

Operational Records Disposal Schedule

South Australian Motor Sport Board (SAMSB) (and predecessors)

RDS 2026/07 Version 1

Effective Dates: 6 October 2026 to 6 October 2036

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

RDS No	RDS 2026/07 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	South Australian Motor Sport Board (SAMBS) (and predecessors)
Records Scope	Records documenting the functions of motor sport promotion and events.
Records Coverage Dates	1 January 1984 - ongoing
Effective Dates	6 October 2026 to 6 October 2036
Status	Determined by Director State Records and approved by State Records Council on 8 September 2026
Associated RDS	RDS 2011/19 v 1 approved by the State Records Council on 16 October 2012. This RDS expired on 30 June 2023. The RDS was a complementary schedule to SA Tourism Commission RDS 2017/05 v1.

© 2020 - 2030 Government of South Australia

This Disposal Schedule may be copied for use by South Australian Government Agencies and Local Government Authorities and for reasonable study or research purposes. No part of this Disposal Schedule may be reproduced or distributed for profit or gain or for any other purpose without the written permission of the Manager [Director] of State Records of South Australia.

The Terms and Scope Notes in the Schedule Body may include terms and relationships that have been taken from Keyword AAA: A Thesaurus of General Terms (© State Records Authority of New South Wales, 1995 and 1998) and are reproduced under a licence agreement between State Records of South Australia and the State Records Authority of New South Wales.

Contents

RDS 2026/07 Version 1 1

Introduction 4

 Scope 4

 Objectives.....4

 Relationship to other disposal schedules 5

 State Records Contact Details 7

Introduction

Scope

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

This RDS excludes:

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

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

Objectives

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

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

Relationship to other disposal schedules

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

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

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

Interpretation

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

Status/Disposal action definitions

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

Retain a record of records destroyed under this RDS

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

Compliance with the Determination

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

For more information

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

State Records Contact Details

Contact details

Level 15, 10 Franklin Street

ADELAIDE SA 5000

GPO Box 464

ADELAIDE SA 5000

Tel (+61 8) 7322 7077

Web www.archives.sa.gov.au

RDS 2026/07 v1 - South Australian Motor Sport Board (SAMSB) (and predecessors)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	BUSINESS OPERATIONS MANAGEMENT	The function of the business operations of the SAMSB (and predecessors). See GDS 30 v3 (as amended) 2. (various) BOARD & COMMITTEE MANAGEMENT for the establishment and management of the SAMSB (and predecessors) Board. See GDS 30 v3 (as amended) 11.2 LEGAL SERVICES – Litigation for records relating to legal cases. See GDS 30 v3 (as amended) 7.4 GOVERNMENT RELATIONS – Inquiries - for inquiries that directly affect events management, presentations, or sponsorship prospects. See GDS 30 v3 (as amended) 3.4 COMMUNITY RELATIONS – Enquiries - for information requests.		
1.1	Business Operations	<i>The activities associated with SAMSB (and predecessors) operations, including regulating, litigation, inquiries, and sale/transfer of assets.</i>		
1.1.1	Business Operations	Records relating to the sale/transfer of Australian Formula One Grand Prix assets to Victorian Major Events Corporation, including its effect on sponsorships.	PERMANENT	Retain as State archives.
1.1.2	Business Operations	Records relating to the acquisition and disposal of a commercial interest by the SAMSB (and predecessors) in various service providers. E.g. Good Sports business.	PERMANENT	Retain as State archives.
1.1.3	Business Operations	Records relating to other event management, promotion or sponsorship matters that are resolved by litigation. E.g. Contractors/Supplier (fencing and seating), Corporate Hospitality, or patron issues.	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.
1.1.4	Business Operations	Records of meeting compliance regulations associated with the <i>South Australian Motor Sport Act 1984</i> for the safe conduct of motor sports, the safe presentation of events and the management of associated accident prevention and health services. Includes declarations by the SAMSB (and predecessors) and contractual relationships with motor sport controlling bodies for individual events and other reports to the Minister.	PERMANENT	Retain as State archives.

RDS 2026/07 v1 - South Australian Motor Sport Board (SAMSB) (and predecessors)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1.5	Business Operations	Records of enforcement of regulations associated with the <i>South Australian Motor Sport Act 1984</i> for the safe conduct of motor sport events. Includes the removal of vehicles left unattended within a declared area, seizure or forfeiture of goods and removal or suspension of ticket holders.	TEMPORARY	Retain a minimum of 8 years after event closeout, then destroy.
1.1.6	Business Operations	Records of hospitality hosted by the SAMSB (and predecessors) at events promoted by the SAMSB (and predecessors). Includes invitations, acceptances, guest lists and letters of appreciation.	TEMPORARY	Retain a minimum of 10 years after event closeout, then destroy.
1.2	Emergency Services Liaison (Risk Management)	<i>The activity of liaising with emergency services and the community for the safe and effective presentation of events.</i>		
1.2.1	Emergency Services Liaison (Risk Management)	Records of liaison with emergency services in relation to documenting the death or major injury of event participants, officials, or members of the general public. See item 2.1.2 for incidents and other injuries.	PERMANENT	Retain as State archives.
1.2.2	Emergency Services Liaison (Risk Management)	Records of risk assessments and after race risk assessments for the safe and effective presentation of events. Includes incidents and minor injuries to event participants, officials, or members of the public. See item 1.2.1 for injuries resulting in death or serious injury. See GDS 30 v3 (as amended) 4.1 COMPENSATION – Case Management (Compensation Claims) for accidents to employees or members of the public resulting in compensation claims for personal injury or damage to property.	TEMPORARY	Retain a minimum of 30 years after event closeout, then destroy.

RDS 2026/07 v1 - South Australian Motor Sport Board (SAMSB) (and predecessors)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2.3	Emergency Services Liaison (Risk Management)	Records of routine liaison with Emergency Services for event procedures, event schedules, etc. See GDS 30 v3 (as amended) 13.2 (various) STRATEGIC MANAGEMENT - Agreements for agreements with Emergency Services.	TEMPORARY	Retain a minimum of 8 years after event closeout, then destroy.
2	EVENT MANAGEMENT	The function of developing, supporting, marketing, promoting, managing, and accessing motor sport events in South Australia (including the establishment of a temporary motor racing circuit for the Clipsal 500 Adelaide) and any other events (national or internal) promoted by the SAMSB (and predecessors) Includes historical records from all predecessor agencies e.g. Australian Formula One Grand Prix Board (Adelaide).		
2.1	Accreditation and Security	<i>The activities associated with participant identification and associated security arrangements.</i>		
2.1.1	Accreditation and Security	Records of security and accreditation arrangements for officials, race drivers, crews, caterers, cleaners, sponsors and staff including applications for accreditation, register pass numbers, driving training schedules, travel itineraries staffing etc.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.2	Engineering	<i>The activities associated with the engineering of events of the SAMSB (and predecessors).</i> See also GDS 30 v3 (as amended) 6 (various) FINANCIAL MANAGEMENT for Contracting out and Tendering.		
2.2.1	Engineering	Final copy of plans and drawings for layouts of corporate and public facilities, stand and working areas, approved by the SAMSB (and predecessors).	PERMANENT	Retain as State archives.
2.2.2	Engineering	Records of the Adelaide temporary motor racing circuit upgrades and associated safety issues. Includes reporting from the motor sport governing body e.g. Motor Sport Australia and Federation of International Motor Sport.	PERMANENT	Retain as State archives.
2.2.3	Engineering	Records of the provision of facilities for corporate clients and the general public, such as the supply of seating and scaffolding installation.	TEMPORARY	Retain a minimum of 10 years after event closeout, then destroy.

RDS 2026/07 v1 - South Australian Motor Sport Board (SAMSB) (and predecessors)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.2.4	Engineering	Working copies and duplicates of plans and drawings for layouts of corporate and public facilities, stands and working areas.	TEMPORARY	Retain a minimum of 10 years after event closeout, then destroy.
2.3	Function Management	<i>The activities associated with arranging and managing an official, formal, social, or corporate function that is supplementary to a major event. Includes invitations, attendee lists and catering arrangements.</i>		
2.3.1	Function Management	Records of supplementary entertainment functions and launch events organised and or promoted by the SAMSB (and predecessors) or external agencies/organisations such as 'the Premier's Clipsal 500 State Dinner, Pit Parties and Corporate Breakfasts. Includes sponsorship arrangements, VIP invitations, travel, and guest lists.	PERMANENT	Retain as State archives.
2.3.2	Function Management	Records of supplementary entertainment functions organised and or promoted by external agencies/organisations such as the "Premier's Clipsal 500 State Dinner" and 'ASMF Ladies Day Luncheon. Includes sponsorship arrangements, VIP invitations, travel, and guest lists.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.4	Ceremonies	<i>The activities associated with arranging and managing a formal act performed for a special occasion (KWAAA).</i>		
2.4.1	Ceremonies	Records of arrangements for and conduct of ceremonies in association with major events sponsored or coordinated by the SAMSB (and predecessors) including podium presentations for the Adelaide 500, Adelaide Grand Final, Motorcycle Grand Prix (Adelaide) and awards for the World Solar Challenge.	PERMANENT	Retain as State archives.
2.4.2	Ceremonies	Working documents relating to arrangements for and conduct of ceremonies in association with major events sponsored or coordinated by the SAMSB (and predecessors).	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
2.5	Grant Funding	The activities associated with administering grant funding for motorsport events including the Adelaide Motorsport Festival and Adelaide Rally.		
2.5.1	Grant Funding	Records of the assessment, approval, and issuing of grants, including acquittal documentation.	PERMANENT	Retain as State archives

RDS 2026/07 v1 - South Australian Motor Sport Board (SAMSB) (and predecessors)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.5.2	Grant Funding	Records relating to unsuccessful applications, including those that did not meet eligibility requirements. Includes notification to applicants.	TEMPORARY	Retain a minimum of 5 years after action completed.
2.6	Marketing (Commercial)	<i>The activities associated with the process and management of advertising, marketing, promotion, and sales operations, including commercial.</i>		
2.6.1	Marketing (Commercial)	Records of video and audio recordings (one copy of each) made for event management and public relations purposes.	PERMANENT	Retain as State archives. Manage and migrate to ensure ongoing accessibility for evidentiary and or historical purposes.
2.6.2	Marketing (Commercial)	Master copy of the 'media pack' for each event comprising sponsor advertising, timetables, menus, driver details, track schedules, programs etc.	PERMANENT	Retain as State archives.
2.6.3	Marketing (Commercial)	Photograph albums, 35mm slides and loose photographs that identify location and participants.	PERMANENT	Retain as State archives.
2.6.4	Marketing (Commercial)	Records of press cuttings which relate to specific managed events.	PERMANENT	Retain as State archives.
2.6.5	Marketing (Commercial)	Master copy of media advice and press releases, including records of briefings for sponsors and advertising media operations.	PERMANENT	Retain as State archives.
2.6.6	Marketing (Commercial)	Master copy of publications produced for an event, e.g. official program, corporate manual, community information brochure, annual media guide.	PERMANENT	Retain as State archives.
2.6.7	Marketing (Commercial)	Records relating to the development selection and provision of event-specific uniforms, marketing products and services. Includes visual illustrations of annual changing 'Clipsal 500 Adelaide' corporate uniforms and grid girl outfits.	PERMANENT	Retain as State archives.

RDS 2026/07 v1 - South Australian Motor Sport Board (SAMSB) (and predecessors)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.6.8	Marketing (Commercial)	Records of advertising outputs, including artwork, drafts and production material for official events and sponsor publications. Includes signage and minor publications e.g. timetables, schedules of drivers, event program (including but not limited to race schedules), brochures, and registration forms. Includes multiple spare copies not utilised.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.6.9	Marketing (Commercial)	Records of loose unidentified photographs and 35mm slides.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.6.10	Marketing (Commercial)	Records of arrangements for advertising and media coverage, including operational arrangements for the media centre, accommodation and use of vantage points, financial source documents and summary reports.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.6.11	Marketing (Commercial)	Records of the development and implementation, in cooperation with other organisations (e.g. travel partners), of promotional packages, for example, group travel including accommodation and event ticketing.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.6.12	Marketing (Commercial)	Entry forms submitted by competition participants for SAMSB (and predecessors) managed events (includes World Solar Challenge, Adelaide Grand Final, etc.)	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.6.13	Marketing (Commercial)	Records relating to the provision of community bus tours of event facilities and bus parking arrangements on community-owned premises.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
2.6.14	Marketing (Commercial)	Records of nominations and submissions for Awards. (e.g. SA Tourism Industry Awards)	TEMPORARY	Retain a minimum of 8 years after event closeout, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.7	Operations	<i>The activities associated with the process, management and assessment of event operations that are not covered under other event management functions (engineering, marketing, etc.).</i> See GDS 30 v3 (as amended) 6.7.3 FINANCIAL MANAGEMENT – Insurance - for insurance for events. See GDS 30 v3 (as amended) 9.7 (various) INTELLECTUAL PROPERTY for intellectual property.		
2.7.1	Operations	Records of supplementary entertainment, such as the 'Clipsal 500 Adelaide' concerts and on-site entertainment. Includes sponsorship arrangements, contracts, invoices, insurance, and travel arrangements.	TEMPORARY	Retain a minimum of 10 years after event closeout, then destroy.
2.7.2	Operations	Records of routine administrative arrangements, including cleaning, security, site office and podium procedures for events.	TEMPORARY	Retain a minimum of 10 years after event closeout, then destroy.
2.7.3	Operations	Records of provision and management of catering, merchandising and other spectator facilities.	TEMPORARY	Retain a minimum of 10 years after event closeout, then destroy.
2.8	Patron Accommodation (Defunct)	<i>The activities associated with the provision of home stay/home hosting accommodation.</i>		
2.8.1	Patron Accommodation (Defunct)	Records of home hosting, including applications by homeowners to participate in allocation of short-term tenants, financial source documents and associated correspondence.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.8.2	Patron Accommodation (Defunct)	Records of home letting accommodation documenting the provision of short-term tenancy for corporate staff and guests. Includes summary of accommodation, booking arrangements and financial source documents and associated correspondence.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.9	Sponsorship	<i>The activities associated with seeking and managing sponsorship relationships.</i>		
2.9.1	Sponsorship	Records of major event naming rights sponsorship contractual arrangements and associated implementation. Includes Australian Formula One Grand Prix (Adelaide), Adelaide 500, Adelaide Grand Final, the World Solar Challenge and the Australian Motorcycle Grand Prix (Adelaide), Motorsport Festival and Adelaide Rally.	TEMPORARY	Retain a minimum of 30 years after event closeout, then destroy.
2.9.2	Sponsorship	Records of correspondence with naming rights sponsors not specific to the sponsorship (for example, state suite guest lists, VIP credentials and arrangements for sponsored events supplementary to the major event)	TEMPORARY	Retain a minimum of 7 years after event closeout, then destroy.
2.9.3	Sponsorship	Records of sponsorship contracts and implementation, including celebrity race arrangements.	TEMPORARY	Retain a minimum of 10 years after event closeout, then destroy.
2.9.4	Sponsorship	Records of unsuccessful sponsorship approaches and negotiations.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.10	Ticketing	<i>The activities associated with the provision of event ticketing arrangements including third party ticketing agencies.</i>		
2.10.1	Ticketing	Records relating to ticketing agency arrangements for bookings, payments, design, manufacture, process, and supply of tickets to the public. Includes booking forms, reservations schedules and reconciliations.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.10.2	Ticketing	Records relating to corporate hospitality and trade and activations, including ticketing, signage and branding/promotion.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.

RDS 2026/07 v1 - South Australian Motor Sport Board (SAMSB) (and predecessors)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.10.3	Ticketing	Records relating to the accreditation of staff, contractors and suppliers to the event.	TEMPORARY	Retain a minimum of 5 years after event closeout, then destroy.
2.11	Volunteer Management	<i>The activities associated with the coordination and management of volunteers for events conducted or promoted by the SAMSB (and predecessors) including the Adelaide Grand Final and World Solar Challenge. Includes the participation by volunteer members of the various motor sport controlling bodies and associated clubs. Volunteers may also be referred to as Officials and/or Marshalls.</i> See GDS 30 v3 (as amended) 5 (various) EMPLOYEE MANAGEMENT for other records relating to individual volunteers. See GDS 30 v3 (as amended) 13 (various) STRATEGIC MANAGEMENT for policies and procedures.		
2.11.1	Volunteer Management	Records relating to the registration and acceptance of volunteers including the register of volunteers. Includes agreements and waivers.	TEMPORARY	Retain a minimum of 100 years after date of birth, then destroy.
2.11.2	Volunteer Management	Records of volunteer briefings, certificates, rosters, role information and associated programs.	TEMPORARY	Retain a minimum of 7 years after event closeout, then destroy.