming platforms such as MS Teams, Zoom, Google Meet</li> <li>• meeting transcriptions created through the use of artificial intelligence (AI tools).</li> </ul> <p><b>See: Item 13.6 (various) STRATEGIC MANAGEMENT – Committees</b> for committee-based meetings e.g. boards and committees.</p> <p><b>See: Item 13.15 (various) STRATEGIC MANAGEMENT – Meetings</b> for meetings.</p> | TEMPORARY | Retain until reference use ceases, then destroy. |
| 13.16   | <b>Planning</b>     | <p><i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (KAAA)</i></p>  |           |  |
| 13.16.1 | Planning            | <p>Master copy of <b>approved, agency-wide business, corporate and/or strategic plans.</b></p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• marketing plans</li> <li>• strategic plans</li> <li>• corporate plans</li> <li>• Y2K compliance contingency plans</li> <li>• risk management plans</li> <li>• disaster preparedness and recovery plans</li> <li>• business plans</li> </ul>   | PERMANENT | Retain as State archives.                        |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------------|---------------------|--|-----------|---|
|              |                     | <ul style="list-style-type: none"> <li>White Ribbon plans.</li> </ul> <p><b>See: Item 13.7.4 STRATEGIC MANAGEMENT – Compliance</b> for agency compliance with mandatory standards, statutory requirements or procedures.</p>   |           |   |
| 13.16.2      | Planning            | Master copy of <b>other</b> plans, including those of divisions, branches, sections and regional offices.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.16.3      | Planning            | Records relating to the <b>development of</b> business, strategic, corporate or other plans.<br><br>Records can include <ul style="list-style-type: none"> <li>input into plans</li> <li>comments on drafts and revisions</li> <li>reports</li> <li>working papers.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.17</b> | <b>Policy</b>       | <p><i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency’s operating procedures are determined. (KAAA)</i></p> <p><b>Note: Includes policy relating to agency functions unless requiring coverage in agency operational RDS.</b></p> |           |   |
| 13.17.1      | Policy              | Records relating to <b>Across-Government</b> policy initiatives where the <b>agency is lead-agency</b> .<br><br><b>See: Item 13.17.6 STRATEGIC MANAGEMENT – Policy</b> for Across-Government policy initiatives where the agency is not lead-agency.   | PERMANENT | Retain as State archives.   |
| 13.17.2      | Policy              | Records relating to the formulation, implementation and review of agency policies that have the <b>authorisation of the Chief Executive (or equivalent) or senior executives</b> .   | PERMANENT | Retain as State archives.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action           |
|---------|---------------------|--|-----------|---------------------------|
|         |                     | <p>Records can include</p> <ul style="list-style-type: none"> <li>• master copy of policy</li> <li>• master copy of proposals adopted</li> <li>• consultation papers</li> <li>• final reports/ recommendation</li> <li>• master copy of policy circular</li> <li>• outsourcing policies</li> <li>• implementation documentation including employee policy acknowledgement.</li> </ul> <p><b>See: Item 13.17.3 STRATEGIC MANAGEMENT - Policy</b> for the formulation, implementation and review of agency policies relating to the management of and response to abuse incidents or allegations of children, young people and vulnerable adults.</p> <p><b>See: Item 13.17.4 STRATEGIC MANAGEMENT - Policy</b> for the reference material relating to policy matters on hazardous substances.</p> <p><b>See: Item 13.17.5 STRATEGIC MANAGEMENT - Policy</b> for the formulation, implementation, and review of other agency policies.</p> |           |                           |
| 13.17.3 | Policy              | <p>Records relating to the <b>formulation, implementation and review of agency policies</b> relating to the management of and response to <b>abuse incidents or allegations of children, young people and vulnerable adults</b>. Also includes vulnerable adults or adults where the incidents or allegations of abuse occurred as a child.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• master copy of policy</li> <li>• master copy of proposals adopted</li> <li>• consultation papers</li> <li>• final reports/ recommendation</li> <li>• master copy of policy circular</li> </ul>   | PERMANENT | Retain as State archives. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|---------|---------------------|--|-----------|---|
|         |                     | <ul style="list-style-type: none"> <li>• outsourcing policies</li> <li>• implementation documentation including employee policy acknowledgement.</li> </ul> <p><b>See: Item 13.17.2 STRATEGIC MANAGEMENT – Policy</b> for the formulation, implementation and review of agency policies that are authorised by the Chief Executive (or equivalent) or senior executives.</p> <p><b>See: Item 13.17.4 STRATEGIC MANAGEMENT - Policy</b> for reference material relating to policy matters on hazardous substances.</p> <p><b>See: Item 13.17.5 STRATEGIC MANAGEMENT - Policy</b> for the formulation, implementation, and review of other agency policies.</p>  |           |   |
| 13.17.4 | Policy              | <p>Reference material relating to policy matters on <b>hazardous substances</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• copies of policy circulars</li> <li>• copies of reports</li> <li>• copies of other agencies' policies, publications, etc.</li> </ul> <p><b>See: Item 13.17.2 STRATEGIC MANAGEMENT – Policy</b> for the formulation, implementation and review of agency policies that are authorised by the Chief Executive (or equivalent) or senior executives.</p> <p><b>See: Item 13.17.3 STRATEGIC MANAGEMENT - Policy</b> for the formulation, implementation and review of agency policies relating to the management of and response to abuse incidents or allegations of children, young people and vulnerable adults.</p> <p><b>See: Item 13.17.5 STRATEGIC MANAGEMENT - Policy</b> for the formulation, implementation, and review of other agency policies.</p> | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|---------|---------------------|---|-----------|---|
| 13.17.5 | Policy              | <p>Records relating to the formulation, implementation, and review of <b>other</b> agency policies.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• master copy of proposals adopted</li> <li>• consultation papers</li> <li>• final reports/ recommendation</li> <li>• master copy of policy circular</li> <li>• implementation documentation including employee policy acknowledgement.</li> </ul> <p><b>See: Item 13.17.2 STRATEGIC MANAGEMENT – Policy</b> for the formulation, implementation and review of agency policies that are authorised by the <b>Chief Executive (or equivalent) or senior executives</b>.</p> <p><b>See: Item 13.17.3 STRATEGIC MANAGEMENT - Policy</b> for the formulation, implementation and review of agency policies relating to the management of and response to abuse incidents or allegations of children, young people and vulnerable adults.</p> <p><b>See: Item 13.17.4 STRATEGIC MANAGEMENT - Policy</b> for reference material relating to policy matters on hazardous substances.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.17.6 | Policy              | <p>Records relating to <b>Across-Government</b> policy initiatives where the <b>agency is <u>not</u> lead-agency</b>.</p> <p><b>See: Item 13.17.1 STRATEGIC MANAGEMENT – Policy</b> for Across-Government policy initiatives where the agency is the lead-agency.</p>   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.17.7 | Policy              | <p><b>Supplementary records</b> relating to the background and development of agency policies.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• working papers</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity | Description (including record examples)  | Status    | Disposal Action           |
|--------------|---------------------|--|-----------|---------------------------|
|              |                     | <ul style="list-style-type: none"> <li>• interim reports</li> <li>• surveys</li> <li>• proposals not adopted</li> <li>• input by divisions, branches, sections and regional offices.</li> </ul>  |           |                           |
| <b>13.18</b> | <b>Procedures</b>   | <p><i>Standard methods of operating laid down by an agency according to formulated policy. (KAAA)</i></p> <p><b>Note: Includes procedures relating to agency functions unless requiring coverage in agency operational RDS.</b></p>  |           |                           |
| 13.18.1      | Procedures          | <p>Records relating to the formulation, implementation and review of agency wide procedures.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• master copy of procedures</li> <li>• employee procedure acknowledgement.</li> </ul> <p><b>See: Item 13.18.2 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for abuse incidents or allegations of children, young people and vulnerable adults.</p> <p><b>See: Item 13.18.3 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for WHS matters.</p> <p><b>See: Item 13.18.4 STRATEGIC MANAGEMENT - Procedures</b> for other procedures.</p> <p><b>See: Item 13.18.5 STRATEGIC MANAGEMENT - Procedures</b> for supplementary records for the background and development of agency procedures.</p> | PERMANENT | Retain as State archives. |
| 13.18.2      | Procedures          | Records relating to the formulation, implementation and review of agency procedures relating to abuse incidents or allegations of children, young people and vulnerable adults. Also includes vulnerable adults or adults where the incidents or allegations of abuse occurred as a child.   | PERMANENT | Retain as State archives. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|---------|---------------------|---|-----------|--|
|         |                     | <p>Records can include</p> <ul style="list-style-type: none"> <li>• master copy of procedures</li> <li>• employee procedure acknowledgement.</li> </ul> <p><b>See: Item 13.18.1 STRATEGIC MANAGEMENT - Procedures</b> for master copy of agency wide procedures.</p> <p><b>See: Item 13.18.3 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for WHS matters.</p> <p><b>See: Item 13.18.4 STRATEGIC MANAGEMENT - Procedures</b> for other procedures.</p> <p><b>See: Item 13.18.5 STRATEGIC MANAGEMENT - Procedures</b> for supplementary records for the background and development of agency procedures.</p>  |           |  |
| 13.18.3 | Procedures          | <p>Records relating to the formulation, implementation and review of agency procedures for <b>WHS matters</b>. Includes division, section, branch or regional office procedures.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• standard operating procedures (SOP)</li> <li>• master copy of procedures</li> <li>• implementation documentation including employee procedure acknowledgement.</li> </ul> <p><b>See: Item 13.18.1 STRATEGIC MANAGEMENT - Procedures</b> for master copy of agency wide procedures.</p> <p><b>See: Item 13.18.2 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for abuse incidents or allegations of children, young people and vulnerable adults.</p> | TEMPORARY | Retain a minimum of 45 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|---------|---------------------|---|-----------|---|
|         |                     | <p><b>See: Item 13.18.4 STRATEGIC MANAGEMENT - Procedures</b> for other procedures.</p> <p><b>See: Item 13.18.5 STRATEGIC MANAGEMENT - Procedures</b> for supplementary records for the background and development of agency procedures.</p>  |           |   |
| 13.18.4 | Procedures          | <p>Records relating to the formulation, implementation and review of <b>other</b> procedures. Includes division, section, branch or regional office procedures.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• Y2K guidelines</li> <li>• operating manuals for hardware and software</li> <li>• circulars</li> <li>• manuals</li> <li>• handbooks</li> <li>• instructions</li> <li>• office work instructions</li> <li>• general security procedures for users and systems</li> <li>• master copy of procedures</li> <li>• implementation documentation including employee procedure acknowledgement.</li> </ul> <p><b>See: Item 13.18.1 STRATEGIC MANAGEMENT - Procedures</b> for master copy of agency wide procedures.</p> <p><b>See: Item 13.18.2 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for abuse incidents or allegations of children, young people and vulnerable adults.</p> <p><b>See: Item 13.18.3 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for WHS matters.</p> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity       | Description (including record examples)  | Status    | Disposal Action   |
|---------|---------------------------|--|-----------|---|
|         |                           | <p><b>See: Item 13.18.5 STRATEGIC MANAGEMENT - Procedures</b> for supplementary records for the background and development of agency procedures.</p>   |           |   |
| 13.18.5 | Procedures                | <p><b>Supplementary</b> records relating to the background and development of agency procedures.</p> <p><b>See: Item 13.18.1 STRATEGIC MANAGEMENT - Procedures</b> for master copy of agency wide procedures.</p> <p><b>See: Item 13.18.2 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for abuse incidents or allegations of children, young people and vulnerable adults.</p> <p><b>See: Item 13.18.3 STRATEGIC MANAGEMENT - Procedures</b> for agency procedures for WHS matters.</p> <p><b>See: Item 13.18.4 STRATEGIC MANAGEMENT - Procedures</b> for other procedures.</p> | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 13.19   | <b>Program Management</b> | <p><i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs.</i></p> <p><b>Note: Programs relating to agency operational functions are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 5.11 EMPLOYEE MANAGEMENT - Performance Management</b> for records relating to individual employees.</p>  |           |   |
| 13.19.1 | Program Management        | <p>Records relating to the development, implementation and review of <b>significant/major programs</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• submission approvals</li> <li>• discussion papers</li> <li>• workshop notes</li> </ul>   | PERMANENT | Retain as State archives.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action  |
|---------|---------------------|--|-----------|--|
|         |                     | <ul style="list-style-type: none"> <li>• funding proposals and applications</li> <li>• research reports</li> <li>• recommendations.</li> </ul> <p><b>See: Item 13.19.5 STRATEGIC MANAGEMENT - Program Management</b> for programs not proceeded with.</p>  |           |  |
| 13.19.2 | Program Management  | <p>Records relating to the development, implementation and review of <b>other programs</b> such as <b>performance management programs</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• submission approvals</li> <li>• discussion papers</li> <li>• workshop notes</li> <li>• funding proposals and applications</li> <li>• research reports</li> <li>• recommendations.</li> </ul> <p><b>See: Item 13.19.5 STRATEGIC MANAGEMENT - Program Management</b> for programs not proceeded with.</p> | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 13.19.3 | Program Management  | <p>Records relating to the <b>monitoring</b> of program <b>outcomes</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• statistical information</li> <li>• reports</li> <li>• compliance records.</li> </ul>  | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.  |
| 13.19.4 | Program Management  | <p><b>Supplementary</b> records relating to the development, implementation and review of programs.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• briefings</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy.  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity       | Description (including record examples)   | Status    | Disposal Action   |
|--------------|---------------------------|---|-----------|---|
|              |                           | <ul style="list-style-type: none"> <li>• working papers</li> <li>• research material and associated data</li> <li>• consultation records</li> <li>• comments.</li> </ul>  |           |   |
| 13.19.5      | Program Management        | Records relating to the development of programs <b>not proceeded with</b> .   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.20</b> | <b>Project Management</b> | <p><i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i></p> <p><b>Note: Projects relating to agency operational functions are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 13.13 (various) STRATEGIC MANAGEMENT - Joint Ventures</b> for projects and initiatives with other government agencies or the private sector.</p> |           |   |
| 13.20.1      | Project Management        | <p>Records relating to the development, implementation, review and closure of <b>significant/major projects</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• approved business cases and/or project charters.</li> </ul> <p><b>See: Item 13.20.4 STRATEGIC MANAGEMENT - Project Management</b> for projects not proceeded with.</p>   | PERMANENT | Retain as State archives.   |
| 13.20.2      | Project Management        | <p>Records relating to the development, implementation, review and closure of <b>other projects</b>.</p> <p>Records can include</p>   | TEMPORARY | Retain a minimum of 10 years after action                         |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------------|---------------------|--|-----------|---|
|              |                     | <ul style="list-style-type: none"> <li>• approved business cases and/or project charters.</li> </ul> <p><b>See: Item 13.20.4 STRATEGIC MANAGEMENT - Project Management</b> for projects not proceeded with.</p>  |           | completed, then destroy.  |
| 13.20.3      | Project Management  | <p><b>Supplementary</b> records relating to the planning and development of projects.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• briefings</li> <li>• working papers</li> <li>• research material and associated data</li> <li>• consultation records</li> <li>• comments.</li> </ul>   | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 13.20.4      | Project Management  | Records relating to the development of projects <b>not proceeded with</b> .  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.21</b> | <b>Recognition</b>  | <i>The activity of recognising distinction or achievement of agencies or groups and teams within agencies. Includes the conferring of awards.</i>  |           |   |
| 13.21.1      | Recognition         | <p>Records relating to <b>awards granted to agencies</b>. Includes awards granted to agencies by external bodies, awards granted to groups or teams within an agency by the agency or external bodies or government-wide award programs.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• award nominations</li> <li>• award certificates.</li> </ul> | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity | Description (including record examples)   | Status    | Disposal Action   |
|--------------|---------------------|---|-----------|---|
| <b>13.22</b> | <b>Reporting</b>    | <p><i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i></p> <p><b>See: Item 2.7 (various) BOARD AND COMMITTEE MANAGEMENT - Reporting</b> for reporting by governing or advisory bodies and their committees and sub-committees.</p> <p><b>See: Item 6.5 (various) FINANCIAL MANAGEMENT - Financial Statements</b> for financial statements.</p> |           |   |
| 13.22.1      | Reporting           | Master copy of agency's <b>annual report</b> .  | PERMANENT | Retain as State archives.   |
| 13.22.2      | Reporting           | <p>Complaints and reports <b>submitted to the Office for Public Integrity</b> under the <i>Independent Commission Against Corruption Act 2012</i> (as amended).</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• reports.</li> </ul>   | PERMANENT | Retain as State archives.   |
| 13.22.3      | Reporting           | <p>Records relating to <b>external WHS</b> formal reporting.</p> <p>Includes reporting to external agencies required as a statutory obligation or other WHS reports required on a regular basis.</p>  | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |
| 13.22.4      | Reporting           | <p>Records relating to <b>other formal reporting</b>.</p> <p>Includes reporting to external agencies required as a statutory obligation, reporting for internal purposes, other reports required on a regular basis or proactive disclosure reports (including travel expenses).</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• reports relating to budget estimates</li> <li>• FOI reports.</li> </ul>  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|--------------|---------------------|--|-----------|---|
|              |                     | <b>See: Item 5.2 (various) EMPLOYEE MANAGEMENT – Arrangements</b> for travel arrangements.   |           |   |
| 13.22.5      | Reporting           | <p><b>Periodic, routine or system reporting</b> used to monitor and document recurring activities. Includes cumulative and summary reports, work progress reports or backlog and production reports.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• consolidated monthly and quarterly financial statements</li> <li>• monthly accrual statements</li> <li>• monthly reports of expenditure and payments</li> <li>• Y2K compliancy reports</li> <li>• progress reports on agency liability regarding employee salaries and entitlements</li> <li>• regular reports regarding fixed assets and accountable items</li> <li>• summaries of library acquisitions, loans and users.</li> </ul> | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| 13.22.6      | Reporting           | <p><b>Responses to surveys</b> requested by other agencies, other government agencies or community organisations.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• survey responses</li> <li>• Australian Bureau of Statistics (ABS) surveys and returns.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.23</b> | <b>Research</b>     | <p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches, etc. (KAAA)</i></p> <p><b>Note: Records relating to research undertaken as a core agency function are <u>not</u> covered by this GDS. Include in agency operational RDS.</b></p> <p><b>See: Item 13.20 (various) STRATEGIC MANAGEMENT - Project Management</b> for major research projects.</p>                             |           |   |

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| No           | Function / Activity  | Description (including record examples)   | Status    | Disposal Action  |
|--------------|----------------------|---|-----------|--|
| 13.23.1      | Research             | Records relating to <b>research into agency business functions and processes</b> .<br>Includes functional analysis, formulation of a picture of what the agency does and how it documents its activities or determination of future needs.  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |
| 13.23.2      | Research             | Records relating to <b>detailed</b> or <b>routine</b> research conducted in the agency.<br>Includes in response to enquiries, for background material for projects collating information generated by library and internet searches or information from other agencies.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.  |
| <b>13.24</b> | <b>Restructuring</b> | <i>The activities involved in the reassessment of the activities, goals and structure of an agency. Includes consideration of the number of employees, their role descriptions, equipment, and other resources required to meet objectives. (KAAA)</i>  |           |  |
| 13.24.1      | Restructuring        | Records relating to the development and implementation of a <b>new</b> agency structure. Includes arrangements to do with the establishment of the structure.<br><br>Records can include <ul style="list-style-type: none"> <li>• Australian Stock Exchange registration</li> <li>• organisational charts</li> <li>• ABN registrations</li> <li>• company registrations.</li> </ul>                               | PERMANENT | Retain as State archives.  |
| 13.24.2      | Restructuring        | Records relating to a <b>substantial reassessment and restructure</b> of an <b>existing</b> agency structure. Includes outsourcing of functions, sale or long-term lease of government enterprises or arrangements for the transfer of responsibilities and employees' assets, etc to one or more agencies.<br><br>Records can include <ul style="list-style-type: none"> <li>• organisational charts.</li> </ul> | PERMANENT | Retain as State archives.  |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity    | Description (including record examples)   | Status    | Disposal Action   |
|--------------|------------------------|---|-----------|---|
|              |                        | <b>See: Item 13.24.3 STRATEGIC MANAGEMENT – Restructuring</b> for other restructuring of a whole or part of an agency.  |           |   |
| 13.24.3      | Restructuring          | Records relating to <b>other</b> restructuring of whole or part of agency. Includes arrangements to do with the restructure.<br><br>Records can include <ul style="list-style-type: none"> <li>organisational charts.</li> </ul> <b>See: Item 13.24.2 STRATEGIC MANAGEMENT – Restructuring</b> for substantial reassessment and restructure of an existing agency structure.  | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| <b>13.25</b> | <b>Risk Management</b> | <i>The process involving the identification of risks, and the implementation of appropriate practices and procedures that will reduce wastage and the impact of economic loss arising from an incident. (KAAA)</i><br><br><b>See: Item 13.16.1 STRATEGIC MANAGEMENT - Planning</b> for actual risk management plans.  |           |   |
| 13.25.1      | Risk Management        | Records relating to the implementation of <b>major</b> risk management plans and initiatives. Includes implementation of Disaster/Risk Management Plans.  | PERMANENT | Retain as State archives.   |
| 13.25.2      | Risk Management        | Records relating to the implementation of <b>minor</b> risk management plans and initiatives.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy.   |
| 13.25.3      | Risk Management        | Records relating to risk assessment and management of <b>hazards</b> in agency workplaces.<br><br>Includes <ul style="list-style-type: none"> <li>hazard identification and risk assessment, including dangerous chemicals, air-borne contaminants, radiation</li> <li>measures taken to eliminate or control risks</li> <li>measures taken to prevent accidents occurring</li> <li>measures taken to prevent or minimise exposure</li> </ul> | TEMPORARY | Retain a minimum of 100 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No      | Function / Activity | Description (including record examples)  | Status    | Disposal Action   |
|---------|---------------------|--|-----------|---|
|         |                     | <ul style="list-style-type: none"> <li>• surveillance and monitoring of workplace environments</li> <li>• maintenance and distribution of hazardous substances notices and labels.</li> </ul> <p>Records can include</p> <ul style="list-style-type: none"> <li>• risk assessment reports</li> <li>• regular hazard surveys</li> <li>• material safety data sheets</li> <li>• carcinogen authorisations and inspection reports.</li> </ul> |           |   |
| 13.25.4 | Risk Management     | <p>Records relating to the assessment and management of <b>other</b> risks. Includes identification of records that are vital to agency operations and fire safety and emergency services.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• risk assessment surveys</li> <li>• safety certification</li> <li>• reports on fire safety equipment</li> <li>• electrical 'test and tag'.</li> </ul>                    | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 13.26   | <b>Social Clubs</b> | <p><i>The activities involved in the agency's relationship with social clubs. (KAAA)</i></p> <p><b>Note: Records of social club activities, such as registration or incorporation, minutes of management committees, and financial records are <u>not</u> covered by this GDS. Such records are non-official and not covered by the <i>State Records Act 1997</i> (as amended).</b></p>  |           |   |
| 13.26.1 | Social Clubs        | Records relating to <b>agency's relationship with social clubs</b> . Includes support and/or sponsorship given by the agency.  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |

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General Disposal Schedule for general administrative records (GDS 30 v3)

| No           | Function / Activity            | Description (including record examples)  | Status    | Disposal Action   |
|--------------|--------------------------------|--|-----------|---|
| <b>13.27</b> | <b>Standards</b>               | <i>The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. (KAAA)</i>  |           |   |
| 13.27.1      | Standards                      | <b>Master copy</b> of official standards developed by the agency.  | PERMANENT | Retain as State archives.   |
| 13.27.2      | Standards                      | <b>Supplementary</b> records relating to the development of standards by the agency.<br><br>Records can include <ul style="list-style-type: none"> <li>• reference material</li> <li>• working papers.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>13.28</b> | <b>Suggestions (Employees)</b> | <i>The process of using suggestions from employees to improve the services and processes of the agency.</i><br><br><b>See: Item 3.10 (various) COMMUNITY RELATIONS - Public Reaction</b> for suggestions from the public.  |           |   |
| 13.28.1      | Suggestions (Employees)        | Records relating to employee suggestions.<br><br>Records can include <ul style="list-style-type: none"> <li>• investigations and associated reports.</li> </ul>  | TEMPORARY | Retain a minimum of 2 years after action completed, then destroy. |
| <b>14</b>    | <b>WORK HEALTH AND SAFETY</b>  | <b>The function of implementing and co-ordinating work health and safety and associated legislation throughout the agency. Includes safety policies and the monitoring of safe work practices, procedures and preventative measures.</b>   |           |   |
| <b>14.1</b>  | <b>Accidents and Incidents</b> | <i>The activities involved in dealing with incidents causing injury or damage. Includes damage or injury to the agency's property or employee incurred while coming to, during or leaving work, or to the general public or visitors whilst on the agency's premises. Also includes measures to prevent accidents occurring.</i><br><br><b>See agency operational RDS for incidents relating to agency clients.</b><br><br><b>See: Item 1.1 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT - Accidents and Incidents</b> for damage to vehicles. |           |   |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity     | Description (including record examples)   | Status    | Disposal Action  |
|--------|-------------------------|---|-----------|--|
|        |                         | <p><b>See: Item 4.1 (various) COMPENSATION - Case Management (Compensation Claims)</b> for claims for compensation.</p> <p><b>See Also: Item 14.2 (various) WORK HEALTH and SAFETY - Control.</b></p>   |           |  |
| 14.1.1 | Accidents and Incidents | <p>Records relating to the management of accidents, <b>personal injuries and psychosocial hazards to employees</b> <u>not</u> resulting in claims for compensation.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• risk assessments</li> <li>• incident reports</li> <li>• control measures</li> <li>• records captured in injury management, hazards and incidents reporting systems, e.g. GovSAfety, Self Insurance Management System (SIMS) and HIRMS (or successors).</li> </ul> <p><b>See: Item 4.1.3 COMPENSATION - Case Management (Compensation Claims)</b> for claims for individual compensation.</p>  | TEMPORARY | Retain a minimum of 45 years after action completed, then destroy. |
| 14.1.2 | Accidents and Incidents | <p>Official <b>accident and incident reports</b> involving either <b>employees or visitors aged over 18</b> <u>not</u> resulting in claims for compensation. Includes accidents and incident reports <b>not</b> maintained on a case file.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• risk assessments</li> <li>• incident reports</li> <li>• control measures</li> <li>• records captured in injury management, hazards and incidents reporting systems, e.g. GovSAfety, Self Insurance Management System (SIMS) and HIRMS (or successors).</li> </ul> <p><b>See: Item 4.1.3 COMPENSATION - Case Management (Compensation Claims)</b> for claims for individual compensation.</p> | TEMPORARY | Retain a minimum of 45 years after action completed, then destroy. |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity     | Description (including record examples)   | Status    | Disposal Action  |
|--------|-------------------------|---|-----------|--|
|        |                         | <p><b>See: Item 14.1.1 WORK HEALTH AND SAFETY – Accidents and Incidents</b> for records not resulting in claims for compensation.</p> <p><b>See: Item 14.1.3 WORK HEALTH AND SAFETY – Accidents and Incidents</b> for the <b>management of</b> personal injuries to visitors aged under 18 years not resulting in claims for compensation.</p> <p><b>See: Item 14.1.4 WORK HEALTH AND SAFETY – Accidents and Incidents</b> for the <b>management of</b> personal injuries to visitors aged 18 years or more not resulting in claims for compensation.</p>   |           |  |
| 14.1.3 | Accidents and Incidents | <p>Records relating to the <b>management</b> of personal injuries to <b>visitors aged under 18 years</b> <u>not</u> resulting in claims for compensation. Includes accidents and incident reports maintained on a case file.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>records captured in injury management, hazards and incidents reporting systems, e.g. GovSAfety, Self Insurance Management System (SIMS) and HIRMS (or successors).</li> </ul> <p><b>See: Item 14.1.2 WORK HEALTH AND SAFETY – Accidents and Incidents</b> for <b>accident and incident reports</b> involving either employees or visitors aged over 18 <u>not</u> resulting in claims for compensation.</p> <p><b>See: Item 14.1.4 WORK HEALTH AND SAFETY – Accidents and Incidents</b> for the <b>management of</b> personal injuries to visitors aged 18 years or more not resulting in claims for compensation.</p> | TEMPORARY | Retain a minimum of 30 years after action completed, then destroy. |
| 14.1.4 | Accidents and Incidents | <p>Records relating to the <b>management</b> of personal injuries to <b>visitors aged 18 years or more</b> <u>not</u> resulting in claims for compensation. Includes accidents and incident reports maintained on a case file.</p> <p>Records can include</p>   | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |

General Disposal Schedule for general administrative records (GDS 30 v3)

| No     | Function / Activity     | Description (including record examples)   | Status    | Disposal Action   |
|--------|-------------------------|---|-----------|---|
|        |                         | <ul style="list-style-type: none"> <li>records captured in injury management, hazards and incidents reporting systems, e.g. GovSAfety, Self Insurance Management System (SIMS) and HIRMS (or successors).</li> </ul> <p><b>See: Item 14.1.2 WORK HEALTH AND SAFETY – Accidents and Incidents</b> for <b>accident and incident reports</b> involving either employees or visitors aged over 18 <u>not</u> resulting in claims for compensation.</p> <p><b>See: Item 14.1.3 WORK HEALTH AND SAFETY – Accidents and Incidents</b> for the <b>management of</b> personal injuries to visitors aged under 18 years not resulting in claims for compensation.</p> |           |   |
| 14.1.5 | Accidents and Incidents | Records relating to the management of reports of <b>damage to property</b> <u>not</u> resulting in claims for compensation.   | TEMPORARY | Retain a minimum of 8 years after action completed, then destroy. |
| 14.2   | <b>Control</b>          | <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, form design etc to ensure maximum control over records and recordkeeping system. Also includes control mechanisms for other information resources and systems. (KAAA)</i></p> <p><b>See: Item 5.5 (various) EMPLOYEE MANAGEMENT – Control</b> for non-WHS training registers.</p> <p><b>See: Item 5.17.3 EMPLOYEE MANAGEMENT – Training</b> for records of WHS training.</p>   |           |   |
| 14.2.1 | Control                 | <p>Master summary records of <b>accidents, incidents and hazardous substances</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>accident and incident registers</li> <li>register of asbestos</li> <li>register of hazardous substances.</li> </ul>  | PERMANENT | Retain as State archives.   |

## General Disposal Schedule for general administrative records (GDS 30 v3)

| No          | Function / Activity                 | Description (including record examples)  | Status    | Disposal Action  |
|-------------|-------------------------------------|--|-----------|--|
| 14.2.2      | Control                             | <p><b>Other</b> master summary records regarding <b>WHS matters</b>.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• first aid registers</li> <li>• WHS training registers.</li> </ul>   | TEMPORARY | Retain a minimum of 45 years after action completed, then destroy. |
| <b>14.3</b> | <b>Health, Safety and Wellbeing</b> | <p><i>The process of promotion by the agency of programs that encourage the establishment and maintenance of a healthy and safe work environment. Includes the administration of first aid.</i></p> <p><b>Note: Records relating to the treatment received by individual employees in agency first aid or medical centres should be placed on the employee's personal file and disposed of according to Item 5.3 EMPLOYEE MANAGEMENT - Case Management (Employees).</b></p> <p><b>See: Item 5.6 (various) EMPLOYEE MANAGEMENT - Counselling</b> for records relating to the counselling of employees on health and safety related matters.</p> <p><b>See Also: Item 5.17 (various) EMPLOYEE MANAGEMENT - Training.</b></p> <p><b>See: Item 13.25 (various) STRATEGIC MANAGEMENT - Risk Management</b> for surveillance and monitoring of workplace environments.</p> <p><b>See Also: Item 14.2 (various) WORK HEALTH and SAFETY - Control.</b></p> |           |  |
| 14.3.1      | Health, Safety and Wellbeing        | <p>Records relating to <b>first aid</b> of a <b>major</b> nature.</p> <p>Includes first aid of a major nature administered by the agency to employees or visitors.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• treatment records.</li> </ul>   | TEMPORARY | Retain a minimum of 45 years after action completed, then destroy. |
| 14.3.2      | Health, Safety and Wellbeing        | <p>Records relating to <b>other first aid</b> matters.</p> <p>Includes first aid of a minor nature, administered by the agency to employees or visitors, management of first aid or medical centres operated by the agency.</p>  | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |

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| No     | Function / Activity          | Description (including record examples)   | Status    | Disposal Action  |
|--------|------------------------------|---|-----------|--|
|        |                              | Records can include <ul style="list-style-type: none"> <li>• treatment records</li> <li>• statistical summaries</li> <li>• general administrative records regarding the operation of a facility.</li> </ul>   |           |  |
| 14.3.3 | Health, Safety and Wellbeing | Records maintained by the agency relating to <b>health monitoring of individuals engaged in hazardous work</b> .<br><br>Includes use of hazardous chemicals, substances and/or equipment, hazardous workplaces.<br><br>Records can include <ul style="list-style-type: none"> <li>• health surveillance record.</li> </ul>  | TEMPORARY | Retain a minimum of 45 years after action completed, then destroy. |
| 14.3.4 | Health, Safety and Wellbeing | Records relating to the <b>development and implementation of programs</b> which promote and encourage a healthy and safe work environment.<br><br>Includes employee assistance programs, quit smoking programs and provision of relevant facilities and equipment.  | TEMPORARY | Retain a minimum of 30 years after action completed, then destroy. |
| 14.3.5 | Health, Safety and Wellbeing | Records relating to the <b>management of routine health-related screening programs</b> delivered or facilitated by the agency.<br><br>Includes blood pressures checks, cholesterol testing, etc, eye-testing for screen-based work, hearing testing, vaccinations.<br><br>Records can include <ul style="list-style-type: none"> <li>• summary reports from service providers.</li> </ul> <p><b>See GDS 48 (as amended) Records relating to COVID-19</b> for records relating to COVID-19 vaccinations.</p> | TEMPORARY | Retain a minimum of 5 years after action completed, then destroy.  |

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| No     | Function / Activity | Description (including record examples)   | Status    | Disposal Action  |
|--------|---------------------|---|-----------|--|
| 14.4   | <b>Inspections</b>  | <p><i>The process of official examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives. (KAAA)</i></p> <p><b>See: Item 13.25.3 STRATEGIC MANAGEMENT – Risk Management</b> for records relating to remedial action taken as a result of hazard inspections and investigations.</p>  |           |  |
| 14.4.1 | Inspections         | <p>Records relating to inspections and investigations into <b>major</b> work, health and safety hazards.</p> <p>Includes precedent setting cases resulting in major changes to workplaces and/or work practices.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• inspection or investigation reports.</li> </ul>  | PERMANENT | Retain as State archives.  |
| 14.4.2 | Inspections         | <p>Records relating to <b>other</b> work health and safety inspections and investigations.</p> <p>Includes inspections and investigations of minor work health and safety hazards, routine worksite inspections, programmed inspections not the result of an incident or episode.</p> <p>Records can include</p> <ul style="list-style-type: none"> <li>• inspection or investigation reports.</li> </ul> | TEMPORARY | Retain a minimum of 10 years after action completed, then destroy. |