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State Records
of South Australia



Policy Register

Publication

June 2015

Version 3



Version control

Version: 3.0
Details: Revision
Issued: June 2015
Primary contact: Manager, Government Recordkeeping
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Classification: Public

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The Policy Register

The Policy Register contains information on, and links to all records management policy documentation developed by State Records of South Australia.

To facilitate access to policies on similar topics, the Policy Register has been structured according to seven broad subject categories:

Digital Records - the implementation and use of Electronic Document and Records Management Systems (EDRMS), the use of business systems to control records, digital rights management, managing emails and scanning records

Creation, Capture and Control – thesaurus, metadata, designing and implementing records systems

Security and Accessibility – access management, reliability, storage and public access determinations

Disposal – General Disposal Schedules (GDS), developing Records Disposal Schedules (RDS), appraisal, retrieval, temporary records

Planning – legislation, disaster management, contracting, overarching standards and strategies

Resourcing – training and adequate resourcing requirements for records management

Monitoring and Reviewing – assessments, audits, reporting, tools to improve records management performance.

In addition, the State Records Council approved **General Disposal Schedules** have been listed.



Key

- St Strategy**

Outlines the South Australian government's direction and priorities in the appropriate management of public sector records. Establishes goals and actions to assist government to achieve best practice in records management.
- S Standard**

Establishes compliance requirements and can be principles based or technical in nature. Standards are binding on State Government agencies. Local Government agencies are encouraged to apply them.
- G Guideline**

Recommended practice designed to facilitate the implementation of Standards.
- I Recordkeeping information sheet**

Specific advice on current recordkeeping issues, developed in response to agency enquiries and/or developments in the records management field.
- D General Disposal Schedule (GDS)**

Outlines requirements for retaining, destroying or transferring records common to a number of agencies.
- T Template**

A sample 'fill in the blank' document' available to support records management processes.
- F Form**

A tool to support the delivery of records management processes and procedures.



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Digital Records

G

Cloud Computing and Records Management

Overview: Details policy on the management of official records when created and/or stored using cloud computing technology, and clear direction on the recordkeeping risks that are to be considered and managed when planning use of 'the cloud'.

Type: Guideline

Adopted: June 2015

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

I

Digital Rights Management - Implications for Recordkeeping (RK027)

Overview: Informs State and Local Government agencies about Digital Rights Management (DRM) technology. Provides advice to managers, information and records managers and IT personnel implementing and applying DRM technology in their agencies.

Type: Recordkeeping information sheet

Adopted: August 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

G

Digitisation of Official Records and Management of Source Documents

Overview: Provides advice to agencies regarding the digitisation of paper source records, and the subsequent management and disposal of both the digitised copies and the originals.

Type: Guideline

Adopted: December 2009

Version: 3.1

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



Document and Records Management Systems

Overview: Defines six key principles and related compliance requirements for the assessment and selection of Electronic Document and Records Management Systems (EDRMS) for South Australian Government.

Type: Standard

Adopted: August 2009

Version: 2.1

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



EDRMS Design

Overview: Outlines the South Australian Government's mandatory set of metadata elements required to manage official records within a compliant Electronic Document and Records Management System (EDRMS) (a system procured through the Government's EDRMS Panel of products).

Type: Standard

Adopted: August 2009

Version: 1.1

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



EDRMS Functional Specification

Overview: Details the South Australian Government's recordkeeping and business functional compliance requirements for any proposed Electronic Document and Records Management System (EDRMS). These requirements are mandatory for meeting the Document and Records Management Systems Standard.

Type: Standard

Adopted: August 2009

Version: 3.1

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



G

EDRMS Procurement and Pre-implementation

Overview: Describes a process that agencies can use to ensure that purchase and implementation of an Electronic Document and Records Management System (EDRMS) complies with South Australian Government Standards.

Type: Guideline

Adopted: December 2009

Version: 3.1

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

S

Functional Specification for Records in a Business System

Overview: Outlines the requirements for recordkeeping functionality in a business system.

Type: Standard

Adopted: October 2011

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

I

GDS 21 Certification Process (RK044)

Overview: Outlines the process agencies should follow to gain certification to dispose of source records that have been digitised.

Type: Recordkeeping information sheet

Adopted: August 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

D

General Disposal Schedule No. 21 - for Management and Disposal of Source Documents and Digitised Versions after Digitisation

Overview: GDS 21 provides State and Local Government agencies with the means to dispose of source records and their digitised counterparts, by the process of scanning and capturing into an electronic document and records management system (EDRMS) or a line of business system.

Type: Disposal schedule

Adopted: January 2010

Version: 3.0

Found at: <http://government.archives.sa.gov.au/content/general-disposal-schedules>



I

Introduction to Electronic Records Management (RK032)

Overview: Provides a general introduction to the management of electronic records within the South Australian Government context.

Type: Recordkeeping information sheet

Adopted: October 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

G

Management of Email as Official Records – principles and guidelines

Overview: Describes a process that agencies can use to ensure that purchase and implementation of an Electronic Document and Records Management System (EDRMS) complies with South Australian Government Standards.

Type: Guideline

Adopted: June 2015

Version: 3.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

S

Management of Official Records within a Business System Standard

Overview: Designed to address the gap between the governments’ obligations under the State Records Act 1997 and the ability of agency business systems to manage official records. This document also ensures that when selecting, procuring and implementing a business system or upgrading an existing system that it complies with South Australian Government requirements.

Type: Standard

Adopted: October 2011

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>

I

Managing Normal Administrative Practices in an EDRMS (RK033)

Overview: Assists agencies and authorities with the disposal of material against normal administrative practices (NAP) within an Electronic Document and Records Management System (EDRMS).

Type: Recordkeeping information sheet

Adopted: July 2013

Version: 1.2

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



[Metadata Mapping \(RK045\)](#)

Overview: Advice on metadata mapping, which is a way of associating the metadata elements in one schema to the equivalent elements in another schema.

Type: Recordkeeping information sheet

Adopted: August 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



[Microsoft SharePoint and EDRMS \(RK041\)](#)

Overview: Provides advice to personnel who are contemplating implementing SharePoint as an electronic document and records management system (EDRMS) and the implications on managing official records.

Type: Recordkeeping information sheet

Adopted: April 2011

Version: 4.1

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



[Technical Requirements for the Scanning of Official Records \(RK039\)](#)

Overview: Provides information on the scanning of official records and outlines a minimum set of technical requirements for the scanning of permanent and long term temporary paper source records to archival quality.

Type: Recordkeeping information sheet

Adopted: November 2011

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



[The Victorian Electronic Records Strategy \(VERS\)](#)

Overview: The Victorian Electronic Records Strategy (VERS) was developed by the Public Record Office of Victoria to preserve electronic records for the long term. State Records has adopted VERS, which is to be used in addition to the specific standards developed for South Australian Government, as a compliance standard for all EDRMS.

Type: Standard

Adopted: 2006

Version: 2

<http://government.archives.sa.gov.au/content/digital-records-management#vers>



Creation, Capture and Control

I

[Adequate Records Management - Creation, Capture Control \(RK050\)](#)

Overview: Provides agencies with practical advice on how to meet Outcome 4 within the Adequate Records Management Standard. Establishes practical definitions of creation, capture and control and discusses tools available to manage records effectively within agencies.

Type: Recordkeeping information sheet

Adopted: November 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/creation-capture-control>

G

[Collection of Records of South Australian Members of Parliament - Collection Policy](#)

Overview: Defines the scope and nature of the collecting of South Australian parliamentary records within State Records.

Type: Guideline

Adopted: October 2011

Version: 4.0

Found at: <http://government.archives.sa.gov.au/content/planning>

G

[Collection of Records of South Australian Members of Parliament - Collection Strategy](#)

Overview: The overarching document for the policy and associated guidelines for collecting records of past and present Members of the South Australian Parliament.

Type: Guideline

Adopted: October 2011

Version: 4.0

Found at: <http://government.archives.sa.gov.au/content/planning>



G

Collection of Records of South Australian Members of Parliament - Information Kit

Overview: Deals with the documentation, conservation and care, storage and security, and de-accession and disposal of parliamentary records transferred to the custody of State Records.

Type: Guideline

Adopted: October 2011

Version: 4.0

Found at: <http://government.archives.sa.gov.au/content/planning>

I

Day Batching of Official Records (RK030)

Overview: Advises of the risks of daybatching, and the preferred approach for managing permanent and temporary source records and destruction after scanning

Type: Recordkeeping information sheet

Adopted: November 2011

Version: 3.0

Found at: <http://government.archives.sa.gov.au/content/creation-capture-control>

G

Developing a Thesaurus

Overview: Provides agencies with an outline of the steps and issues inherent in developing a functional thesaurus

Type: Guideline

Adopted: June 2002

Version: 1.3

Found at: <http://government.archives.sa.gov.au/content/creation-capture-control>



Management of Hybrid Files (RK043)

Overview: This recordkeeping information sheet has been developed to assist agencies to manage hybrid files, which are physical and electronic records dealing with the same function, activity and transaction. It is important that hybrid files are managed correctly from creation to disposal, and this advice provides a guide to help agencies do that.

Type: Recordkeeping information sheet

Adopted: September 2012

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



Recordkeeping Metadata (RK017)

Overview: Assists agencies to better understand the role of metadata, from whence it can be sourced and the standards involved.

Type: Recordkeeping information sheet

Adopted: August 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



South Australian Recordkeeping Metadata Standard (SARKMS)

Overview: Describes the capture and maintenance of recordkeeping metadata - defined as *data describing contexts, content and structure of records and their management through time.*

Type: Standard

Adopted: May 2013

Version: 4.3

Found at: <http://government.archives.sa.gov.au/content/digital-records-management>



Thesaurus of Terms for South Australian Local Government

Overview: Introduces and gives complete details of the South Australian Local Government Thesaurus. Aims to assist agencies improve electronic records management practices by identifying the recordkeeping functionality to be incorporated within a business system

Type: Guideline

Adopted: April 2010

Version: 2

Found at: <http://government.archives.sa.gov.au/content/local-government-thesaurus>



Security and Accessibility

I

[Adequate Records Management - Security and Accessibility \(RK052\)](#)

Overview: Provides agencies with advice on how to meet Outcome 5 within the Adequate Records Management Standard. Details government standards that apply to records security and accessibility. Outlines an 8 step process to identify and apply access and security requirements.

Type: Recordkeeping information sheet

Adopted: November 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/security-and-accessibility>

G

[Administrative Release of Information](#)

Overview: Guide to assist determining what information might be appropriate for administrative release outside of a legislative process, such as freedom of information. Guidance is general in nature and provides a basic template to assist draft a policy about administrative release.

Type: Guideline

Adopted: June 2014

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/security-and-accessibility>

S

[Management and Care of Records on Loan to Agencies](#)

Overview: Prescribes the conditions that apply to loans of official records in State Records' custody to SA Government agencies. Outlines the responsibilities of Authorised Agency Users and conditions of loans.

Type: Standard (issued by Reference and Access Services)

Adopted: May 2014

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/security-and-accessibility>



G

Public Access Determinations

Overview: Assists agencies in the development of public access determinations for official records in the custody of State Records or about to be transferred to State Records.

Type: Guideline

Adopted: May 2014

Version: 2.4

Found at: <http://government.archives.sa.gov.au/content/security-and-accessibility>



Disposal

I

[Adequate Records Management - Disposal \(RK051\)](#)

Overview: Provides practical advice on how to meet Outcome 6 of the Adequate Records Management Standard. Details how disposal of official records is authorised, and the differences between General Disposal Schedules (GDS), Records Disposal Schedules (RDS) and Transfer of Ownership Schedules (TOCS). Addresses practicalities of destroying official records and the penalties for illegal destruction.

Type: Recordkeeping information sheet

Adopted: November 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/disposal>

F

[Agency Loan of Official Records - Request](#)

Overview: The Loan Request Form allows an agency to retrieve permanent records that are in the custody of State Records. Fees and charges for Retrieval Services are controlled under, and detailed in, the State Records Regulations 2013.

Type: Form

Adopted: August 2014

Version: 3.3

Found at: <http://government.archives.sa.gov.au/content/how-request-records-loan>

G

[Appraisal of Official Records - Policy and Objectives](#)

Overview: Outlines the policy of State Records for the appraisal of official records and the fundamental objectives used to identify records of ongoing value to the state of South Australia.

Type: Guideline

Adopted: February 2003

Version: 1.8

Found at: <http://government.archives.sa.gov.au/content/disposal>



G

Identifying Records which may be Relevant to Native Title Claims

Overview: Provides a guide to assist agencies to identify records relevant to Native Title.

Type: Guideline

Adopted: February 1999

Version: 1.3

Found at: <http://government.archives.sa.gov.au/content/disposal>

I

Implementing a Records Disposal Program (RK038)

Overview: Provides advice on the various components of a records disposal program. It includes the development of a disposal plan, implementation of the plan and regular monitoring and review.

Type: Recordkeeping information sheet

Adopted: April 2014

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/disposal>

F

Intention to Destroy Records Report Form

Overview: Prior to the destruction of temporary value records, agencies are required to complete and sign the Intention to Destroy Records Report form and send it to Government Recordkeeping Services.

Type: Form

Adopted: April 2013

Version: 11.0

Found at: <http://government.archives.sa.gov.au/content/destruction-process>

G

Management and Storage of Temporary Value Records with an Approved Service Provider (ASP)

Overview: Practical guidance on benchmarks that meet the principles and standards governing the management and storage of official records of temporary value with approved service providers. Supports the associated Standard and User Guide

Type: Guideline

Adopted: October 2011

Version: 5.0

Found at: <http://government.archives.sa.gov.au/content/storage>



S

Management and Storage of Temporary Value Records with an Approved Service Provider (ASP)

Overview: Sets out principles and standards governing the management and storage of records of temporary value.

Type: Standard

Adopted: August 2009

Version: 4.1

Found at: <http://government.archives.sa.gov.au/content/storage>

G

Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) - Approved Service Providers List (ASPL) User Guide

Overview: The purpose of this user guide is to provide agencies with information about accessing the services of companies on the Approved Service Provider List (ASPL).

Type: Guideline

Adopted: July 2013

Version: 5.2

Found at: <http://government.archives.sa.gov.au/content/storage>

G

Managing Records through Administrative Change

Overview: Provides advice to agencies for the management and transfer of records during administrative change whether it be a change of government or the transfer of an agency, or function, to a new portfolio

Type: Guideline

Adopted: August 2010

Version: 3.1

Found at: <http://government.archives.sa.gov.au/content/planning>

G

Native Title, the Separation of Families and Official Records

Overview: Provides direction to agencies regarding records relevant to Native Title and separation of families' issues.

Type: Guideline

Adopted: January 2003

Version: 3.3

Found at: <http://government.archives.sa.gov.au/content/disposal>



I

Onsite Storage of Temporary Value Records (RK035)

Overview: Provides information about the conditions that agencies must meet to store records of temporary value onsite.
Type: Recordkeeping information sheet
Adopted: October 2011
Version: 2.0
Found at: <http://government.archives.sa.gov.au/content/storage>

I

Preparation and Approval Process for a Records Disposal Schedule - External Stakeholder/Historian Consultation (RK021)

Overview: Outlines consultation requirements for developing a Records Disposal Schedule (RDS) including when to consult, who to consult with and what the costs are.
Type: Recordkeeping information sheet
Adopted: September 2011
Version: 2.0
Found at: <http://government.archives.sa.gov.au/content/developing-rds>

G

Re-sentencing of Records

Overview: Provides agencies with advice and a step-by-step guide and checklist when re-sentencing records.
Type: Guideline
Adopted: June 2002
Version: 1.3
Found at: <http://government.archives.sa.gov.au/content/disposal>

I

State Records Internal Disposal Meeting (RK018)

Overview: Information on the process that has been established by State Records to enable the determination of a Records Disposal Schedule (RDS) in accordance with section 23 of the State Records Act 1997, prior to the schedule's approval by the State Records Council.
Type: Recordkeeping information sheet
Adopted: September 2011
Version: 2.0
Found at: <http://government.archives.sa.gov.au/content/developing-rds>



[Supplementary Issues to Remember When Preparing a Records Disposal Schedule \(RK029\)](#)

Overview: Provides a guide and checklist for consultants/Records Managers when preparing a Records Disposal Schedule (RDS) for presentation to the Internal Disposal Meeting and the State Records Council.

Type: Recordkeeping information sheet

Adopted: September 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/developing-rds>



[Transferring Temporary Records to an Approved Service Provider \(ASP\) \(RK022\)](#)

Overview: Outlines the process for transferring temporary records to an Approved Service Provider (ASP) storage site.

Type: Recordkeeping information sheet

Adopted: October 2011

Version: 3.0

Found at: <http://government.archives.sa.gov.au/content/storage>



[What happens after a State Records Council Meeting \(RK019\)](#)

Overview: Outlines what happens after a Records Disposal Schedule (RDS) has been either approved or rejected at a State Records Council meeting.

Type: Recordkeeping information sheet

Adopted: September 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/developing-rds>



[What to expect at a meeting of the State Records Council \(RK020\)](#)

Overview: Outlines what happens at a State Records Council meeting in relation to a Records Disposal Schedule (RDS) which has been submitted for approval.

Type: Recordkeeping information sheet

Adopted: September 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/developing-rds>



Planning

G

[Adequate Records Management - Implementation Plan](#)

Overview: Provides a generic plan for agencies implementing an adequate records management program. Agency records management practices need to progressively achieve the identified outcomes.

Type: Guideline

Adopted: October 2012

Version: 2.4

Found at: <http://government.archives.sa.gov.au/content/planning>

I

[Adequate Records Management – Introduction to the Standard \(RK046\)](#)

Overview: Provides an overview of the Adequate Records Management Standard. Addresses the benefits of adequate records management, the structure of the standard and support available for agencies.

Type: Recordkeeping information sheet

Adopted: November 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/alias/recordkeeping>

I

[Adequate Records Management– Planning \(RK047\)](#)

Overview: Provides advice on how to meet Outcome 1 of the Adequate Records Management Standard. Covers the benefits and elements of planning for records management, including disaster management, recovery planning and the identification and protection of vital records.

Type: Recordkeeping information sheet

Adopted: November 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/planning>



S [Adequate Records Management Standard](#)

Overview: Outlines a records management regime for State and Local Government agencies within SA. Mandatory for State Government agencies, includes the benchmarks that an agency records management program must meet in order to be classed as adequate.

Type: Standard

Adopted: December 2013

Version: 3.0

Found at: <http://government.archives.sa.gov.au/content/adequate-records-management-framework>

I [Australian Standard AS ISO 15489 - Records Management \(RK002\)](#)

Overview: Introduces the fundamentals of Australian Standard AS ISO 15489, published in March 2002 - the Australian Standard on records management. The Standard represents recognised international best practice guidance in records management.

Type: Recordkeeping information sheet

Adopted: August 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/alias/recordkeeping>

G [Contracting and Official Records](#)

Overview: Provides advice on how to apply records management requirements to the contracting process as outlined in the Contracting and Official Records Standard. Ensures agencies consider records management issues under the Freedom of Information Act 1991 (FOI Act), the Information Privacy Principles (IPPs) and the State Records Act.

Type: Guideline

Adopted: April 2009

Version: 1.1

Found at: <http://government.archives.sa.gov.au/content/planning>



S

Contracting and Official Records

Overview: Outlines minimum requirements that agencies need to consider in relation to records management in the contracting process. Should be read in conjunction with the applicable Guideline.

Type: Standard

Adopted: July 2008

Version: 1.2

Found at: <http://government.archives.sa.gov.au/content/planning>

G

Introduction to the State Records Act 1997

Overview: Provides an overview of the State Records Act 1997 and its implications for agencies.

Type: Guideline

Adopted: March 2007

Version: 1.4

Found at: <http://government.archives.sa.gov.au/content/adequate-records-management-framework>

G

Records Management Disaster Planning

Overview: Assists agencies in developing and maintaining a disaster plan for records and recordkeeping systems.

Type: Guideline

Adopted: June 2007

Version: 1.2

Found at: <http://government.archives.sa.gov.au/content/planning>

G

Records Management Disaster Planning Toolkit

Overview: A series of templates, checklists and flowcharts that correlate with each of the sections within the Disaster Planning Guidelines.

Type: Guideline

Adopted: June 2007

Version: 2.2

Found at: <http://government.archives.sa.gov.au/content/planning>



I

Records Management Responsibilities for Ministerial Offices during Caretaker Period (RK038)

Overview: Provides information concerning the management and disposal of ministerial office records during the caretaker period, including ministerial records, cabinet documents, portfolio (agency) records and private/personal records.

Type: Recordkeeping information sheet

Adopted: February 2014

Version: 3.1

Found at: <http://government.archives.sa.gov.au/content/planning>

St

South Australian Government Records Management Strategy

Overview: The Strategy recognises that the principles of trust, access and management of records underpin best practice.

To assist government achieve these principles a series of goals and actions have been identified. These goals and actions, established in the Strategy, reflect legislative requirements, citizen expectations and results of the 2009/2010 Assessment Survey of Agency Records Management Practices.

Type: Strategy

Adopted: May 2012

Version: 2

Found at: <http://government.archives.sa.gov.au/content/adequate-records-management-framework>

I

Whistleblowers Protection Act - Implications for Records Management (RK031)

Overview: Advises of issues when capturing, storing, disposing of documents relating to correspondence to and from whistleblowers.

Type: Recordkeeping information sheet

Adopted: August 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/planning>



Resourcing

I

[Adequate Records Management – Resourcing \(RK048\)](#)

Overview: Provides agencies with practical advice on how to meet Outcome 2 within the Adequate Records Management Standard. It addresses three key elements of resourcing for records management; budgeting, infrastructure and people. Also, includes requirements for records management training within agencies.

Type: Recordkeeping information sheet

Adopted: November 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/resourcing>

G

[Adequate Records Management Resourcing Guideline and Toolkit](#)

Overview: The Guideline and Toolkit has been developed to assist state government agencies and local government authorities establish records management resources appropriate to their business needs.

Type: Guideline

Adopted: December 2011

Version: 2.0

Found at: <http://government.archives.sa.gov.au/content/resourcing>



Monitoring and Reviewing

I

[Adequate Records Management - Monitoring and Reviewing \(RK049\)](#)

Overview: Provides advice on how to meet Outcome 3 within the Adequate Records Management Standard. Outlines a six step process for the monitor and review of records management performance including setting performance objectives, collecting data and analysing and acting on results.

Type: Recordkeeping information sheet

Adopted: November 2013

Version: 1.0

Found at: <http://government.archives.sa.gov.au/content/monitoring-and-reviewing>

G

Assessment and Audit

Overview: WITHDRAWN – UNDER REVIEW

Type: Guideline

Adopted: January 2012

Version: 1.0

http://www.archives.sa.gov.au/files/management_guidelines_audit.pdf



General Disposal Schedules

D

GDS 15- for State Government Agencies in South Australia

Overview: Applies to general administrative records created and maintained by State Government Agencies of South Australia.

Type: General disposal schedule

Effective until: 30 June 2014

Version: 8th edition

Upload: Available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>

D

GDS 16- for Native Title Claims

Overview: Provides the guidelines for identifying documents which may be relevant to Native Title Claims. Should be used in conjunction with GDS 15 or GDS 20 and must be taken into consideration before any destruction of South Australian Government records takes place. This determination was approved by State Records Council on 9 February 1999.

Type: General disposal schedule

Effective until: indefinite

Version: 1

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>

D

GDS 18- for Ministerial Offices

Overview: Applies to all operational records created or received by any Ministerial Office in South Australia

Type: General disposal schedule

Effective until: 30 June 2014

Version: 4

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>



GDS 20 for Local Government Records in South Australia

Overview: This Schedule applies to all records, irrespective of format or media, created or received by any Local Government Authority in South Australia.

Type: General disposal schedule

Effective until: 30 June 2015

Version: 5th edition

Upload: Available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>



GDS 21 for Management and Disposal of Source Documents and Digitised Versions after Digitisation

Overview: GDS 21 has been developed by State Records to provide state and local government agencies with the means of disposing of source records and their digitised counterparts after the source documents have been rendered into digital format, by the process of scanning and capturing into an electronic document and records management system (EDRMS) or a line of business system.

Type: Disposal schedule

Effective until: January 2010

Version: 3.0

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>



GDS 22 for Public Primary and Secondary Schools

Overview: This Schedule applies to operational records created or received by all public primary and secondary schools in South Australia

Type: General disposal schedule

Effective until: 30 June 2020

Version: 3

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>



D

GDS 23 for Natural Resources Management Boards in South Australia

Overview: GDS 23 applies to operational records commonly created or received by all Natural Resources Management (NRM) Boards in South Australia. For the purposes of GDS 23 an NRM Board includes the actual Board, the General Manager and supporting staff, NRM Groups and any predecessor agencies.

Type: General disposal schedule

Effective until: 30 June 2019

Version: 1

Upload: Available

<http://government.archives.sa.gov.au/content/general-disposal-schedules#No.15>

D

GDS 24 for South Australian Universities

Overview: This Schedule applies to operational records commonly created or received by South Australian Universities.

Type: General disposal schedule

Effective until: 30 June 2022

Version: 3

Upload: Available

<http://government.archives.sa.gov.au/content/general-disposal-schedules#No.15>

D

GDS 26 for Royal Commissions and Commissions of Inquiry

Overview: This schedule 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.

Type: General disposal schedule

Effective until: 30 June 2021

Version: 1

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules#GDS16>



GDS 27 (V2) for Records Required for Legal Proceedings Relating to Alleged Abuse of Former Children Whilst in State Care

Overview: South Australia is a party to legal proceedings arising out of alleged abuse of former children whilst they were in State Care. In addition, applications for ex gratia payments from former residents in State Care who allege that they have experienced sexual abuse as children pursuant to section 31 of the Victims of Crime Act 2001 have been received by the Attorney-General's Department.

GDS 27 protects records of relevance (or likely relevance) by suspending authorisation to destroy any relevant records that could otherwise be legally destroyed under current disposal schedules. Records identified as relevant must be retained until 31 December 2023 (and for any additional period that may be determined by a review).

Type: General disposal schedule

Effective until: 31 December 2023

Version: 2

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules#GDS18>



GDS 28 (Edition 1) for Clinical and Client-Related Records of Public Health Units in South Australia

Overview: GDS 28 edition 1 was approved by the State Records Council on 19 August 2014.

Type: General disposal schedule

Effective until: 30 June 2025

Version: 1st edition

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules#No.15>



D

GDS 31 for the Department for Education and Child Development – Early Childhood Services (and predecessors)

Overview: This schedule applies to operational records created or received by the Department for Education and Child Development (DECD) - Early Childhood Services (and predecessor agencies)

Type: General disposal schedule

Effective until: 30 June 2023

Version: 2

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules#GDS16>

D

GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse

Overview: This schedule was approved by State Records council on 27 March 2013. In effect, GDS 32 places an immediate destruction freeze on records of relevance (or likely relevance) to the Royal Commission that have been sentenced as temporary under another disposal schedule.

Type: General disposal schedule

Effective until: 31 December 2023

Version: 2

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>

D

GDS 33 for Across-Government Emergency Management

Overview: GDS 33 aims to cater for all agencies with a role that includes emergency management, whether large or small, metropolitan or country, as performed in accordance with the Emergency Management Act 2004 and the State Emergency Management Plan (SEMP). GDS 33 aims to complement the SEMP and should be used by the relevant agencies in conjunction with that plan.

Type: General disposal schedule

Effective until: 30 June 2024

Version: 1

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>



D

GDS 34 for Administrative Records of National Bodies

Overview: This schedule applies to administrative records of National Bodies and was approved by the State Records Council on 18 February 2014.

Type: General disposal schedule

Effective until: 30 June 2024

Version: 1

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>

D

GDS 35 for State Government Boards and Committees of South Australia

Overview: This schedule applies to records of State Government Boards and Committees of South Australia. The GDS is effective from 19 August 2014 to 1 August 2015 unless reviewed earlier. Amendments approved by the State Records Council may be issued during this period.

Type: General disposal schedule

Effective until: 1 August 2015

Version: 1

Upload: Not available

<http://government.archives.sa.gov.au/content/general-disposal-schedules>