

General Disposal Schedule (GDS) 15 for State Government Agencies, 7th Edition - Changes from 6th Edition

Change Type	Item No.	FUNCTION Activity/Process	Description (Disposal Class)	Disposal Action (7th ed)	Previous Disposal Action (6th ed)
SECTION 1: LIMITATION OF ACTIONS / CONTRACTS ENTRIES					
1 COMMUNITY RELATIONS					
DA	1.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
	1.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA	1.40.2	Enquiries	Records relating to the management of enquiries requiring investigation and a specific response.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after action completed.
DA	1.40.3	Enquiries	Records relating to the management of enquiries resulting in a routine or form letter response. Includes enquiries referred to another agency for response.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 2 years after last action.
DA	1.47.1	Grant Funding	Records relating to successful applications made by the agency for grants made under simple contract , including grants for specific purposes.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after last action.
AA	1.47.2	Grant Funding	Records relating to successful applications made by the agency for grants not made under simple contract , including grants for specific purposes.	TEMPORARY Destroy 5 years after action completed.	
	1.47.3	Grant Funding	Records relating to unsuccessful applications made by the agency for grants.	<i>no change</i>	TEMPORARY Destroy 2 years after last action.
DA	1.60.2	Joint Ventures	Records relating to participation in other joint ventures with the private sector.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

DA	1.82.2	Public Reaction	Records relating to the management of public reaction requiring investigation and a specific response.	TEMPORARY Destroy 5 years after action completed. If from an individual, use <i>ENQUIRIES</i>	TEMPORARY Destroy 5 years after action completed.
DA	1.82.3	Public Reaction	Records relating to the management of public reaction resulting in a routine or form letter response. Includes enquiries referred to another agency for response.	TEMPORARY Destroy 2 years after last action. Agencies are advised to assess the risk arising as a result of the topic of the records within the Agency context for determining the retention beyond this minimum period.	TEMPORARY Destroy 2 years after last action.
	1.99.2	Submissions	Records relating to agency contribution to Across-Government submissions to non-government organisations coordinated by a central agency, for example Department of Premier & Cabinet.	<i>no change</i>	TEMPORARY Destroy 5 years after action completed.
	1.99.3	Submissions	Supplementary records relating to agency submissions including working papers, drafts and administrative arrangements.	<i>no change</i>	TEMPORARY Destroy 2 years after last action.

2 COMPENSATION

DA	2.5.2	Advice	Records relating to the provision of other advice dealing with community relations compensation issues.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA SC	2.6.2	Agreements	Records relating to other compensation agreements under seal (specialty contracts) and related records.	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 7 years after last action.
AA	2.6.3	Agreements	Records relating to other compensation agreements not under seal (simple contracts) and related records.	TEMPORARY Destroy 8 years after action completed.	

3 EQUIPMENT AND STORES

DA	3.6.2	Agreements	Records relating to the review of agreements relating to equipment and stores.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	3.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
	3.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA SC	3.61.1	Leasing	Records relating to equipment leasing documents including special leases, sub-leases, licences and other registered documents under seal (specialty contract) .	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 15 years after lease expires.
DA SC	3.61.2	Leasing	Records relating to equipment leasing documents including special leases, sub-leases, licences and other registered documents not under seal (simple contract) .	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after lease expires.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

DA	3.61.3	Leasing	Records relating to the formal documentation setting out the conditions, rights and responsibilities of both parties under an equipment lease.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after lease expires.
DA	3.101.2	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts under seal (specialty contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 15 years after action completed.
SC	3.101.3	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts not under seal (simple contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	3.101.6	Tendering	Records relating to the receipt and assessment of tenders not resulting in a contract being let.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.

5 FINANCIAL MANAGEMENT					
DA SC	5.5.2	Advice	Records relating to advice concerning routine operational matters, including simple contracts but excluding legal advice.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after last action.
AA	5.5.3	Advice	Records relating to advice concerning operational matters, including specialty contracts but excluding legal advice.	TEMPORARY Destroy 17 years after action completed.	
DA	5.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
	5.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA	5.47.1	Grant Funding	Records relating to successful applications made by the agency for grants made under simple contract , including grants for specific purposes.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after last action.
AA	5.47.2	Grant Funding	Records relating to successful applications made by the agency for grants not made under simple contract , including grants for specific purposes.	TEMPORARY Destroy 5 years after action completed.	
	5.47.3	Grant Funding	Records relating to unsuccessful applications made by the agency for grants.	<i>no change</i>	TEMPORARY Destroy 2 years after last action.
DA SC	5.101.2	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts under seal (specialty contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 15 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

DA SC	5.101.3	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts not under seal (simple contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	5.101.6	Tendering	Records relating to the receipt and assessment of tenders not resulting in a contract being let.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
7 GOVERNMENT RELATIONS					
DA	7.5.2	Advice	Records relating to advice concerning routine operational matters, including simple contracts but excluding legal advice.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after last action.
AA	7.5.3	Advice	Records relating to advice concerning routine operational matters, including specialty contracts but excluding legal advice.	TEMPORARY Destroy 17 years after action completed.	
DA	7.54.3	Inquiries	Records relating to inquiries where there is little activity by the agency or a nil response.	TEMPORARY Destroy 2 years after last action. Agencies are advised to assess the risk arising as a result of the topic of the records within the Agency context for determining the retention beyond this minimum period.	TEMPORARY Destroy 2 years after last action.
DA SC	7.60.2	Joint Ventures	Participation in other joint ventures with government agencies involving contracts not under seal (simple contracts) .	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
AA SC	7.60.3	Joint Ventures	Participation in other joint ventures with government agencies, where the joint venture is under a sealed deed (specialty contract) .	TEMPORARY Destroy 17 years after action completed.	

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

	7.99.5	Submissions	Records relating to submissions to the Minister relating to general administrative matters.	<i>no change</i>	TEMPORARY Destroy 5 years after last action.
	7.99.7	Submissions	Records relating to agency contribution to Across-Government submissions to non-government organisations coordinated by a central agency, for example Department of Premier & Cabinet.	<i>no change</i>	TEMPORARY Destroy 5 years after last action.
8 INDUSTRIAL RELATIONS					
DA	8.5.2	Advice	Records relating to advice concerning routine industrial relations operational matters, including simple contracts but excluding legal advice.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after last action.
AA	8.5.3	Advice	Records relating to advice concerning routine industrial relations operational matters, including specialty contracts but excluding legal advice.	TEMPORARY Destroy 17 years after action completed.	
DA	8.6.2	Agreements	Records relating to industrial agreements or awards where the agency has little or no input, for example copies of drafts received for information and/or comment.	<i>no change</i>	TEMPORARY Destroy 5 years after last action.
DA SC	8.35.2	Disputes	Records relating to industrial disputes that have no major impact and do not set precedent of a legal or factual nature.	TEMPORARY Destroy 5 years after last action. To apply this rule, Agencies must assess whether their records have a major or minor impact.	TEMPORARY Destroy 5 years after last action.
SC	8.41	Enterprise Bargaining	[Add] Note: Disposal Actions for the activity of Enterprise Bargaining take account of provisions in the <i>Fair Work Act 1994</i> .		

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	8.41.2	Enterprise Bargaining	Negotiation and implementation of other enterprise agreements.	TEMPORARY Destroy 9 years after action completed.	TEMPORARY Destroy 2 years after agreement expired
DA	8.41.3	Enterprise Bargaining	Negotiations not resulting in enterprise agreements.	TEMPORARY Destroy 9 years after action completed.	TEMPORARY Destroy 5 years after last action
DA	8.41.4	Enterprise Bargaining	Working papers and reference copies of material accumulated during the enterprise bargaining process.	TEMPORARY Destroy 9 years after action completed.	TEMPORARY Destroy 2 years after last action
DA	8.49.2	Grievances	Resolution of grievances and complaints within the agency.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 3 years after last action.
SC	8.52	Industrial Action	[Add] Note: Disposal Actions for the activity of Industrial Action take account of provisions in the <i>Fair Work Act 1994</i> .		
DA	8.52.2	Industrial Action	Records relating to industrial action resolved with minimal impact on agency operations.	TEMPORARY Destroy 9 years after action completed.	TEMPORARY Destroy 5 years after last action.
9 INFORMATION MANAGEMENT					
	9.16.3	Cases (FOI)	Records relating to the management of routine FOI cases involving one-off applications of a non-contentious nature.	<i>no change</i>	TEMPORARY Destroy 5 years after last action.
	9.16.4	Cases (FOI)	Records relating to the management of withdrawn applications referred to other agencies.	<i>no change</i>	TEMPORARY Destroy 2 years after last action.

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DA	9.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine information management tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	9.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA	9.40.3	Enquiries	Records relating to the management of public access to records excluding access provided through FOI legislation, for example proactive disclosure or requests to conduct research.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after action completed.
10 LEGAL SERVICES					
	10.5.4	Advice	Records relating to other legal advice.	<i>no change</i>	TEMPORARY Destroy 10 years after action completed.
DA	10.6.2	Agreements	Other agreements and related records.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after term of agreement expired.
DA	10.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	10.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

DA	10.54.3	Inquiries	Records relating to inquiries where there is little activity by the agency or a nil response.	TEMPORARY Destroy 2 years after last action. Agencies are advised to assess the risk arising as a result of the topic of the records within the Agency context for determining the retention beyond this minimum period.	TEMPORARY Destroy 2 years after last action.
	10.66.3	Litigation	Records relating to litigation of other matters.	<i>no change</i>	TEMPORARY Destroy 10 years after action completed.
	10.66.4	Litigation	Records relating to the implementation of subpoenas and discovery orders, including arrangements for agency witnesses to attend court.	<i>no change</i>	TEMPORARY Destroy 10 years after action completed.
	10.99.5	Submissions	Records relating to submissions to the Minister relating to general administrative matters.	<i>no change</i>	TEMPORARY Destroy 5 years after last action.
	10.99.7	Submissions	Records relating to agency contribution to Across-Government submissions to non-government organisations coordinated by a central agency, for example Department of Premier & Cabinet.	<i>no change</i>	TEMPORARY Destroy 5 years after last action.
11 OCCUPATIONAL HEALTH & SAFETY					
DA	11.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine OH&S tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

	11.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
12 PERSONNEL					
DA	12.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine personnel tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	12.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
	12.49.2	Grievances	Records relating to the resolution of grievances and complaints within the agency.	<i>no change</i>	TEMPORARY Destroy 3 years after last action.
13 PROPERTY MANAGEMENT					
DA	13.11.1	Arrangements	Records relating to agreements and arrangements which establish and document the usage of facilities, equipment and space. Includes memoranda of understanding.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after agreement expires.
DA	13.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine property management tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	13.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

DA SC	13.61.1	Leasing	Leasing documents including special leases, licences, tenancy and permissive occupancy agreements and other registered documents under seal (specialty contracts) .	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA SC	13.61.2	Leasing	Leasing documents including special leases, licences, tenancy and permissive occupancy agreements and other registered documents not under seal (simple contracts) .	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after lessee has vacated property.
DA SC	13.101.2	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts under seal (specialty contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA SC	13.101.3	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts not under seal (simple contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	13.101.6	Tendering	Records relating to the receipt and assessment of tenders not resulting in a contract being let.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
14 PUBLICATION					
DA	14.6.2	Agreements	Records relating to other agreements and related records.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after term of agreement expired.
DA	14.40.3	Enquiries	Records relating to the management of public access to records. Excludes access provided through FOI legislation, for example requests to conduct research.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

DA	14.60.2	Joint Ventures	Participation in other joint ventures with the private sector.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after action completed.
DA SC	14.60.4	Joint Ventures	Participation in other joint ventures with government agencies where the joint venture is under a deed not under seal (simple contracts) .	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
AA	14.60.5	Joint Ventures	Participation in other joint ventures with government agencies where the joint venture is under a sealed deed (specialty contracts) .	TEMPORARY Destroy 17 years after action completed.	
DA	14.82.1	Public Reaction	Records relating to the management of enquiries or public reaction requiring investigation and a specific response.	TEMPORARY Destroy 5 years after action completed. If from an individual, use <i>ENQUIRIES</i>	TEMPORARY Destroy 5 years after action completed.
DA	14.82.2	Public Reaction	Records relating to the management of enquiries or public reaction resulting in a routine or form letter response. Includes enquiries referred to another agency for response.	TEMPORARY Destroy 2 years after last action. Agencies are advised to assess the risk arising as a result of the topic of the records within the Agency context for determining the retention beyond this minimum period.	TEMPORARY Destroy 2 years after last action.
DA SC	14.101.2	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts under seal (specialty contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 15 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

DA SC	14.101.3	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts not under seal (simple contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	14.101.4	Tendering	Records relating to the routine administration of tendering process. Includes advertising for tenders, responding to requests for information, receiving registrations of interest, advising interested parties of outcomes etc. Includes unsuccessful tenders and related correspondence.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 2 years after contract is let.
DA	14.101.5	Tendering	Records relating to the receipt and assessment of tenders not resulting in a contract being let.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after last action.
16 STRATEGIC MANAGEMENT					
DA	16.6.2	Agreements	Records relating to other agreements and related records.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after term of agreement expired.
DA	16.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	16.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA	16.47.1	Grant Funding	Records relating to successful applications made by the agency for grants made under simple contract , including grants for specific purposes.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after last action.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	16.47.2	Grant Funding	Records relating to successful applications made by the agency for grants not made under simple contract, including grants for specific purposes.	TEMPORARY Destroy 5 years after action completed.	
	16.47.3	Grant Funding	Records relating to unsuccessful applications made by the agency for grants.	<i>no change</i>	TEMPORARY Destroy 2 years after last action.
17 TECHNOLOGY & TELECOMMUNICATIONS					
DA	17.5.2	Advice	Records relating to advice concerning routine operational matters, excluding legal advice.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after last action.
DA	17.25.2	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	17.25.3	Contracting-out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive tasks.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA SC	17.61.1	Leasing	Records relating to leasing of technology and telecommunication items and equipment under simple contracts .	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after action completed.
AA	17.61.2	Leasing	Records relating to leasing of technology and telecommunication items and equipment under specialty contracts .	TEMPORARY Destroy 17 years after action completed.	
DA SC	17.62.1	Leasing-Out	Records relating to leasing-out of technology and telecommunication items and equipment under simple contracts .	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 5 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	17.62.2	Leasing-Out	Records relating to leasing-out of technology and telecommunication items and equipment under specialty contracts .	TEMPORARY Destroy 17 years after action completed.	
DA SC	17.101.2	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts under seal (specialty contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 17 years after action completed.	TEMPORARY Destroy 15 years after action completed.
DA SC	17.101.3	Tendering	Records relating to the receipt and assessment of tenders and letting of contracts not under seal (simple contracts) . Includes reports by consultants, schedule of tenders, contract documents, payments and contract renewals.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.
DA	17.101.4	Tendering	Records relating to routine administration of tendering process. Includes advertising for tenders, responding to requests for information, receiving registrations of interest, advising interested parties of outcomes etc. Includes unsuccessful tenders and related correspondence.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 2 years after contract is let.
DA	17.101.6	Tendering	Records related to receipt and assessment of tenders not resulting in a contract being let. The function of managing all employees in the organisation.	TEMPORARY Destroy 8 years after action completed.	TEMPORARY Destroy 7 years after action completed.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

SECTION 2: CRIMINAL HISTORY CHECK ENTRIES

SC

12 PERSONNEL

Employees include Ministerial, permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations. Also includes arrangements for staff travel and the provision of childcare by the agency.

Supporting information on the management of personnel records is available from **the Office of [Delete]** the Commissioner for Public Employment.

SC	12.16	Cases (Personal Files)	<p><i>Case files relate to particular incidents, persons, organisations or clients.</i></p> <p><i>The activities involved in maintaining personal information about employees and volunteers for a range of personnel management functions. Information includes:</i></p> <ul style="list-style-type: none"> - <i>contracts of employment</i> - <i>application for employment</i> - <i>appointments, reassignments, approvals etc</i> - <i>confirmation of appointment</i> - <i>record of study courses and completed training courses</i> - <i>salary determination and approvals</i> - <i>evidence of qualifications</i> - <i>records of honours and awards</i> - <i>scholarship prizes and gifts</i> - <i>approvals relating to conditions of employment</i> - <i>approval to engage in outside employment</i> - <i>current address, next of kin, telephone number</i> - <i>medical condition/s which may affect an employee and create an emergency situation, including emergency contacts</i> - medical history checks - drug use checks - summary of action taken in relation to unsatisfactory performance management - summary of action and outcome regarding conduct of criminal history checks - Informed Consent forms completed by employee for checks conducted - <i>other relevant information.</i> 		
SC	12.16	Cases (Personal Files)	<p>[Add]</p> <p>See also Note 3: 12.94 PERSONNEL - Security for actual criminal history information</p>		

SC	12.84	Recruitment	<p>The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions and the handling of applications, interviews, selection, culling and appointment.</p> <p>See also 4.104 ESTABLISHMENT - Vacancies See also 4.105 ESTABLISHMENT - Variations See also 12.94 PERSONNEL - Security for conduct of criminal history checks as part of recruitment process</p>		
SC	12.94	Security	<p>[Add]: See also Scope Note 2: 12.16 PERSONNEL - Cases (Personal Files) for summary of action and outcome regarding conduct of criminal history/record checks</p>		
SC	12.94.1	Security	Records relating to classifying security levels of staff and volunteers. <i>[Delete]: Includes checking criminal records.</i>	TEMPORARY Destroy 7 years after separation from public sector.	No Change.
AA	12.94.3	Security	Copies of criminal history information provided as the result of a criminal history check conducted by the Commonwealth (CrimTrac or successor) on behalf of an agency. A check may have been sought directly from the Commonwealth, if an agency is accredited, or via the South Australia Police.	Such information is the property of either the Commonwealth or the South Australia Police - maintain and dispose of in accordance with provisions of the contract or memorandum of understanding	
SECTION 3: ADDITIONAL ITEMS REVIEWED					

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	1.20.3	COMMUNITY RELATIONS Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	1.20.4	COMMUNITY RELATIONS Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
AA	2.20.5	COMPENSATION Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	2.20.6	COMPENSATION Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
SC	3.94	EQUIPMENT AND STORES Security	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. <i>[Delete]: Includes the security classification of personnel or criminal record checks.</i> [Add]: See also: 12.94 PERSONNEL - Security		
SC	3.94	EQUIPMENT AND STORES Security	[Add]: See also: 12.33 PERSONNEL - Discipline for disciplinary action involving employees 13.94 PROPERTY MANAGEMENT - Security 17.94 TECHNOLOGY & TELECOMMUNICATIONS - Security		

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	3.94.2	EQUIPMENT AND STORES Security	Records relating to breaches of security or incidents resulting in the laying of charges or where sabotage is strongly suspected eg. Break-ins, intrusion to restricted areas, terrorism, bomb threats, intentional damage, fires, records of investigations, liaison with law enforcement agencies.	PERMANENT	
AA	3.94.3	EQUIPMENT AND STORES Security	Records relating to breaches of security or incidents not resulting in the laying of charges nor where sabotage is strongly suspected.	TEMPORARY Destroy 5 years after last action.	
AA	4.20.4	ESTABLISHMENT Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	4.20.5	ESTABLISHMENT Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
AA	5.2.8	FINANCIAL MANAGEMENT Accounting	Records relating to the collection of fines and expiation notices.	TEMPORARY Destroy 7 years after action completed.	
AA	5.20.4	FINANCIAL MANAGEMENT Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	5.20.5	FINANCIAL MANAGEMENT Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	6.20.4	FLEET MANAGEMENT Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	6.20.5	FLEET MANAGEMENT Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
SC	6.101	FLEET MANAGEMENT Tendering	The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, and order for the supply or purchase of goods, or for the production of work. See: 6.3 FLEET MANAGEMENT - Acquisition See: 5.101 FINANCIAL MANAGEMENT - Tendering		
AA	7.20.5	GOVERNMENT RELATIONS Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	7.20.6	GOVERNMENT RELATIONS Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
AA	8.20.4	INDUSTRIAL RELATIONS Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	8.20.5	INDUSTRIAL RELATIONS Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
AA	9.20.5	INFORMATION MANAGEMENT Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	9.20.6	INFORMATION MANAGEMENT Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
SC	9.94	INFORMATION MANAGEMENT Security	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. <i>[Delete]: Includes the security classification of personnel or criminal record checks.</i>		
SC	9.94	INFORMATION MANAGEMENT Security	[Add]: See also: 3.94 EQUIPMENT & STORES - Security 12.33 PERSONNEL - Discipline for disciplinary action involving employees 13.94 PROPERTY MANAGEMENT - Security 17.94 TECHNOLOGY & TELECOMMUNICATIONS - Security		
AA	9.94.2	INFORMATION MANAGEMENT Security	Records relating to breaches of security or incidents resulting in the laying of charges or where sabotage is strongly suspected eg. External hacking of data, intrusion to restricted areas, cyber-terrorism, intentional damage or deletion, records of investigations, liaison with law enforcement agencies.	PERMANENT	

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	9.94.3	INFORMATION MANAGEMENT Security	Records relating to breaches of security or incidents not resulting in the laying of charges nor where sabotage is strongly suspected.	TEMPORARY Destroy 5 years after last action.	
AA	10.20.5	LEGAL SERVICES Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	10.20.6	LEGAL SERVICES Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
AA	11.20.5	OCCUPATIONAL HEALTH & SAFETY Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	11.20.6	OCCUPATIONAL HEALTH & SAFETY Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
DA	11.50.6	OCCUPATIONAL HEALTH & SAFETY Health Promotion	Records relating to treatment received by individual staff or volunteer members in agency first aid or medical centres.	TEMPORARY Place on personal history file or destroy 7 years after last action whichever is later.	TEMPORARY Place on personal history file or destroy 7 years after last action.
DA	12.16.1	PERSONNEL Cases (Personal Files)	Personal files of agency employees, including ongoing, temporary, contract and part-time employees, trainees, apprentices and volunteers, etc. Includes personal files of employees who died on duty or were discharged for medical reasons, or who were known to have been exposed to workplace hazards, for example dangerous chemicals, air-borne asbestos, radiation, contaminated blood, excessive noise, etc.	TEMPORARY Destroy 85 years after employee's date of birth.	TEMPORARY Destroy 75 years after employee's date of birth.

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	12.20.5	PERSONNEL Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	12.20.6	PERSONNEL Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
SC	12.63	PERSONNEL Leave	[Add]: See also 12.93 PERSONNEL - Salaries.		
SC	12.93	PERSONNEL Salaries	[Add]: See also 12.63 PERSONNEL - Leave.		
AA	13.20.5	PROPERTY MANAGEMENT Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	13.20.6	PROPERTY MANAGEMENT Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
SC	13.94	PROPERTY MANAGEMENT Security	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. <i>[Delete]: Includes the security classification of personnel or criminal record checks.</i>		

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

SC	13.94	PROPERTY MANAGEMENT Security	[Add]: See also: 3.94 EQUIPMENT & STORES - Security 9.94 INFORMATION MANAGEMENT - Security 12.33 PERSONNEL - Discipline for disciplinary action involving employees 17.94 TECHNOLOGY & TELECOMMUNICATIONS - Security		
AA	13.94.8	PROPERTY MANAGEMENT Security	Records relating to breaches of security or incidents resulting in the laying of charges or where sabotage is strongly suspected eg. Break-ins, intrusion to restricted areas, terrorism, bomb threats, intentional damage, fires, records of investigations, liaison with law enforcement agencies.	PERMANENT	
AA	13.94.9	PROPERTY MANAGEMENT Security	Records relating to minor breaches of security or incidents not resulting in the laying of charges nor where sabotage is suspected.	TEMPORARY Destroy 5 years after last action.	
AA	15.20.5	STAFF DEVELOPMENT Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	
AA	15.20.6	STAFF DEVELOPMENT Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
AA	17.20.4	TECHNOLOGY & TELECOMMUNICATNS Committees	Records documenting administrative arrangements relating to committee meetings. Includes contact lists, venue bookings, hire or equipment, catering etc.	TEMPORARY Destroy 2 years after last action.	

Change Type: AA=Activity Added; DA=Disposal Action Changed; SC=Scope Changed.

AA	17.20.5	TECHNOLOGY & TELECOMMUNICATNS Committees	Duplicate copies of committee records held for reference purposes.	TEMPORARY Destroy 3 months after last action.	
SC	17.94	TECHNOLOGY & TELECOMMUNICATNS Security	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. <i>[Delete]: Includes the security classification of personnel or criminal record checks.</i>		
SC	17.94	TECHNOLOGY & TELECOMMUNICATNS Security	[Add]: See also: 3.94 EQUIPMENT & STORES - Security 9.94 INFORMATION MANAGEMENT - Security 12.33 PERSONNEL - Discipline for disciplinary action involving employees 12.94 PERSONNEL - Security		
AA	17.94.4	TECHNOLOGY & TELECOMMUNICATNS Security	Records relating to breaches of security or incidents resulting in the laying of charges or where sabotage is strongly suspected eg. Break-ins, intrusion to restricted areas, terrorism, bomb threats, intentional damage, records of investigations, liaison with law enforcement agencies.	PERMANENT	
AA	17.94.5	TECHNOLOGY & TELECOMMUNICATNS Security	Records relating to minor breaches of security or incidents <u>not</u> resulting in the laying of charges nor where sabotage is suspected.	TEMPORARY Destroy 5 years after last action.	

SECTION 4: TEXT REVIEWED IN INTRODUCTION

<p>GDS 15 (6th ed) page 10, new section:</p>	<p>[Add]: Retention of records relating to limitations of action The 7th edition of GDS 15 includes provisions for the preservation of records that may have relevance to limitations of actions related claims. In settling disposal periods State Records, with the advice of the Crown Solicitor, has sought to find a balance between the best practice of taking limitations into account on the one hand, and between what is practical in terms of storage space on the other. Retaining records for two years longer than the limitation period achieves that balance and the formula of “the limitation period plus two years” has been used to calculate the relevant disposal actions. The basic limitation periods in the Limitation Act are two or six months, or two, three, six or fifteen years. State Records has eliminated from consideration the periods of two and six months, and two and three years. It has adopted the periods of six or fifteen years, to which a further two years has been added by our formula. The basic disposal periods are therefore eight years and seventeen years, depending on the cause of action. C Agencies must note two important issues: a. If a record relates to a plaintiff under a legal disability, the disposal b. Several entries in the GDS whose disposal action is 2 years re</p>		
<p>GDS 15 (6th ed) page 10, new section (cont'd):</p>	<p><< Agencies are advised to assess the risk arising as a result of the topic of the records within the Agency context for determining the retention beyond this minimum period.>></p>		

<p>GDS 15 (6th ed), page 11, new section:</p>	<p>[Add]: Retention of records relating to criminal history and other personal checks The 7th edition of GDS 15 includes provisions for the preservation of records that may have relevance to the conduct of personal checks on personnel relating to their criminal history or drug and other medical use. Criminal history checks, medical checks and drug use checks are included in GDS 15 (7th edition). Such checks are conducted by or on behalf of various agencies throughout the State Government and are a relatively routine occurrence. Checks are conducted either when a person is being considered for employment within the public sector or when someone is already a public sector employee. This edition of the GDS 15 recommends for the disposal of criminal history checks as outlined in the schedule body and stipulates that these records must be maintained separately from the personal file (which are retained until the person is 75 years of age). This aims to address the issues of privacy/confidentiality and allows information that becomes obsolete, inaccurate or out-of-date to be legally destroyed in a timely manner.</p>		
<p>GDS 15 (6th ed), page 11, new section (cont'd):</p>	<p>This applies whether an individual is a potential or existing government employee. Summaries of a criminal history check, medical check or drug use check having been conducted, can be retained on the personal file. The details and results, however, must be retained separately for a limited period as defined in GDS 15. These entries relate to 12. 94: PERSONNEL – Security.</p>		

GDS 15 (6th ed), page 11, paragraph 2:	[Replace existing paragraph with]: When official records in an agency's custody or housed in secondary storage are due for destruction in accordance with the provisions of this or other disposal schedules, the agency is required to notify State Records 14 days prior to the proposed destruction. The form <i>Notification of Intention to Destroy Records Report</i> can be downloaded from State Records' website (www.archives.sa.gov.au). An agency is then required to wait for State Records' written approval to destroy the records. The records must not be destroyed until such approval is received.		
GDS 15 (6th ed) page 28, paragraph 2:	...NAP falls into seven main groups: [Add]: * transitory electronic data		
GDS 15 (6th ed) page 30, paragraph 1:Items that may be destroyed under NAP include: [Add]: * transitory electronic data or documents not relating to or supporting the business.		