

STATE RECORDS

of South Australia

General Disposal Schedule No. 26 Version 3

Royal Commissions and Commissions of Inquiry

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*.

Disposal Schedule No	GDS 26 Version 3
Disposal Schedule Type	General Disposal Schedule
Agency/ies	Royal Commissions and Commissions of Inquiry are agencies under the <i>State Records Act 1997</i> .
Disposal Authority Scope	Applies to records commonly created or received as evidence of the functions and activities of Royal Commissions and Commissions of Inquiry established in South Australia under the <i>Royal Commissions Act 1917</i> or other state-based legislation
Records Coverage Dates	Records created or received from 1 January 1901
Effective Dates	30 November 2021 – 30 December 2026
Disposal Authority Status	Determined by Director State Records and approved by State Records Council 29 November 2022
Endorsement Date	3 February 2023
Associated Disposal Authorities	This GDS needs to be used in conjunction with GDS 30 v2 (as amended) for administrative/common functions.
Exclusions	GDS 26 v2 does not apply to: Royal Commissions and Commissions of Inquiry records already in the custody of State Records (GRG or GRS), Royal Commission Response Units records and Australian Government Royal Commissions and Commissions of Inquiry established under the <i>Royal Commissions Act 1901</i> (Cth) records.



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Introduction

Scope

This General Disposal Schedule applies to records made and received by the relevant agencies in South Australia.

This GDS applies to official records in all formats including those that were born digital in databases, email systems, office applications, digital cameras and video as well as to records on film, tape and other analogue media.

This GDS 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 GDS.

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

Objectives

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

- identifying as State archives those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference to ensure that members of the public have access to them (identified as permanent - retain as State archives). These records will eventually be transferred to State Records custody in accordance with the Transfer of Official Records Standard.
- identifying records as temporary, those 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 (identified as Temporary— retain for a specific minimum period of time then destroy).

- authorising the destruction of records not of enduring evidential or information value (identified as Temporary) after they have been retained a minimum period
- to reduce risks from not having records as evidence, whilst allowing agencies to determine how long the records should be retained to meet their specific circumstances
- providing agencies with greater flexibility in how they classify and manage records in the digital and physical environments
- replacing superseded General Disposal Schedules from the date the GDS was approved by State Records Council.

Under the *State Records Act 1997* agencies may not dispose of official records except in accordance with a determination made by the Director of State Records with the approval of State Records Council. The GDS is a disposal determination under the Act.

One exception is the destruction of records as part of normal administrative practices (known as NAP). Applying the NAP rule should be used carefully, as what constitutes an ephemeral record can vary depending on the business process. It is primarily intended to permit disposal of ephemeral records that might technically be official records under the State Records Act definition but that have no ongoing value to agencies and where common sense suggests the document does not need to be saved into a records system.

Agencies can develop a records disposal schedule (RDS) to cover any records not covered by the GDS, including objects that fall within the definition of official records under the State Records Act. Royal Commissions and Commissions of Inquiry may have specific records that are unique, records that are not covered by GDS 26 will require a separate RDS briefing.

Royal Commissions and Commissions of Inquiry must only dispose of official records in accordance with a determination made by the Director of State Records with the approval of State Records Council.

Other Disposal Schedules Applicable

Administrative/common functions to Government Agencies and Royal Commissions and Commissions of Inquiry are covered in GDS 30 (as amended).

Hardcopy temporary value source records of any age, and permanent value 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 v5 (as amended) are met.

State Records also issues general disposal schedules to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction, see State Records website www.archives.sa.gov.au for further information.

Interpretation

This GDS establishes minimum periods before digital and hardcopy records can be legally destroyed.

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*.

Retain a record of records destroyed under this GDS

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

Records do not have to be destroyed once retention periods are reached

There is no requirement for agencies to destroy temporary value records once they have reached their minimum retention period.

Retention periods are minimum only, and can be extended to meet identified risks

Retention periods for temporary records in the GDS are minimum periods only. Agencies can increase the retention periods where applicable to meet their specific business needs and risk profile. Ideally, extensions of retention periods should be justified in terms of an internal risk assessment and signed off by management as the additional period can have significant cost implications for storage of the records. Governance, legal and risk staff may be aware of legal matters or investigations that provide reasons for longer retention of records. However, retaining records longer 'just in case' should be avoided.

Retention periods should be extended when necessary

The analysis of retention requirements underpinning the GDS was undertaken at a specific point in time and aims to allow agencies to have flexibility in retention of records by identifying a minimum period. As the regulatory environment changes daily, and new risks can arise at any time, it is important that agencies extend retention periods where there is a clear reason for doing so including:

- in response to requests for information under Freedom of Information, subpoena, or legal discovery
- where there are allegations which lead to, or may lead to, litigation, reviews, investigations, inquests, royal commissions or inquiries or audits of processes and practices
- if legislation or regulations change and there are new specific or implied legal requirements for retention of records
- when there is a disposal freeze applied to records, often as a result of royal commissions or inquiries.

Temporary records may be retained within agency run local history collections

Some records are not seen as having State-wide enduring value but may nevertheless have value to the agency and community. Temporary value records may be retained for historical purposes in an agency run library, heritage centre or history collection. However, the records must be managed in accordance with legal and policy requirements and must remain in official custody and not sold or given to third parties such as a local history group without authorisation by State Records.

There is no requirement to create records identified, if not needed

Agencies do not need to create records based on the GDS. The GDS provides authorisation to dispose of records which may have been made or received. If an agency does not create a specific record mentioned in the GDS the agency may however want to check with management whether or not the records actually do exist, or whether they should exist to meet a legal requirement.

Records can be organised to suit business needs

Agencies have different systems for arranging and managing the records they make and receive, including different business classification schemes or file plans for organising records in digital or physical filing systems. The organisation of records should make sense to workers and support the needs of the business. Classifications or file containers can be mapped to disposal actions in the GDS and a business rule applied for disposal of the records.

Disposal periods can be used to guide recordkeeping practices

Understanding the value of records and how long they must be kept can be used to guide recordkeeping practices, although there is no obligation to change practices. For example, records with different retention periods may be saved into different files for efficient storage and management.

Use the longest retention period rather than culling files

Where a file comprises records with different retention periods, it is generally appropriate to select the longest retention period rather than disturb the integrity of the file. However, if only one document needs to be retained permanently on a file comprising 10 volumes, agencies should re-consider how the records are organised and improve their recordkeeping systems for efficient storage and management.

Completing actions and matters is generally the trigger for starting the retention periods

Retention periods generally start counting once an action has been completed, which means the matter has been finalised. This should be interpreted in the context of the business process. Sometimes the trigger is when a contract, agreement or document such as a policy expires or is superseded. Generally, accessing a record, making a copy of a record, or catching up on filing of records should not extend the minimum period. If the same matter is reactivated and records are added to the file, then the retention period should start counting again. A new or related matter should not be added to an existing file, including where a person requests access to or copies of an existing record. Instead a new file should be created for each new or related matter, and cross references used to link the records.

Records should be resentenced when due for review, destruction or transfer

Where a disposal action in the GDS is different to a superseded GDS a new 'sentence' will apply to records that have not yet been destroyed or transferred to State Records' custody. In these cases, it is most likely to be easiest to apply a new sentence ('re-sentence') when reviewing the records for destruction or transfer. Re-sentencing should be done in bulk where possible, and as an intellectual task that is documented in a records management system, in a file note, or in a records access and description list, rather than manually updating file covers or box labels. It is important that records are disposed of legally and that authorised disposal is documented for accountability purposes if ever there are questions about the whereabouts of the records.

Dispose of records based on records contents not titles

Not all staff will add records to the correct file and sometimes routine matters can escalate or evolve into a legal issue requiring a change of retention. Therefore, some random spot checking of files is important to ensure records are sentenced and disposed of correctly. Record examples used in the GDS are indicative only.

Records not covered must not be destroyed without authorisation

Not all records will be covered by the GDS. Sometimes agencies will have unique records that are not included. Agencies holding records that are not covered by the GDS will need to seek authorisation from State Records and State Records Council before destroying them.

Permanent value applies regardless of the age of the records

Records identified as permanent value should be treated as permanent regardless of age and may be transferred to State Records' custody under the GDS. All pre-1901 records are required to be retained permanently in accordance with a motion approved by the State Records Council on 19 February 2008.

Implementation

The GDS can be implemented in a number of ways depending on the format of records and systems used to manage them.

Records in Electronic Document and Records Management Systems (EDRMS)

Agencies with an EDRMS can import the GDS into the 'disposal schedule' function of the application so that it can be applied to records saved into the EDRMS. Generally disposal schedules in an EDRMS are applied to containers for records rather than individual items. The source of every disposal schedule in the EDRMS should be included so it can be traced back to a specific entry in the GDS. The GDS items should be made inactive in the EDRMS, rather than deleted, as they may provide important evidence of the justification for prior disposal of records.

Records in Business Systems

Typically few business systems have the required functionality for managing disposal of the records created within the system. If there is no disposal functionality within the business system, the GDS can be implemented manually for example:

- identify the records in the business system
- identify the relevant item/s in the GDS that apply to the records
- work with ICT to define, agree and implement a process for deleting records that do not need to be retained, and ensuring records that do need to be retained will remain accessible for the minimum retention period. This can be managed as a batch process.
- document the authorisation and disposal of the records.

Digital records of long term temporary or permanent value will need to be migrated across hardware and software applications so that they remain readable and accessible until they can be disposed of. Deleting digital records should ideally be undertaken so that the record cannot be recovered.

Physical records

Minimum retention periods and disposal actions may be recorded on file covers of physical records when they are created (sentencing on creation), or at the time they are reviewed as part of a managed disposal program. If the disposal action changes, it is not essential to update the file covers as long as the records are retained for the required minimum period, and the destruction is authorised and documented. Standard methods for destruction of paper records are shredding, pulping or other environmentally friendly methods. Agencies should keep evidence of the destruction of physical records, such as a destruction certificate.

Damaged or inaccessible records

Physical records damaged by fire, flood, mould, etc and digital records which may have become unreadable and inaccessible cannot be destroyed earlier than as specified in the GDS without seeking a determination from the Director with approval of State Records Council.

For more information

Refer to State Records website at www.archives.sa.gov.au.

Contact Details

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Function and Activities in GDS 26 Version 3

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General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
1	COMMUNITY-BASED RELATIONS	The function of establishing rapport with the community and raising and maintaining the Commission's broad public profile. Includes media liaison, official representation at functions and participation in community activities. Also includes community and witness consultation and liaison and witness support.	
1.1	Complaints	<i>The activities associated with the handling of complaints to the Commission.</i>	
1.1.1	Complaints	Records relating to complaints received by the Commission not relating to specific cases. See 7.3 INQUIRY AND INVESTIGATION – Cases (Inquiry) and 7.4 INQUIRY AND INVESTIGATION – Cases (Submissions) for records relating to specific cases.	PERMANENT Retain as State archives
1.2	Contracting-Out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (Keyword AAA)</i>	
1.2.1	Contracting-Out	Records documenting the hiring and use of consultants, contractors and suppliers by the Commission. Includes performance and evaluation reports and final signing off of a project or provision of a service.	TEMPORARY Retain a minimum of 8 years after action completed, then destroy
1.3	Enquiries	<i>Activities associated with the seeking and handling of requests for information about the organisation and its services by the general public or another organisation. (Keyword AAA)</i>	
1.3.1	Enquiries	Records relating to the management of enquiries or requests for information regarding the Commission that lead to a case or investigation file being created.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
1.3.2	Enquiries	Records relating to the management of enquiries or requests for information regarding the Commission that do not lead to a case or investigation file being created.	TEMPORARY Retain a minimum of 20 years after action completed, then destroy
1.3.3	Enquiries	Records relating to the management of specific customer services provided to the public such as managing an enquiry desk, a telephone information service or interpreter service.	TEMPORARY Retain a minimum of 8 years after action completed, then destroy
1.4	Liaising	<p><i>The activities associated with maintaining regular general contact or consultation between the Commission and community groups, non-government organisations, private individuals or government agencies and entities. Includes sharing informal advice and discussions.</i></p> <p><i>See 5.2 GOVERNMENT-BASED RELATIONS – Liaising for records of liaison with government agencies and entities.</i></p>	
1.4.1	Liaising	Records relating to liaison with community groups, organisations and private individuals.	PERMANENT Retain as State archives
1.5	Media Relations	<p><i>The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews (Keyword AAA).</i></p>	
1.5.1	Media Relations	Master set of original or copied media items relating to the Commission. Includes press cuttings and media releases.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
1.5.2	Media Relations	Duplicate copies of media items relating to the Commission.	TEMPORARY Retain a minimum of 6 months after action completed, then destroy
1.5.3	Media Relations	Records relating to the management of the agency's relationship with the media.	PERMANENT Retain as State archives
1.6	Witness Support	<p><i>The activity of providing support to witnesses that come before a Commission. Witness support may include ad-hoc telephone counselling assistance, counselling support during the hearing process of giving evidence and referral to an appropriate agency or organisation for ongoing counselling or other types of support or assistance to witnesses.</i></p> <p><i>See GDS 30 v2 (as amended): 6.1 (various) FINANCIAL MANAGEMENT – Accounting for all invoices and vouchers relating to Witness Support.</i></p>	
1.6.1	Witness Support	Records relating to the provision of witness support. May include notes of counselling sessions and communication with witness.	PERMANENT Retain as State archives
2	EXPERT REFERENCES	The function of using expert groups or consultants to assist with the inquiries and investigations of a Commission on a particular subject.	
2.1	Advice	<p><i>The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes process of advising (Keyword AAA).</i></p> <p><i>See also 7.1 INQUIRY AND INVESTIGATION - Advice and 8.1 OPERATIONS – Advice.</i></p>	

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
2.1.1	Advice	Records relating to advice provided to a Commission by expert reference groups or expert consultants.	PERMANENT Retain as State archives
2.2	Appointment	<i>The activity of appointing expert reference groups or expert consultants.</i>	
2.1.1	Appointment	Records relating to the appointment of expert reference groups or expert consultants.	PERMANENT Retain as State archives
3	FINDINGS	The function of making statements, interim and final reports as well as judgments and rulings relevant to the Commission's inquiries and investigations.	
3.1	Reporting	<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, discussions papers, proposals, reports, reviews and returns (Keyword AAA). See also 5.3 GOVERNMENT-BASED RELATIONS – Reporting.</i>	
3.1.1	Reporting	Master set of interim and final reports of the Commission in paper and/or digital form. Also includes master copy of report distribution list.	PERMANENT Retain as State archives
3.1.2	Reporting	Records relating to reporting of judgements/rulings of the Commission, opening statements, etc.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
3.1.3	Reporting	Supplementary records relating to the reporting of judgements/rulings of the Commission, opening statements, etc. Includes working papers, confidential draft chapters of reports, supporting documentation, etc.	PERMANENT Retain as State archives
3.1.4	Reporting	Duplicate copies of interim and final reports of the Commission in paper and/or electronic form.	TEMPORARY Retain a minimum of 6 months after action completed, then destroy
3.1.5	Reporting	Records relating to the distribution of interim and final reports. See item 4.1.1 for master copy of report distribution list.	TEMPORARY Retain a minimum of 12 months after action completed, then destroy
4	GOVERNMENT BASED RELATIONS	The function of administering the formal relationship between the Commission, Ministers, Members of Parliament and Other Inquiries; and relationships with other Local, State, Commonwealth or overseas governments.	
4.1	Commission Meetings	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the inquiries and investigations of the Commission. Includes meetings with Ministers and Members of Parliament.</i></p> <p><i>See GDS 30 v2 (as amended) 13.14 – STRATEGIC MANAGEMENT - Meetings for records of general and administrative meetings.</i></p>	
4.1.1	Commission Meetings	Records relating to meetings held between the Commission and other government entities such as Ministers and Members of Parliament. Includes updates, minutes of meetings, etc.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
4.1.2	Commission Meetings	Records relating to administrative arrangements for meetings.	TEMPORARY Retain a minimum of 2 years after action completed, then destroy
4.2	Liaising	<i>The activities associated with maintaining regular general contact or consultation between the Commission and community groups, non-government organisations, private individuals or government agencies and entities. Includes sharing informal advice and discussions.</i> <i>See 1.4 COMMUNITY-BASED RELATIONS – Liaising for records of liaison with community groups, organisations and private individuals.</i>	
4.2.1	Liaising	Records relating to liaison with government departments, agencies and entities. Includes the requests for and provision of information from government departments, agencies or entities.	PERMANENT Retain as State archives
4.3	Reporting	<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, discussions papers, proposals, reports, reviews and returns (Keyword AAA).</i> <i>See also 4.1 FINDINGS – Reporting.</i>	
4.3.1	Reporting	Records relating to reports made to Ministers, Parliament or other Inquiries.	PERMANENT Retain as State archives
4.3.2	Reporting	Consolidated set of Hansard extracts relating to the inquiries and investigations of the Commission.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
5	INFORMATION MANAGEMENT	The function of managing the Commission's information resources. May include creating, capturing, registering, classifying, indexing, storing, retrieving, and disposing of records. See also GDS 30 v2 (as amended) 9 INFORMATION MANAGEMENT (various).	
5.1	Control	<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 (Keyword AAA).</i> See also GDS 30 v2 (as amended) 9.2 (various) INFORMATION MANAGEMENT – Control.	
5.1.1	Control	Indexes to transcripts and submissions.	PERMANENT Retain as State archives
5.1.2	Control	List/s of exhibits as well as records registering the receipt, control and movement of exhibits.	PERMANENT Retain as State archives
5.1.3	Control	Systems that contain information relating to contact and action with individuals and cases.	PERMANENT Retain as State archives
6	INQUIRY AND INVESTIGATION	The function of liaising with a Commission carrying out the Inquiry and participating in them. The Commission is empowered to inquire and report on a subject. Includes the identification, local and examination of witnesses, physical objects, electronic-digital information and other forms of evidence associated with the Terms of Reference of a Commission.	
6.1	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (Keyword AAA). See also 2.1 EXPERT REFERENCES – Advice and 8.1 OPERATIONS – Advice.	
6.1.1	Advice	Records relating to advice, including legal, received and issued in relation to an inquiry or investigation of the Commission.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
6.2	Arrangements	<p><i>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Includes the keeping of diaries documenting appointment times and meetings. (Keyword AAA)</i></p> <p><i>See also 7.5. INQUIRY AND INVESTIGATION - Commission Visits for records relating to visit arrangements.</i></p>	
6.2.1	Arrangements	Commissioner's Diary.	<p>PERMANENT</p> <p>Retain as State archives</p>
6.3	Cases (Investigation)	<p><i>The activities associated with an investigation by the Commission into individual and group cases.</i></p>	
6.3.1	Cases (Investigation)	Records relating to investigations involving individual cases. This includes records relating to an individual where an investigation is undertaken by the Commission. This includes cases where there is initial contact that does not lead to an investigation.	<p>PERMANENT</p> <p>Retain as State archives</p>
6.4	Cases (Submissions)	<p><i>The activities associated with individuals and agencies providing a submission to the Commission.</i></p>	
6.4.1	Cases (Submissions)	Records relating to submissions to the Commission by individuals, organisations and agencies, including lists of issues.	<p>PERMANENT</p> <p>Retain as State archives</p>
6.5	Commission Visits	<p><i>The activities associated with visits by the Commissioner, Commission investigators and staff to sites relating to the Commission's inquiry or investigations.</i></p> <p><i>See 7.2 INQUIRY AND INVESTIGATION - Arrangements for Commissioner's Diary.</i></p>	
6.5.1	Commission Visits	Records documenting visits, including bus tours, by the Commissioner and staff to sites relevant to the inquiry or investigation. Includes itinerary and captioned photographs.	<p>PERMANENT</p> <p>Retain as State archives</p>

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
6.6	Legal Compliance	<i>The activities associated with supporting compliance with the mandatory legal, investigative and reporting requirements necessary for conducting a Commission. Includes powers relating to the refusal to give or produce evidence and statements, the provision of misleading information and the destruction of evidence. Also includes the protection of the rights of witnesses in relation to injury, bribery, fraud, prevention of attendance and dismissal by employers.</i>	
6.6.1	Legal Compliance	Records relating to infringements or breaches of mandatory statutory requirements including failure to produce evidence, failure of witnesses to attend hearings, refusing to be sworn as a witness, providing false or misleading evidence, destroying evidence, refusing to answer questions or other expressions of contempt of the Commission.	PERMANENT Retain as State archives
6.6.2	Legal Compliance	Records documenting infringements or breaches of mandatory statutory requirements relating to bribery of witnesses, preventing witnesses from attending hearings, dismissing witnesses from employment for attending hearings and fraud on witnesses.	PERMANENT Retain as State archives
6.6.3	Legal Compliance	Records relating to all advice received from internal staff or external legal consultants concerning legal compliance and Commissions.	PERMANENT Retain as State archives
6.7	Research	<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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. (Keyword AAA)</i>	
6.7.1	Research	Records relating to research into issues relating to an inquiry or investigation. Includes research into governance, government policy and legislation, comparative studies, etc. This includes records relating to background and reference material used for the purposes of research.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
6.8	Tender	<i>The activity of tendering exhibits and submissions. Also includes receiving or sourcing other documents by the Commission.</i>	
6.8.1	Tender	Master set of exhibits tendered to the Commission in paper and/or digital form.	PERMANENT Retain as State archives
6.8.2	Tender	Master set of submissions tendered to the Commission, whether used or not, in paper and/or digital form.	PERMANENT Retain as State archives
6.8.3	Tender	Captioned photographs received or sourced by the Commission, tendered as exhibits or submissions.	PERMANENT Retain as State archives
6.8.4	Tender	Master set of original documents received or sourced by the Commission in paper and/or digital form.	PERMANENT Retain as State archives
6.8.5	Tender	Original handwritten documents of the Commissioner and Associates. Includes sundry and bench notes/books.	PERMANENT Retain as State archives
6.8.6	Tender	Records relating to administration of the Inquiry and reporting processes. Includes requests for information, calls to make submissions, scheduling of submissions.	PERMANENT Retain as State archives
6.8.7	Tender	Duplicate copies of documents received, exhibits and submissions tendered in paper and/or electronic form.	TEMPORARY Retain a minimum of 2 years after action completed, then destroy

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
6.9	Transcription	<i>The activity of recording the Commission's interviews and/or hearings.</i>	
6.9.1	Transcription	Master set of transcripts of Commission interviews and/or hearings in paper and/or digital form.	PERMANENT Retain as State archives
6.9.2	Transcription	Audio recordings of Commission interviews and/or hearings.	PERMANENT Retain as State archives
6.9.3	Transcription	Shorthand notes of Commission interviews and/or hearings.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy
6.9.4	Transcription	Duplicate copies of transcripts and recordings in paper and/or electronic form.	TEMPORARY Retain a minimum of 2 years after action completed, then destroy
6.10	Warrant Authorisation	<i>The process of seeking and obtaining warrants from a judge to search premises or arrest non-compliant witnesses.</i>	
6.10.1	Warrant Authorisation	Records documenting the preparation of warrants or similar instruments relating to an investigation. Includes search warrants, affidavits, commitment warrants, apprehension warrants, court orders, summonses or other types of warrants.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
6.10.2	Warrant Authorisation	Registers documenting the application and issue of warrants.	PERMANENT Retain as State archives
7	OPERATIONS	The function of administering the deliberations, decisions and operations of a Commission. Includes establishment of the Commission and appointment of members.	
7.1	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (Keyword AAA)</i> <i>See also 2.1 EXPERT REFERENCES – Advice and 7.1 INQUIRY AND INVESTIGATION – Advice.</i>	
7.1.1	Advice	Records relating to advice, including legal, received and issued in relation to the operations of the Commission.	PERMANENT Retain as State archives
7.2	Authorisation	<i>The process of seeking and granting permission to undertake a requested authorisation. (Keyword AAA)</i>	
7.2.1	Authorisation	Records documenting the delegation of power or authorisations to Commission staff, or a member of the police force, who is assisting the Commission.	PERMANENT Retain as State archives
7.3	Establishment	<i>The activity of establishing Commissions and appointing members.</i>	
7.3.1	Establishment	Records relating to the constitution and operation of the Commission. Includes Letters Patent, Terms of Reference.	PERMANENT Retain as State archives

General Disposal Schedule - Royal Commissions and Commissions of Inquiry (GDS 26 v3)

No	Function / Activity	Description (including record examples)	Disposal Action
7.3.2	Establishment	Records relating to legal advice received regarding the constitution and operation of the Commission.	PERMANENT Retain as State archives
7.4	Planning	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs (Keyword AAA).</i>	
7.4.1	Planning	Records relating to the planning of a Commission's inquiries and investigations.	PERMANENT Retain as State archives