STATE RECORDS
of South Australia

Operational Records Disposal Schedule

Disability (and predecessors), Department of Human Services

RDS 2026/04 Version 2

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.*

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RDS No	RDS 2026/04 Version 2
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Disability (and predecessors), Department of Human Services
Records Scope	Records documenting the functions (current and defunct) of Disability (and predecessors) of the Department of Human Services and the defunct functions of Domiciliary Care (and predecessors).
Records Coverage Dates	1901 - ongoing
Effective Dates	19 November 2026 to 19 November 2036
Status	Determined by Director State Records and approved by State Records Council on 3 November 2026
Exclusions	Grant funding records to be included in a future DHS agency wide RDS. Exceptional Needs Unit (ENU), Office for Ageing Well, and Restrictive Practices Unit records to be included in a future RDS.
Associated RDS	Supersedes RDS 2026/04 v1 approved 6 August 2026

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Introduction

Scope

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

This RDS excludes:

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

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

Objectives

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

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

Relationship to other disposal schedules

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

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

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

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
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Tel (+61 8) 7322 7077
Web www.archives.sa.gov.au

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	**ASSET MANAGEMENT**	**The function of acquiring, supplying, maintaining, repairing, and disposing of unique equipment used by the agency for clients or supplied to clients, and the management (including acquisition and disposal) of land or property for use as accommodation for clients of Disability.** See GDS 30 v3 (as amended):1 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT for records relating to equipment and property not used in or as Disability accommodation or not provided to Disability clients. See GDS 30 v3 (as amended): 6.9 (various) FINANCIAL MANAGEMENT – Procurement (Goods & Services) for the procurement of external contractors or consultants for asset management tasks.		
1.1	**Acquisition and Disposal**	*The activity of acquiring and disposing of property and equipment used for or by Disability clients by the agency by purchase, sale, transfer, termination of lease, auction, or destruction.*		
1.1.1	Acquisition and Disposal	Records relating to the acquisition and disposal of property or land for use as accommodation for Disability clients that are significant, have set a precedent, or have created significant media or public interest. For example, the sale of Highgate Park.	PERMANENT	Retain as State archives.
1.1.2	Acquisition and Disposal	Records relating to the acquisition and disposal of other property for use as accommodation for Disability clients and are included on an **asbestos or hazardous substances register**.	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy.
1.1.3	Acquisition and Disposal	Records relating to the acquisition and disposal of other property for use as accommodation for Disability clients.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
1.1.4	Acquisition and Disposal	Records relating to the acquisition and disposal of disability equipment.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2	**Equipment Management**	*The activities associated with the management of disability equipment provided to clients.* See Item 1.1.4 for records relating to the acquisition and disposal of disability equipment. See Items 1.4 (various) for records relating to the installation of disability equipment in properties owned by Disability. See Items 1.5 (various) for records relating to the maintenance of disability equipment. See Item 2.5.1 for records relating to the installation of equipment in client homes not owned by Disability.		
1.2.1	Equipment Management	Records and data in databases and systems containing summary client information for clients of equipment provision services. Currently the Equipment Service Information System (ESIS). See Item 1.2.2 for records in systems and databases relating to the tracking and management of equipment.	PERMANENT	Retain as State archives.
1.2.2	Equipment Management	Records documenting the tracking and management of equipment for client use including collection and drop-off forms, tracking data in databases and systems, and spreadsheets. See Item 1.2.1 for records relating to summary client information in equipment provision systems and databases.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.
1.3	**Fit-Outs**	*The process of refurbishing a Disability client accommodation site internally. Includes painting, floor coverings, furnishings, furniture, fittings, and equipment.* See Item 2.5.1 for records relating to fit-outs and refurbishments in client homes not owned by Disability.		
1.3.1	Fit-Outs	Records relating to the management of fit-outs and refurbishments in properties used for Disability client accommodation and included on an **asbestos or hazardous substances registers.**	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.2	Fit-Outs	Records relating to the management of fit-outs and refurbishments in other properties used for Disability client accommodation.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.4	**Installation**	*Activities involved in placing equipment in position and connecting and adjusting it for use in Disability client accommodation properties.* See Item 2.5.1 for records relating to the installation of equipment in client homes not owned by Disability.		
1.4.1	Installation	Records relating to the installation of equipment in or outside properties used for accommodation for Disability clients included on an **asbestos or hazardous substances register.**	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy.
1.4.2	Installation	Records relating to the installation of equipment in or outside other properties used for accommodation for Disability clients.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.5	**Maintenance**	*The activities associated with the upkeep, repair, servicing, and preservation of internal/external Disability accommodation premises or disability equipment.*		
1.5.1	Maintenance	Records relating to repairs or maintenance of Disability accommodation properties and equipment made necessary by major disasters such as earthquake, fire, flood, terrorism attack, etc.	PERMANENT	Retain as State archives.
1.5.2	Maintenance	Records relating to repairs or maintenance of Disability accommodation and equipment included on an **asbestos** or **hazardous substances** register. Includes handover documents after the completion of works including manuals and registers or logs of service or checks.	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.5.3	Maintenance	Records relating to repairs or maintenance of other Disability accommodation and equipment. Includes handover documents after the completion of works including manuals and registers or logs of service or checks.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.5.4	Maintenance	Records relating to routine/day-to-day cleaning and waste management services related to Disability accommodation property.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.6	**Project Management**	*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 timeframe in relation to asset management for Disability. Includes cost and quality parameters, with specific and temporary allocation resources.*		
1.6.1	Project Management	Records relating to the development, implementation, review and closure of significant or major projects that have set a precedent or gained significant public or media interest. Includes building plans and specifications, and project management records. For example, the construction of Highgate Park.	PERMANENT	Retain as State archives.
1.6.2	Project Management	Records relating to the development, implementation, review and closure of other projects or cancelled projects.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.7	**Security**	*The activities associated with measures taken to protect people, premises, equipment, or information from accidental or intentional damage or from unauthorised access for Disability client accommodation sites.*		
1.7.1	Security	Records relating to breaches of security or incidents that are intentional and cause significant/major disruption to the agency's operations at Disability accommodation sites. For example, hacking, intrusion to restricted areas, terrorism, intentional damage, and fire.	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7.2	Security	Records relating to other breaches of security or incidents including incidents not resulting in laying of charges or where sabotage is not suspected at Disability accommodation sites.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.7.3	Security	Records relating to attendance at Disability accommodation sites as proof of being onsite. For example, visitor sign-in logs for client visitors, contractors, and staff.	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy.
1.7.4	Security	Records relating to administrative arrangements regarding security at Disability accommodation sites including the issuing of security passes and keys for employees.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.7.5	Security	Records of audio-visual surveillance at Disability accommodation sites including CCTV footage. See Items 2.2.2 and 2.2.3 for records of audio-visual surveillance that can provide evidence of an incident and provide evidence for the incident.	TEMPORARY	Erase recording 1 month after recording or last viewing.
2	**CLIENT SUPPORT**	**The function of providing support and care to Disability clients including determining eligibility, needs assessment, allied health provision, clinical services, supported and residential accommodation, and providing access to and delivery of support services for clients and their families and carers.**		
2.1	**Client Activity Reporting**	*The activities associated with the change-over of support staff and the documentation of any events required by the next shift for supported and residential accommodation.*		
2.1.1	Client Activity Reporting	Report books for supported and residential accommodation detailing daily housekeeping matters, nurse communications, 24-hour reports (also known as day/night reports), ward diaries, and other related handover documentation.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.2	**Client Incident Management**	*The activities associated with managing incidents and allegations of incidents involving Disability clients as a result of or during the delivery of services directly provided by Disability or a service provider.* See Items 3.4 (various) for records relating to investigations into incidents or Disability client care and protection issues.		
2.2.1	Client Incident Management	Summary records and data in databases and systems containing client incident information. For example, spreadsheets, paper-based registers, or summary data on systems and databases. Does not include documents saved in databases and systems that form part of the incident management file. See Items 2.2.2 and 2.2.3 for records relating to documents and incident reports in systems and databases.	PERMANENT	Retain as State archives.
2.2.2	Client Incident Management	Records of reporting and managing incidents of a **critical** nature including: • Initial notification • Investigation reports • Consultation notes • Correspondence with external agencies • Reporting. Examples include a client death while in care, serious client injury, or allegations of abuse or exploitation of a client.	TEMPORARY	Retain a minimum of 105 years after action completed, then destroy.
2.2.3	Client Incident Management	Records of reporting and managing incidents of a **non-critical** nature including: • Initial notification • Investigation reports • Consultation notes • Correspondence with external agencies • Reporting.	TEMPORARY	Retain a minimum of 25 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3	**Client Information Management**	*The activities associated with the creation and maintenance of files and databases of client information and services provided to clients.*		
2.3.1	Client Information Management	Historical paper-based summary records or registers 1901-2007 documenting services and support provided to clients, including admission registers, correspondence day journals, resident books, pharmaceutical records, patient records, movement and death registers, medical surveys conducted of patients, Matron and nurse report books, visitor's books, index cards of clients in supported accommodation, and chaplain summary index cards.	PERMANENT	Retain as State archives.
2.3.2	Client Information Management	Summary records and data in databases and systems containing inactive and current client information including client activity data, interaction with the client, and service plan and coordination. May include information of child clients pre-2018. Includes: • Centralised Client Management System (CCMS) • Disability Client Management System (DCMS) • Lumary Customer Relationship Management System (Lumary) • Home for Incurables/Julia Farr Database • Client Management Engine (CME). Also includes successor systems and other summary information kept in registers or spreadsheets. Does not include documents saved in databases and systems that form part of the client file. See Item 2.3.3 for Domiciliary Care or DES services provided to children (under 18 years of age) and client files of Disability.	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 2.3.6 for records relating to Domiciliary Care adult client files, referrals, assessments, and acceptance notifications. See Item 2.3.7 for databases and systems relating to client brokerage.		
2.3.3	Client Information Management	Client files consisting of services provided to Disability clients. Includes client files for clients who received institutional accommodation (for example, Julia Farr Centre or Strathmont Centre) or services such as Disability care and Equipment Program. Includes Domiciliary Care and Domiciliary Equipment Service (DES) client files of clients who were children (under 18 years of age) at the time of receiving services. Includes Aboriginal and Torres Strait Islander clients, clients with genetic disorders, or who have indeterminate diagnoses, intellectual disability, brain injury acquired as a child, or dementia, and clients who were children (under 18 years of age) at the time of receiving services. Records may include: • aged care and palliative care services • allied health, clinical, and behaviour support services • approvals, consent forms, summaries, and reports • assessments including mobility, postural measurements, and referrals • Restrictive Practices correspondence • care, support, or health plans • equipment program • finance records relating to client personal funds and money usage • intake and allocation	TEMPORARY	Retain a minimum of 105 years after date of birth, then destroy. If no date of birth, then retain a minimum of 105 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		• legal matters including intervention orders • medication authorities and charts • rehabilitation • short-term housing and supported accommodation • transitions to Guardianship Board • visits and in-home care services. See Item 2.3.2 for systems and databases managing summary client information. See Item 2.3.6 for records relating to Domiciliary Care adult client files, referrals, assessments, and acceptance notifications. See Item 2.3.7 for records relating to client brokerage performed by the agency. See Item 2.6.1 for records relating to meetings about clients including across client meetings and house meetings.		
2.3.4	Client Information Management	Records documenting the 24-hour community nursing telephone service, and the after-hours service provided Statewide to clients living in accommodation services. Includes providing responses to issues and emergencies from clients including needs for Police, Ambulance and immediate medical help, 24-hour report, the Disability Services Incident Reporting Hotline, documentation of calls, requests, responses, and staff attendance.	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
2.3.5	Client Information Management	Diaries documenting client activities including staff diaries documenting client/staff communications, consultations, activities, and appointments. See Item 2.8.2 for diaries recording client participation in programs.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3.6	Client Information Management	Records of Domiciliary Care and Domiciliary Equipment Service (DES) services provided to clients. Includes client files of adult clients (over 18 years of age), referrals, assessments, and acceptance notifications. See Item 1.2.1 for summary client information on databases and systems relating to equipment provision services. See Item 2.3.2 for systems and databases managing summary client information. See Item 2.3.3 for Domiciliary Care or DES services provided to children (under 18 years of age) and client files of Disability.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.3.7	Client Information Management	Records relating to client brokerage documenting allocations of funding, contracting details, service agreement and provider, financial matters, and rates. Includes databases and systems relating to client brokerage including Day Options database, Client Brokerage Management System (CBMS), and Request (Order) Contract Reconciliation (RCR) system. Also includes spreadsheets and other documents relating to client brokerage. Brokerage ceased circa 2018 and began to be performed by the NDIS for clients. See GDS 30 v3 (as amended): 6.1.7 FINANCIAL MANAGEMENT – Accounting for copies of receipts entered into a brokerage system or account batches.	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.
2.4	**Diagnostic Imaging**	*The activities associated with creating and saving a visual display of structural or functional patterns of organs or tissues for diagnostic evaluation. Includes medical resonance imaging (MRI), computerised (axial) tomography scans (CT/CAT), and X-rays.*		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.4.1	Diagnostic Imaging	X-rays and radiographer reports where the client cannot be identified. See Item 2.3.3 for X-ray and radiographer reports where Disability clients are identified.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
2.5	**Home Modifications**	*The activities associated with providing modifications to **private** homes following clinical assessment of clients. Includes ramps, rails, and bathroom modifications.* See Items 1.2 (various) for records relating to the management of Disability equipment. See Items 1.3 (various) for records relating to modifications in Disability accommodation properties owned by Disability. See Items 1.4 (various) for records relating to the installation of equipment in Disability accommodation properties owned by Disability.		
2.5.1	Home Modifications	Project or job records documenting home modifications, which may include: • scope of works, for example handrail to stairs • specifications • development applications • inspections and approvals • consents to proceed • examination and testing • completion of works.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.6	**Meetings (Clients)**	*The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of client support.*		
2.6.1	Meetings (Clients)	Records relating to meetings concerning clients that are not placed into client files. Includes across client meetings relating to eligibility criteria, House Meetings, allocation of staff, needs consideration, resources, and other matters relating to clients. See Item 2.3.3 for Disability client files.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.7	**Needs Assessment**	*The activities associated with assessing the service requirements of clients. Includes the allocation of support resources, prioritising needs, and the availability of a given resource type for allocation to clients.*		
2.7.1	Needs Assessment	Records documenting the process of determining clients to be **ineligible** for intake. Includes referral, screening for allocation, further information gathered about the potential client, assessment, status, notification of ineligibility, and unactioned documents. Previously called Intake Files. See Item 2.3.3 for records relating to applications determined to be **eligible** and placed in a Disability client file. See Item 2.3.3 for records relating to applications deemed ineligible that were disputed and a Disability client file created.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
2.8	**Program Management**	*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 for the provision of client focused services. Includes planning, implementing, monitoring and assessing programs.*		
2.8.1	Program Management	Records relating to the purpose, development, implementation, and review of specialised services for clients. For example, the Access to Home Care Program, Day Options Program, and current other activities programs.	PERMANENT	Retain as State archives.
2.8.2	Program Management	Diaries and other facilitative records of Disability programs including daily recreation programs and monthly calendars of activities dealing with client attendances. See Item 2.3.5 for diaries relating to client movements and outings not relating to programs.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.8.3	Program Management	Supplementary records relating to program management including unsuccessful proposals, drafts, working copies, and reference materials.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.9	**Project Management**	*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.*		
2.9.1	Project Management	Records relating to the development, implementation, review, and closure of **major** projects which generated significant public interest or set a precedence. For example, the Outcomes Measurement Forecasting Project, and the NDIS Transition project. Includes applications and acquittals of funding to State and Commonwealth agencies. Also includes the selection process of clients for inclusion in projects for individual clients or for client cohorts for whom the programmes are designed.	PERMANENT	Retain as State archives.
2.9.2	Project Management	Records relating to the development, implementation, review, and closure of other projects.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.9.3	Project Management	Records relating to projects that do not proceed. Including proposals, submissions, scope of works, and advice.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
2.10	**Respite Allocation**	*The activities associated with responding to either urgent or planned requests for temporary accommodation. Includes responding, prioritising, negotiating and assigning respite services to individuals.*		
2.10.1	Respite Allocation	Records documenting accommodation placements for clients who were children (**under** 18 years of age) at the time of accessing the service. Includes planned respite accommodation and emergency client accommodation in supported and non-supported accommodation where no client file existed or was created. Includes applications, assessments, permission to incur costs (PTIC), rejections, and approvals. Includes records relating to Aboriginal and Torres Strait Islander clients.	TEMPORARY	Retain a minimum of 105 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 2.3.3 for records relating to respite allocation that were placed in a Disability client file.		
2.10.2	Respite Allocation	Records documenting accommodation placements for clients who were adults (**over** 18 years of age) at the time of accessing the service, for non-government organisations and Disability. Includes planned respite accommodation and emergency client accommodation in supported and non-supported accommodation where no client file existed or was created. Includes applications, assessments, permission to incur costs (PTIC), rejections, and approvals. Includes records relating to Aboriginal and Torres Strait Islander clients. See Item 2.3.3 for records relating to respite allocation that were placed in a Disability client file.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
2.11	**Supervision**	*The activities associated with the supervision of clinical, allied health, social, and other professional workers and their progress with clients under their care and supervision.*		
2.11.1	Supervision	Records relating to meetings between a professional and their supervisor or manager relating to client supervision. Includes supervision agreements, professional development portfolios, case discussions, agreed actions, outcomes, plans, and progress reports, and meeting notes between the worker and their supervisor. Can contain notes relating to multiple clients. See Item 2.3.3 for records relating to Disability clients. See GDS 30 v3 (as amended): 5.11.1 EMPLOYEE MANAGEMENT – Performance Management for records relating to employee performance development and monitoring that are not related to client supervision.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3	**GOVERNANCE**	**The function of effectively formulating and implementing sound agency policies in respect of clients and supporting institutions that deliver services. Includes managing the accountability and compliance of the agency, audits of agency services to people with disability, and liaison with other organisations and disability providers.** See GDS 30 v3 (as amended): 6.9 (various) FINANCIAL MANAGEMENT – Procurement (Goods & Services) for records relating to agreements and contract management. See GDS 30 v3 (as amended): 13.7 (various) STRATEGIC MANAGEMENT – Compliance for records relating to the accreditation of clinics, Aged Care accreditation and audits, the Community Visitors Scheme, and Continuous Improvement registers. See GDS 30 v3 (as amended): 13.14 (various) STRATEGIC MANAGEMENT – Legislation for records relating to the review of legislation administered by the agency. See GDS 30 v3 (as amended): 13.17.1 STRATEGIC MANAGEMENT – Policy for records relating to Across-Government policy initiatives where the agency is the lead-agency. See GDS 30 v3 (as amended): 13.22 (various) STRATEGIC MANAGEMENT – Reporting for records relating to NDIS mandatory reporting and other external reporting provided under statutory obligation.		
3.1	**Board and Committee Management**	*The activities associated with the management of committees and task forces not created by or under an Act of Parliament, ministerial authority, or government management.* See GDS 30 v3 (as amended): 2 (various) BOARD AND COMMITTEE MANAGEMENT for records relating to the establishment and management of boards and committees created by or under an Act of Parliament or ministerial authority. See GDS 30 v3 (as amended): 13.6 (various) STRATEGIC MANAGEMENT – Committees for records relating to committees established under government management.		
3.1.1	Board and Committee Management	Historical records 1901-1984 documenting the establishment of boards and committees, including subsequent proceedings of meetings not under government management or Ministerial authority. Includes the Board of Management for the Home for	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		Incurables, later Julia Farr Centre Inc, and other committees established by the Home.		
3.2	**Compliance**	*The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which the agency is subject.* See GDS 30 v3 (as amended): 6.4.1 FINANCIAL MANAGEMENT – Control for registers relating to donations, bequests, and other financial management. See GDS 30 v3 (as amended): 13.8.1 STRATEGIC MANAGEMENT – Control for registers relating to the usage of official seals.		
3.2.1	Compliance	Historical records and registers of compliance and checks 1901-2007 including cash books, ledgers, rules and regulations, security/fire alarm checks, courses and training, and financial assistance and fundraising from the Miss Industry Quest.	PERMANENT	Retain as State archives.
3.3	**Education Delivery**	*The activities associated with developing content and delivering training relating to primary health care matters.* See GDS 30 v3 (as amended): 5.17 (various) EMPLOYEE MANAGEMENT – Training for records relating to the training of Disability employees.		
3.3.1	Education Delivery	Records relating to peer education provision and training development and content provided to non-agency staff and non-government organisations.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
3.3.2	Education Delivery	Records relating to the development of course material for education provision and training development to non-agency staff and non-government organisations.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.4	**Investigations**	*The activities associated with the carrying out of investigations and participating in them. Investigations are carried out by persons or bodies who have been empowered to investigate and report on a matter.* See Item 2.2 (various) for records relating to incident management and incident reports and systems.		
3.4.1	Investigations	Records relating to coronial inquiries and investigations resulting from a death in care. Includes notification and reporting to the Coroner and Police, directions to enter, search warrants, legal advice, statements of evidence, insurer instructions, briefings, correspondence with and reports from the Crown Solicitor, Coroner's Court findings, and report of actions to be taken.	PERMANENT	Retain as State archives.
3.4.2	Investigations	Records documenting inquiries into complaints made to the Health and Community Services Complaints Commissioner, the Public Advocate, or Ombudsman.	PERMANENT	Retain as State archives.
3.4.3	Investigations	Records relating to investigations into an incident involving Disability clients or the abuse or exploitation of people with disability by agency staff, external agency staff or contractors, and others.	PERMANENT	Retain as State archives.
3.5	**Liaison**	*The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations, and collaborating on projects that are not joint ventures.* See GDS 30 v3 (as amended): 13.13 (various) STRATEGIC MANAGEMENT – Joint Ventures for records relating to joint ventures between the agency and another agency or organisation.		
3.5.1	Liaison	Records of liaison with non-government organisations, such as Novita, Spastic Centres of South Australia (SCOSA), and Minda Inc, regarding support and services for people with disabilities.	PERMANENT	Retain as State archives.