

**GENERAL DISPOSAL SCHEDULE 20  
FOR LOCAL GOVERNMENT RECORDS  
IN SOUTH AUSTRALIA**

**4<sup>th</sup> Edition (amended)**

**Effective 1 January 2010 to 30 June 2015**

State Records of South Australia

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**Approval for the commencement of this schedule**

**STATE RECORDS ACT 1997**

Government of South Australia

GENERAL DISPOSAL SCHEDULE NO. 20, 4TH EDITION

For

Local Government Authorities in South Australia

Effective 1 January 2010 to 30 June 2015

Approved by

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Chair, State Records Council

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Director, State Records

## **Preface**

This manual was compiled and written by Wendy Fewsdale in conjunction with the Local Government General Disposal Schedule Working Party and developed by State Records of South Australia.

The amendments to the first edition were compiled by Kirsten Linnett, State Records to form the second edition.

The amendments to the second edition were compiled by Christine Haar, State Records to form the third edition (approved March 2003).

The amendments to the third edition were compiled by Wendy Fewsdale, Info-Osmosis, to form this fourth edition.

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## Acknowledgments

### 4<sup>th</sup> edition

General Disposal Schedule 20 was developed and prepared by State Records of South Australia in conjunction with the Local Government GDS 20 Working Party.

Thank you to Wendy Fewsdale for her efforts and expertise in co-ordinating the project.

Thank you to Samantha Farnsworth, State Records for her advice and guidance and also to Simon Froude, State Records, as manager of the review.

Thank you to Christine Haar for her efforts in finalising GDS 20.

Special appreciation to the members of the 4<sup>th</sup> edition working party for their valuable contribution and enormous effort:

- Kelly Daniel, State Records of South Australia
- Amanda Pentz, Campbelltown City Council
- Jane Ratcliff, City of Adelaide
- Nigel Burton, City of Mitcham
- Jackie Billings, City of Marion
- Jessica Pyke, City of Charles Sturt
- Teresa Melzner, City of Pt Lincoln
- Jan Lawrence, Jan Lawrence and Associates
- Lyn Crouch, Jan Lawrence and Associates
- Victoria Gailit, Local Government Association
- Andrea Malone, Local Government Association.

Thank you to the following Councils for supporting the project by releasing the above mentioned members to assist in the development of the schedule.

**City of Mitcham, Campbelltown City Council, City of Marion, City of Adelaide, City of Charles Sturt, City of Port Lincoln and the Local Government Association of South Australia.**

## **Previous editions**

### **1st edition**

The project was facilitated by **Wendy Fewsdale**, while on secondment from the **City of Prospect**.

Kirsten Linnett, State Records facilitated amendments to the 1st edition.

### **2<sup>nd</sup> edition**

Thank you to the second edition working party members for their contribution:

- June Edwards, State Records
- Michele Brown, State Records
- Debra Wilson, District Council of Mallala
- Simon Froude, State Records
- Fran Wharton, State Records
- Marie Feltus, City of Unley
- Helen Onopko, Records and Archives Services.

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#### **District Council of Mallala and City of Unley**

Christine Haar, State Records facilitated amendments to the 2nd edition.

### **3<sup>rd</sup> edition**

Wendy Fewsdale, Info-Osmosis facilitated amendments to the 3rd edition.

Special appreciation to the members of the third edition working party for their valuable contribution and enormous effort:

- Bonita Kennedy, Adelaide Hills Council
- Tammy Watson, City of Port Adelaide Enfield
- Sue Farrimond, City of Charles Sturt
- Jan Fisher, Information Management Solutions P/L

Thank you to the following Councils for supporting the project by releasing the above mentioned members to assist in the development of the schedule.

#### **City of Charles Sturt, Adelaide Hills Council and City of Port Adelaide Enfield.**

Thank you to all Councils and Local Government staff for input during the metropolitan workshop, individual interviews and feedback on the 1st, 2nd, 3rd and 4th editions.

## Scope

The *State Records Act 1997* provides for the preservation and management of official records. The Local Government General Disposal Schedule (GDS 20) applies to all records created or received by all Local Government Authorities in South Australia and all Subsidiaries of Councils (*Local Government Act 1999 Section 42*).

GDS 20 is issued as a determination under Section 23 of the Act, which states that ***no official record may be disposed of without the approval of the State Records Council.***

GDS 20 is intended to be a comprehensive schedule covering all functions and activities of Local Government and the records created as evidence of business transactions.

## Implementation

GDS 20 was given provisional approval by the State Records Council on 14 November 2000 and was effective from 15 November 2000 for a period of 4 months. During this period of use and review, consultation and feedback was considered and a second edition was presented on 13 March 2001 to the State Records Council for approval.

A second review commenced in November 2002, taking into consideration solicited and unsolicited feedback from users. The 3rd edition was presented to and approved by the State Records Council on 11 March 2003. The 4th edition was presented to and approved by the State Records Council on 13 October 2009.

The GDS is available in both hard and electronic copy to allow ease of use and accessibility across diverse systems.

***Any modification of the minimum retention periods or disposal classes by end users is not permitted. Changes to any of the minimum retention periods or disposal classes can only be made with the approval of the State Records Council.***

It is the intention of State Records to periodically review and amend GDS 20 in light of new or reviewed functions and activities undertaken and any amendments to the legislation impacting on Local Government.

## Updates and Amendments

GDS 20 1st Edition, effective from 15 November 2000 to March 2001, was revoked. Amendments to the schedule were approved by the State Records Council on 13 March 2001 and it was reissued as GDS 20 2nd Edition effective from 13 March 2001 for five years.

GDS 20 2nd Edition has been revoked. The State Records Council approved amendments to the schedule on 11 March 2003 and it was reissued as GDS 20 3rd Edition, effective from 11th March 2003 for five years.

GDS 20 3<sup>rd</sup> edition is now also revoked. The State Records Council approved amendments to the schedule on 13 October 2009 and approved further amendments on 8 December 2009 to ensure consistency with the *Fair Work Act 2009*, and it is reissued as GDS 20 4th Edition, effective from 1 January 2010 for five years.

For suggested changes and amendments to General Disposal Schedule 20, please use the GDS 20 suggestion and omissions form, which is available on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

## Previous General Disposal Schedule Revoked

GDS 20 supersedes *General Disposal Schedule for Local Government Records in South Australia* issued in 1994.

***Councils must ensure that disposal arrangements put in place in accordance with the now revoked 1994 GDS are reviewed in the light of this new Schedule.***

## Record Definition

A record “means (a) written, graphic or pictorial matter; or disk, tape, film; or (b) other object that contains information or from which information may be reproduced (with or without the aid of another device)” (*State Records Act 1997*), i.e. records can be **paper-based** or in **digital format**.

## Record Formats

GDS 20 applies to records in any format. This includes paper, microform (film or fiche), audiovisual, graphic and electronic media.

***Councils must ensure that records, irrespective of format, remain accessible for the duration of the designated retention period.***

By “accessible” it is meant that the information contained within a record remains readable for the life of the record. In addition “accessible” also refers to the retrievability and availability of a record. Whether stored on or off-site a record should be able to be accessed as soon as practicable, and at least within 30 days to meet Freedom of Information applications.

## Reformatting of Records and Maintenance of Originals

GDS 21 for *Management and Disposal of Source Documents and Digitised Versions After Digitisation* provides for the means of disposing of source records and their digitised counterparts after the source records have been rendered into digital format by the process of scanning and capturing into an electronic document and records management system (EDRMS).

The associated *Digitisation Guideline* deals with the digitisation of paper source records and the subsequent management and disposal of these and their digitised counterparts.

The Guideline addresses the application of digitisation technologies when integrated with EDRMS or line-of-business systems. It aims to minimise the risks to Local Government in terms of records of longer-term temporary or permanent value being lost or destroyed without limiting the application of digitisation technologies for efficient office administration or other purposes.

The Guideline and the complementary GDS 21 do not authorise the destruction of any source documents that have been deemed to be of permanent value in accordance with an approved and current disposal schedule.

GDS 21 complements GDS 20 in that it covers a specific class of records, i.e. those that have been rendered into a digital format. GDS 21 must be consulted and applied to source records prior to undertaking any disposal decisions.

GDS 21 and the Digitisation Guidelines are available on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

## **Custody & Transfer of Records**

### **Permanent Records**

In accordance with section 19 of the *State Records Act 1997*, permanent records (as defined in this GDS) **must** be transferred to State Records once such records are 15 years old or administrative use has ceased.

***Councils with valid reasons to retain permanent records for longer than 15 years should apply in writing to the Director of State Records requesting either a postponement or an exemption from section 19.***

### **Temporary Records**

Although Local Government Authorities are not bound by State Records standards and guidelines, they should consider those relating to the management and storage of temporary records with an Approved Service Provider (ASP) when deciding how to best store records of temporary value. These documents can be found on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

Authorities are reminded that under section 13 of the *State Records Act 1997* they must ensure that the official records in their custody are maintained in good order and condition.

## **Access Rights and Responsibilities**

### **Access to Records in the Custody of a Council**

For records in the custody of a Council, conditions stipulated in the *Freedom of Information Act 1991* must be adhered to.

### **Access to Records in the Custody of State Records**

Public access to records in the custody of State Records is governed by sections 20 and 26 of the *State Records Act 1997*.

*“the agency responsible for an official record in the custody of State Records may, in consultation with the Manager [of State Records] – (a) determine that access to the record (other than by the agency) is not subject to any restrictions...; or (b) determine conditions excluding or restricting access to the record”.*

Restrictions may be required for purposes of privacy, personal or commercial confidentiality.

State Records' *Public Access Determinations Guidelines* are available on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

With regards to **Council access**, a Council may access its records, as it requires. A Council is entitled to resume possession of an official record that has been in existence for more than 15 years if such a record is necessary for the proper performance of the functions of the Council. In some instances, in the interest of records preservation, a Council's access to official records may be subject to conditions negotiated with the Manager of State Records.

## Records Relating to Indigenous Individuals and Native Title Claims

Recommendation 21 of the *"Bringing Them Home..."* report states

*"that no records relating to indigenous individuals, families or communities or to any children, indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies, be destroyed"*.

In light of the recommendation Councils are required to retain these records **PERMANENTLY**. Such records are likely to appear under "Social, Cultural and Community Services" and "Health Management" functions. Consultation with State Records is recommended to assist in the identification and preservation of these records.

GDS 16 *Impact of Native Title Claims on Disposal of Official Records* is referred to under "Property Management – Native Title Claims" and can be found on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

## Retention of records relating to Asbestos

The 4th Edition of GDS 20 was revised to include provisions for the preservation of records that may be relevant to asbestos-related legal claims.

Due to the length of time that elapses between exposure to asbestos and the development of medical conditions, it is essential that South Australian Local Government Authorities ensure that relevant official records are preserved.

The use of asbestos as a building material ceased in 1986. With this in mind entries have been included in this schedule requiring that records that relate to building construction, maintenance, fit out, make good and movement, on buildings constructed before 1986, be retained until 2040. At that time their continuing retention will be reviewed in light of asbestos-related claims that may have developed over the intervening forty years. Records relating to buildings constructed after 1986 have retention periods that are shorter and do not include asbestos considerations.

***Councils need to note that whilst some records that could be relevant to an asbestos-related claim are designated for temporary retention, they cannot be destroyed prior to the review being conducted in 2040.***

## Records More Than 50 years Old

Where records are more than 50 years old at the time of application of this schedule, and they have a disposal action of **TEMPORARY**, due consideration should be given to their historical significance. **The State Records Council must be notified in writing** so that it can approve a determination regarding their retention.

More information on how to notify the State Records Council concerning records older than 50 years can be obtained from Records Management Services, State Records.

## Records Dated Prior to 1901

All records dated prior to 1901 are **RETAINED PERMANENTLY**.

## Definitions

### Major and Minor Contracts

Major and minor contracts appear under the activity of “Contracting” under each functional section.

A “**Major contract**” is one where, under *section 49 Local Government Act 1999*, a Council policy has been adopted which defines what a Major contract is for that particular council. This is usually determined using a financial definition eg all contracts over \$40,000. It will also include those contracts relating to structures or services of significance. The assessment of what constitutes “significant” will be decided by the individual Council. It may be the erection of a monument, the provision of a service to coordinate a historical celebration event, etc.

“**Minor contract**” relates to all others.

State Records have developed *The Contracting and Official Records Standard and Guideline*. The Guideline outlines nine principles and associated obligations Local Government, as bound by the *State Records Act 1997*, must consider to ensure that the records of agencies are adequately managed throughout the contracting process. These documents are available on the State Records website (<http://www.archives.sa.gov.au>).

It is recommended that Councils adopt a policy to ensure that the **records** generated by **contractors** engaged by Councils and other parties involved in joint ventures are passed on to Council. These are records that will provide evidence of accountability and compliance of the Council and the other party. Such records and the custody procedures will need to be identified and written into contracts and agreements.

Evidence of contractor’s public liability insurance should be maintained with the contract document.

### Significant and Non Significant

Significant or substantial involves events, projects or programmes where there is public interest or controversy and may include cases where there was extensive debate and/or coverage in the media. Significant or substantial interest may involve the following:

- impacting and involving the community
- historical or social impact on the Council area.

Significant or substantial events may include:

- community fair organised and run by Council
- stormwater harvesting
- planning for the development of Council Property and Infrastructure
- environmental initiative projects
- youth programmes to target unemployment and crime
- indigenous programmes
- Council-wide recreation programmes
- community exhibition
- system procurement and implementation
- Council-wide traffic management or traffic calming initiatives
- historical commemorations or celebrations relating to places, people or events within Council.

Non-significant includes events, projects or programmes of a routine nature that do not result in a change of operation or do not have an impact on the social structure or status of the Council area. Many of these are summarised and reported to Council and are therefore contained in the minutes of Council Meetings. Examples of non-significant events, projects and programmes are:

- maintenance program for the homes of the elderly
- story telling at the library
- display in Council properties
- IT data cleansing projects
- line marking
- participation in other organisation's or jurisdiction's commemorative events.

### **Historical Value**

Historical value may relate to events, projects or programmes that do not have a high dollar value but may provide evidence of the social structure and status at the time. Examples are youth, crime prevention, aged and disabled projects and programmes or the development of a marina.

## Heritage Significance

Heritage significance includes places or items included on the State or Local Heritage Registers, or places/items deemed of heritage significance to the Council. This may include a property or item that form part of the history of the region.

## Subsidiaries

Subsidiaries of Councils are established under the *Local Government Act 1999 Section 42*. A Council may establish a subsidiary to provide a specified service or services; or to manage or administer property, facilities or activities on behalf of the Council; or to perform a function of the Council under the *Local Government Act 1999* or another Act. The records of Subsidiaries are subject to the *State Records Act 1997 and GDS 20 4<sup>th</sup>* edition applies to these records.

## After Last Action

“Last action” is defined as:

- the **date of the last activity** relating to the most recent folio or document placed on a file or
- when a file or document is retrieved for a Freedom of Information application or
- retrieved for legal proceedings or awareness of possible legal proceedings or
- significant risk management status or
- referred to in relation to a new proposal. A new proposal may be a social program, business enterprise or a proposal of environmental significance.

It may also mean where a file is

- retrieved due to a substantial relationship to a current activity and used as an essential reference tool.

“Last action” may also include the

- completion date of workflow actions assigned to a record.

It is recommended that a notation be placed on the retrieved file or record to ensure the action is documented.

“After last action” does not relate to the retrieval of a file from storage for general reference purposes.

## After Action Completed

Action completed is defined as “A disposal action directing the legal destruction of records documenting a particular set of transactions linked to a function and activity set when all business action has been completed” (National Archives of Australia, *Administrative Functions Disposal Authority*, February 2000).

Official records cannot be destroyed if they are likely to be required for legal purposes. If an investigation, inquest, commission or inquiry is in progress or forecast, all relevant records need to be identified and retained until the action, and any subsequent actions are completed or appeal periods have lapsed.

Councils should obtain legal advice if there is any possibility that destruction of a record could be prejudicial to the interests of the Council or its clients.

## **After Last Contact**

After last contact is used as a trigger for a number of disposal actions. "Contact" can be defined as: patient or client admission; non-admitted service provision; receipt of an FOI request, subpoena or medico legal request; awareness of possible legal proceedings or significant risk management status. Such 'contacts' can also be cause for record reactivation.

## **Disposal**

Disposal means a range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. (Standards Australia - AS4390 *Australian Standard Records Management*.)

## **Planning, Building and Development Applications**

One of the most significant record series created by Councils is Development Applications (or Planning and Building Applications prior to 15 January 1994). A disposal action of "*Destroy on demolition of structure*" was assigned to this records class after analysis of the *Development Regulation 2008 Sec 101* and consultation with Planning SA and Local Government stakeholders. The regulation states:

"council may in the case of a Class 1 or 10 building under the Building Code, offer to give the plans and specifications in its possession, to the building owner ten years after the date of the approval (on such terms as the council thinks reasonable) and, if the owner declines the offer, the council may destroy the documents".

It was agreed that the plan and specification form part of the application file and have a long-term legal and administrative value as well as a community expectation for accessibility. As all other records retained on the development file must be kept for the life of the structure, it would be prudent to also retain the plan and specification for the life of the structure and not compromise the integrity of the file by removing them. It is recommended that these records are retained together and maintained for the life of the structure, unless they fall under the records class of Permanent retention value (required under Section 46 – 47 of the *Development Act 1993*.)

## **Retention periods**

Retention periods for temporary records shown in the Schedule are minimum periods for which records must be retained before they are destroyed. Retention periods are triggered by disposal actions listed in the Schedule. If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent disposal action.

It is the responsibility of agencies to ensure that records are kept in a readily accessible format for the duration of prescribed retention periods.

There is no requirement to destroy temporary records if an agency has a need to retain them longer than the designated **minimum** retention period. However, in the interests of efficient and economic records management, agencies should take all steps to reduce the storage costs of time-expired records.

Official records must not be destroyed if they are likely to be required for legal purposes.

***Councils should obtain legal advice if there is any possibility that destruction of a record could be prejudicial to the interests of the Government or its clients.***

## **Destruction of Records**

Records authorised for destruction may be destroyed when the designated retention period has elapsed.

**Where a Council is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete, including appeals, and then have the original retention period applied to the records.**

***All Councils are required to notify and await approval from State Records prior to the destruction of official records.***

To notify State Records, Councils should use the *Notification of the Intention to Destroy Records Report Form* available on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

***Councils must ensure that all destruction is secure and confidential and that private contractors provide a certificate confirming confidential destruction.***

Standard methods for destruction of paper are shredding or pulping.

Records in electronic format can only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

Councils **must** keep their own record of all records destroyed noting the relevant disposal authority including destruction approvals from State Records. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them, e.g. indexes or records management systems, should also be updated by inputting destruction dates and relevant disposal authorities.

## **Normal Administrative Practice (NAP)**

### **What is NAP?**

NAP is the concept that material can be destroyed according to “normal administrative practices”. This provides for the routine destruction of drafts, duplicates and publications, with the test that it is **obvious** that no information of **continuing value** to the organisation will be destroyed.

Originating in the National Archives, the term is in general use in Commonwealth Government agencies and has been adopted by some Australian states.

Material that can be disposed of under NAP comprises items of an ephemeral or transitory nature created, acquired or collected by Council officers in the course of their official duties. Such material has no ongoing value and is not usually incorporated into the Council recordkeeping system. NAP falls into seven main groups:

- transitory or short term items, e.g. phone messages, notes, compliment slips, office notices and circulars
- rough working papers and/or calculations created in the preparation of official records
- drafts not intended for further use or reference, **excluding** official version drafts of agreements, submissions and legal documents
- duplicate copies of material retained for reference purposes only
- published material which does not form an integral part of a council record
- system printouts used to verify or monitor data, or answer ad hoc queries, that are not part of regular reporting procedures and not required for ongoing use
- transitory electronic data.

### **NAP in electronic media**

Just as telephone conversations or other verbal communications that contain information of ongoing value should be documented, so voice mail, e-mail, facsimiles, word processed documents, spreadsheets, etc should be captured into corporate recordkeeping systems when they contain information of ongoing value.

Council induction and procedures must ensure that all officers are aware of their recordkeeping responsibilities and that electronic records with ongoing value are captured and retained in an appropriate way.

Only data included in the seven categories outlined above may be deleted from electronic systems according to NAP.

### **The NAP test**

Where the information is not duplicated in the agency recordkeeping system, ask:

- does the material form part of an agency transaction?
- does it add value to an existing record?
- does it show how a transaction was dealt with?
- does it show how a decision was made?
- does it show when or where an event happened?

- does it indicate who was involved or what advice was given?
- is it a formal draft of a cabinet submission, an agreement or a legal document?
- is the material included in a disposal class in GDS 20?

If the answer to any of these questions is *YES* then the material **must not** be destroyed according to NAP.

## **Examples of NAP**

Items that **may be** destroyed under NAP include:

- word-processing documents and spreadsheets in electronic format after updating, printing, or transfer to electronic recordkeeping systems
- drafts and rough notes not intended for further use
- brochures, catalogues, price lists, unsolicited promotional material, etc received from external sources
- calendars, diaries, appointment schedules, etc that are not core attendance records
- superseded copies of instructions, guidelines, standards, etc not included in a disposal schedule
- extra copies of records no longer required for reference purposes
- copies of published items kept for personal reference
- unimportant messages and notes, e.g. those required for a only a few hours or a few days
- system printouts used to verify or monitor data, or answer ad hoc queries that are not part of regular reporting procedures and are not required for ongoing use
- transitory electronic data or documents not relating to or supporting the business.

**Remember that NAP is provided in the interests of efficient recordkeeping and extends to material of ephemeral and transitory value only.**

## **Authority to use NAP**

Destruction of material according to the above guidelines for NAP is authorised by General Disposal Schedule 20.

## Storage

### Permanent Records

Records of permanent value need to be stored with State Records (unless a section 19 postponement or exemption is sought and granted - see Custody & Transfer of Records section for more details).

### Temporary Records

State Records has established a policy and standards framework for the management and storage of temporary value records with approved service providers (ASP). The documents within this framework can be found on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)) and include:

- *Standard for Temporary Value Records with an ASP*
- *Guideline for Temporary Value Records with an ASP*
- *ASPL User Guide for Agencies.*

Although Local Government Authorities are not bound by State Records standards, they are strongly encouraged to apply the standard and store temporary records with an ASP to ensure they are adequately managed. Authorities are reminded that under section 13 of the *State Records Act 1997* they must ensure that the official records in their custody are maintained in good order and condition.

For Local Government Authorities using facilities other than an ASP, State Records have developed an *Onsite Storage of Temporary Records Recordkeeping Information Sheet and Checklist*. This document can assist authorities in assuring storage facilities are appropriate. This is available from the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

State Records staff have a right to inspect storage facilities upon notice and Local Government authorities will be required to complete a Records Holdings Survey at the end of each financial year.

## Lay-out

A functional analysis approach was adopted to ensure that GDS 20 is comprehensive, has long-term application and relevance and complies with industry standards and best practice.

The schedule is arranged as follows:

## Function

GDS 20 is divided into 20 functions:

- (1) Animal Management
- (2) Community Relations
- (3) Development Control
- (4) Economic Development
- (5) Environmental Management
- (6) Equipment, Plant and Stores
- (7) Financial Management
- (8) Fleet Management
- (9) Governance
- (10) Government Relations
- (11) Health Management
- (12) Human Resource Management
- (13) Information Management
- (14) Infrastructure
- (15) Legal Provisions
- (16) Property Management
- (17) Social, Cultural and Community Services
- (18) Strategic Management
- (19) Technology and Communication
- (20) Traffic Management.

Each function is shown at the start of each section and includes a scope note, which provides a definition of the function and any inclusions and exclusions the user needs to be aware of.

## Item Number

The numbering in the schedule is hierarchical and is structured as follows:

- a) functions have a single level number
- b) activities have two level number
- c) disposal classes have three level numbers.

## Function Number

Each function has a unique number.

For example:

### **1 ANIMAL MANAGEMENT**

## Activity

Each activity has a scope note, which provides a definition of the activity and any inclusions and exclusions of which the user needs to be aware.

## Activity Number

Each activity has a **unique** number, which relates to an activity irrespective of where it sits under a function. This is to ensure ease of application and amendment of the schedule and identification of activities. It will also aid the searching capabilities within software applications for on-line application of the schedule.

There are currently **94** activities.

For example:

- 1.3 ANIMAL MANAGEMENT – Advice**
- 2.3 COMMUNITY RELATIONS – Advice**

## Record Description

A description is provided for each record class. For example:

“Records relating to advice concerning routine operational matters.”

## Record Description Number

Each record description has a three level number. For example

**ANIMAL MANAGEMENT – Advice** – Records relating to advice concerning routine operational matters.

## Disposal Action

Disposal actions relate to the record classes arranged under activities. Status of the action is either **PERMANENT** or **TEMPORARY** with a disposal trigger and retention period given for all temporary records. It is to be noted that the retention period for temporary records is the **minimum** period.

For example:

### **TEMPORARY**

Destroy 5 years after last action

For example:

<b>Function</b>	<b>GOVERNANCE</b>	<b>9</b>
<b>Activity</b>	<b>Elections</b>	<b>9.34</b>
<b>Record description</b>	Records relating to the conduct of elections.	<b>9.34.1</b>
<b>Disposal action</b>	<b>PERMANENT</b>	

## Contacts

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## Acronyms

<b>ABN</b>	Australia Business Number
<b>BASI</b>	Bureau of Air Safety
<b>CASA</b>	Civil Aviation Safety Authority
<b>CCTV</b>	Close Circuit TV
<b>CD-ROM</b>	Compact Disk Read Only Memory
<b>CEO</b>	Chief Executive Officer
<b>CWMS</b>	Community Wastewater Management Scheme
<b>DPA</b>	Development Plan Amendment
<b>EEO</b>	Equal Employment Opportunity
<b>FAG</b>	Financial Assistance Grant
<b>FBT</b>	Fringe Benefits Tax
<b>FOI</b>	Freedom of Information
<b>GST</b>	Goods & Services Tax
<b>LGA</b>	Local Government Association
<b>OH&amp;S</b>	Occupational Health & Safety
<b>PAR's</b>	Plan Amendment Reports
<b>PP's</b>	Preliminary Proposals
<b>STEDS</b>	Septic Tank Effluent Disposal Schemes
<b>Y2K</b>	Year 2000

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