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State Records  
of South Australia



## General Disposal Schedule No 21

For management and disposal of source documents and digitised versions after digitisation

Disposal Schedule

Effective from 1 January 2010 to 31 December 2013

Version 3

## Table of Contents

<b>Acknowledgments .....</b>	<b>5</b>
<b>Version control.....</b>	<b>5</b>
<b>Introduction.....</b>	<b>6</b>
<i>State Records Act 1997</i> .....	6
Relationship with other Disposal Schedules .....	6
Effective life of GDS 21 .....	6
Scope .....	7
Definitions .....	7
Standards for systems used to capture digitised versions of source documents.....	7
Records excluded from the Schedule .....	9
Records more than 50 years old.....	9
Records relating to Aboriginal and Torres Strait Islander people .....	9
Notification of proposed destruction of records.....	9
Native Title Discovery Section, Crown Solicitor's Office.....	9
State Records .....	9
Retention periods.....	10
Destruction of records.....	10
Relationship to other general disposal schedules or agency-specific Records Disposal Schedules .....	11
Training.....	11
Availability of GDS 21 .....	11
Amendments and on-going review of GDS 21 .....	11
Normal Administrative Practice .....	11
References .....	11
State Records contacts.....	12
<b>General Disposal Schedule No 21 (version 3).....</b>	<b>13</b>
<b>Attachment 1: Certification of a compliant EDRMS that stores digitised official records .....</b>	<b>16</b>
<b>Attachment 2: Certification of a compliant business system that stores digitised official records.....</b>	<b>17</b>
<b>Attachment 3: Certification of a non-compliant EDRMS or business system that stores digitised official records.....</b>	<b>18</b>

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# State Records Act 1997

Government of South Australia

## General Disposal Schedule No 21 (Version 3)

For management and disposal of source documents  
and digitised versions after digitisation

Effective 1 January 2010 to 31 December 2013

*Approved by*

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**Chair, State Records Council**

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**Director, State Records**



## Acknowledgments

The advice and assistance of officers of South Australian State and Local Government agencies and authorities who assisted with the development of the Schedule is acknowledged with much appreciation.

The advice of officers from member agencies of the Council of Australasian Archives and Records Authorities (CAARA) is also gratefully acknowledged.

State Records of South Australia

December 2009

## Version control

Version	Comments	Approved by State Records Council
1		12 April 2005
2		14 February 2006
2.1	Minor formatting and rebranding changes and extended until 31 December 2009.	10 February 2009
3	Recognising business systems that agencies have implemented that store digitised records and complies with requirements outlined in Attachment 2.  Agencies who have a non-compliant EDRMS or business system are now able to destroy temporary source documents if the system is proven to meet certain criteria outlined in Attachment 3.  The other main change relates to the combination of short and long-term temporary records to 'Temporary Records'.	8 December 2009



## Introduction

### ***State Records Act 1997***

*The State Records Act 1997* provides for the preservation and management of official records. General Disposal Schedule No 21 (GDS 21) is issued as a disposal determination under Section 23 of the Act.

Section 23 of the State Records Act states that no official record may be disposed of without a determination made by the Director [Manager], State Records and approved by the State Records Council.

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

GDS 21 is complemented by and should be read in conjunction with the *Digitisation of Official Records and Management of Source Documents Guideline* (October 2009).

### **Relationship with other Disposal Schedules**

GDS 21 complements other General Disposal Schedules (GDS) and specific operational Records Disposal Schedules (RDS) in that it covers a specific class of records, i.e. those that have been rendered into a digital format. It may only be used in conjunction with other current, approved and implemented GDS or agency specific RDS issued by State Records.

### **Effective life of GDS 21**

GDS 21 version 3 is effective from 1 January 2010 to 31 December 2013 unless revoked earlier. Amendments approved by the State Records Council may be issued during that period.



## Scope

GDS 21 applies to official records made or received by all state government agencies and local government authorities in South Australia.

- The schedule applies only to records that have been copied as a new version by the process of rendering them into a digital format.
- GDS 21 may only be applied to records that are covered by a current and approved GDS or agency specific RDS issued by State Records.
- GDS 21 may only be applied to records if the system used to capture, maintain and store digital versions of the records has been certified as meeting the conditions outlined in the standards for systems used to create and capture digitised versions of original source documents (see below). Copies of the certificates, as applicable to the three standards outlined below, are included in this schedule at Attachments 1, 2 and 3.
- GDS 21 does not allow for the destruction of paper-based source documents deemed to be of permanent value in accordance with an approved GDS or RDS. These records should be transferred to the custody of State Records when no longer required by an agency for current administrative purposes and in any case once 15 years old.
- GDS 21 does not apply to other forms of conversion or migration of official records 'born' electronically.

## Definitions

A comprehensive list of records management and digitisation related definitions are available online at the State Records website

(<http://www.archives.sa.gov.au/management/glossary.html>).

## Standards for systems used to capture digitised versions of source documents

Prior to an agency being able to destroy temporary source documents in accordance with GDS 21, an agency's EDRMS or business system must comply with requirements set out in one of three certifications for digitised records.

The first certification refers to the digitised records managed in a compliant EDRMS. These systems have been assessed as compliant having been evaluated and tested against the South Australian EDRMS suite of standards to ensure that the records are inviolate, the capture of adequate metadata and the risks associated with system obsolescence are mitigated.

Temporary source documents may be destroyed, however, permanent source documents will need to be retained according to GDS 21. A copy of this certification is included at Attachment 1.

The second certification is for an agency's compliant business system (either stand alone or integrated/interfaced with an EDRMS) that has been assessed as being compliant with the South Australian business systems standards. Temporary source documents may be destroyed, however, permanent source documents will need to be retained according to GDS 21. A copy of this certification is included at Attachment 2.

The third certification is for a non-compliant EDRMS or business system (either stand alone or integrated/interfaced with an EDRMS); these systems are not compliant with the State Records framework of standards, having either not been assessed against the established



requirements or having been assessed as non-compliant. However, it is recognised that these systems may support the digitisation of records (functionally) and meet the conditions stipulated within the certification. Temporary source documents managed in these systems can be disposed of according to GDS 21, Disposal Item 1.2. Permanent source documents, however, will need to be retained according to GDS 21. A copy of this certification is included at Attachment 3.

Before official records may be disposed of using GDS 21, the system used to create and capture digitised versions is required to comply with certain conditions, including that:

- the system has been designed with adequate physical and other security safeguards to ensure the digitised records remain inviolate and can only be changed in an authorised fashion
- the system has appropriate audit trails in place
- audit records are retained as recordkeeping metadata
- the mandatory recordkeeping metadata elements are captured and maintained as a permanent record in accordance with the *South Australian Recordkeeping Metadata Standard (SARKMS)* (available from State Records' website, at [www.archives.sa.gov.au](http://www.archives.sa.gov.au))
- the system has been designed to ensure that adequate new versions of the source documents are being made, i.e. that the digitised records are fit for the purpose for which they were created. Particularly, that procedures and business rules are in place to ensure the digitised record is classified by an appropriate business function-based thesaurus that facilitates the inheritance of disposal classification, security and access rights, efficient searchability and retrieval (*Note: a function-based thesaurus only applies to a business system when it is integrated/interfaced with an EDRMS, however stand alone systems must still be able to facilitate the inheritance of disposal classification, security and access rights, efficient searchability and retrieval*) (*Note: the digitised version must be captured within a file/folder/container or all related documents/records linked/cross-referenced in order to ensure the evidence, integrity and context of a record that includes multiple documents/parts is apparent, maintained and able to be reproduced for access purposes (whether business or public) as needed over time*)
- the system is operated and maintained by people who are trained and competent in its application and the system is used to ensure the digitised records are adequately managed over time
- the records captured in the system are either stored in an open and enduring data format, e.g. PDF, JPG or TIFF, or the agency has a migration strategy in place to ensure that official records are not placed at risk of loss through technological obsolescence
- the digitised records are authorised as true and accurate renditions of the source records by a person in the agency with appropriate authority, and
- the system is certified by a senior agency officer using a form at Attachments 1, 2 or 3.

Systems purchased from the Across-Government Panel of Electronic Document and Records Management systems (EDRMS) (RFP 215/03, now defunct), if configured and/or customised in a compliant manner, or have been assessed as compliant against the South Australian Government's EDRMS suite of standards are compliant with the technical requirements listed above.



## Records excluded from the Schedule

### Records more than 50 years old

GDS 21 does **not automatically authorise** the destruction of source documents more than 50 years old if they have not been previously sentenced prior to scanning. If unsentenced records, more than 50 years old, are deemed to have a temporary retention, the records will need to be re-appraised and will require an agency RDS. If the unsentenced records that are more than 50 years old are deemed to be permanent, the records may be covered by either an RDS or a GDS as appropriate.

### Records relating to Aboriginal and Torres Strait Islander people

State Records endorses *Bringing Them Home*, the report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families. Refer to State Records' *Native Title, the Separation of Families and Official Records Guideline* for further information.

Refer also to the introduction of GDS 15 or 20 (available from State Records' website, [www.archives.sa.gov.au](http://www.archives.sa.gov.au)) for information on retention of records relating to Aboriginal and Torres Strait Islander people.

## Notification of proposed destruction of records

### Native Title Discovery Section, Crown Solicitor's Office

State government agency users are referred to advice in GDS 16 *Native Title Guidelines* before making any decision regarding records relating to Native Title. If any doubt exists about destruction of records relating to Native Title, users should contact the Native Title Section, Crown Solicitor's Office, for advice in respect of native title issues relating to current and prospective claims. Please contact the Native Title Section on (08) 8207 1691.

Local government agencies are referred to the advice in GDS 20 (also available from State Records' website, [www.archives.sa.gov.au](http://www.archives.sa.gov.au)) regarding Indigenous Individuals and Native Title Claims.

### State Records

It is the responsibility of each agency to notify State Records that records in its custody are due to be destroyed, before destruction takes place in accordance with an authorised disposal schedule.

For source documents, this is a once-off communication via a policy statement indicating the agency's business requirements regarding the retention and disposal of temporary source documents and its capability for managing the digitised versions as the corporate record.

State Records suggests agencies obtain legal advice prior to developing their policy statement to ensure the destruction of specific record types is not detrimental to the interests of the agency or its clients.

For digitised records, agencies are required to use the form *Notification of Intention to Destroy Records*, available from the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).



For further information, please refer to the *Digitisation of official records and management of source documents Guideline* which is available from the State Records website.

## Retention periods

Retention periods for temporary records shown in this Schedule are minimum periods for which records are to be retained before they are destroyed. Retention periods are triggered by disposal actions listed in this Schedule. If a record is reactivated after the retention period has commenced, the time is recalculated from the date of the subsequent last 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 cannot be destroyed if they are likely to be required for legal purposes or if they are subject to a current Freedom of Information (FOI) request or review. The records can only be destroyed when the current order, request or review has been processed and resolved.

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

## Destruction of records

Subject to the notification requirements given above, records authorised for destruction by GDS 21 may be destroyed when the designated retention period has elapsed. Agencies are to ensure that all destruction is secure and confidential, and that private contractors provide a certificate confirming confidential destruction. Standard methods for destruction of paper records are shredding, pulping or other environmentally friendly means.

Digitised versions of records on magnetic media may be destroyed by overwriting or reformatting to the extent necessary to prevent it being recovered by normal means. Optical media such as CD or DVD may be destroyed by shredding or crushing.

Destruction of any record type must meet agency's security policies and particular care must be taken to ensure the secure and safe destruction of records that contain personal information.

Agencies need to keep a record of all records destroyed noting the relevant disposal authority. Proof of destruction may be required for legal purposes or in response to FOI applications. When records are destroyed, systems that control them also need to be updated by inputting destruction dates and relevant disposal authorities.

It should be noted that GDS 21 does not allow for the destruction of paper-based source documents deemed to be of permanent value in accordance with an approved GDS or RDS. These records should be transferred to the custody of State Records when no longer required by an agency for current administrative purposes and in any case once 15 years old.



## Relationship to other general disposal schedules or agency-specific Records Disposal Schedules

GDS 21 authorises disposal of only those classes of records identified in the schedule. It may only be applied if records are covered by another current approved GDS or agency specific RDS.

### Training

It is an agency's responsibility to ensure that staff carrying out records management functions are adequately trained. Agencies are urged to contact State Records to discuss their training needs in all records management areas, including implementing and using General Disposal Schedules.

### Availability of GDS 21

The latest version of GDS 21 is accessible on the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)) and can be downloaded free of charge.

### Amendments and on-going review of GDS 21

Notice of amendments will be posted on the State Records website 'What's New' page or as a circular distributed to officers of South Australian agencies. An amendment date will be included at the top of each page of the schedule. Agencies using versions downloaded from the web site should monitor the site regularly to keep informed of any changes.

All requests for changes to GDS 21 should be made in writing, by letter or e-mail, to State Records. State Records is committed to a process of revising and reviewing this General Disposal Schedule.

### Normal Administrative Practice

Agencies are referred to the advice in the introduction of GDS 15 and GDS 20 (available from the State Records website, [www.archives.sa.gov.au](http://www.archives.sa.gov.au)) regarding the disposal of records as "Normal Administrative Practice".

The digitisation of records by scanning and then destroying the original source documents should not be regarded as a Normal Administrative Practice as digitisation creates a new version of a record with differing recordkeeping metadata elements. For this reason digitised renditions of a record cannot be regarded as a simple duplicate.

### References

- *State Records Act 1997*.
- *AS ISO 15489- 2002: Records Management*, Standards Australia (2002).
- *Adequate Records Management Standard and Guidelines*, State Records (2002).
- *South Australian Recordkeeping Metadata Standard (SARKMS)*, State Records (2009).
- *HB 171-2003 "Guidelines for the management of IT evidence"*, Standards Australia (2003).
- *Contracting and Official Records Standard and Guideline*, State Records (2008).



## State Records contacts

For advice on implementing General Disposal Schedule No 21, as well as advice on all aspects of records appraisal, disposal, transfer and storage, contact State Records at the following:

State Records  
GPO Box 2343  
ADELAIDE SA 5001

Ph: +61 8 8204 8791  
Fax: +61 8 8204 8777  
DX: 467 Adelaide  
E-mail: [srsaRecordsManagement@sa.gov.au](mailto:srsaRecordsManagement@sa.gov.au)



## General Disposal Schedule No 21 (version 3)

### For management and disposal of source documents and digitised versions after digitisation

	Description of Records	Disposal Action
<b>1 SOURCE DOCUMENTS</b>	<p><i>Certain source documents may be disposed of after they have been digitised and captured within either an electronic document and records management system (EDRMS) or business system, subject to certification from an agency's CEO or CIO that the system meets the requirements outlined in Attachments 1, 2 or 3 of this schedule.</i></p> <p><b>Note:</b> Source documents subject to a current legal discovery or an FOI request or FOI review may not be destroyed until the current order, request or review has been processed and resolved.</p>	
<b>1.1 SOURCE DOCUMENTS IDENTIFIED AS PERMANENT RECORDS</b>	<p>1.1.1 Source documents sentenced as permanent records.</p>	<p><b>PERMANENT</b></p> <p>Transfer source documents to State Records custody when no longer required by the agency for current administrative purposes and in any case once 15 years old.</p>
<b>1.2 SOURCE DOCUMENTS IDENTIFIED AS TEMPORARY RECORDS</b>	<p>1.2.1 Source documents sentenced as temporary records.</p>	<p><b>TEMPORARY</b></p> <p>Retain source documents until confirmation that an agency's digitised copies are:</p> <ul style="list-style-type: none"> <li>• managed in an EDRMS that has been assessed as compliant against the SA Government's EDRMS suite of standards, <b>OR</b></li> <li>• managed in a business system that has been assessed as compliant against the SA Government's business systems standard and functional specification, <b>OR</b></li> <li>• managed in a non-compliant EDRMS or business system; however, it is recognised that the system supports the digitisation of records (functionally) and meets the conditions stipulated within Attachment 3.</li> </ul> <p>Subject to confirmation that an agency is operating one of the above systems, ensuring the digitised copy is available in an open and enduring format or a migration strategy is in place and that it will be retained for the minimum retention period required by the GDS/RDS, the source record may be destroyed after expiration of any business need by the agency.</p> <p>If one of the above systems is not confirmed as certified, source records cannot be destroyed and must be retained for the minimum retention period required by the GDS/RDS.</p>



	Description of Records	Disposal Action
<b>1.3 SOURCE DOCUMENTS IDENTIFIED AS RECORDS WITH NO CURRENT DISPOSAL SCHEDULE COVERAGE</b>	1.3.1 Source documents that have no current disposal schedule coverage by either a GDS or RDS.	<b>REVIEW</b> Retain source documents in agency pending development, approval and/or application of a Disposal Schedule. Then apply items 1.1.1 or 1.2.1 above.



	Description of Records	Disposal Action
<b>2. DIGITISED RECORDS</b>	<i>Digitised records produced as a result of application of imaging technologies may be disposed of in accordance with a current approved General Disposal Schedule or Records Disposal Schedule issued by State Records. This approval is subject to confirmation that mandatory metadata elements as outlined in the South Australian Recordkeeping Metadata Standard (SARKMS) is captured and maintained as a permanent record in an open and enduring format.</i>	
<b>2.1 DIGITISED RECORDS IDENTIFIED AS PERMANENT</b>	2.1.1 Digitised records sentenced as permanent: <ul style="list-style-type: none"> <li>• subject to confirmation is required that the digitised version exists in an open and enduring format or a migration strategy is in place; <b>AND</b></li> <li>• all mandatory recordkeeping metadata is kept as a permanent record in an open and enduring format or a migration strategy is in place.</li> </ul>	<b>PERMANENT</b> Retain digitised records in agency for 10 years after digitisation and then transfer to State Records. Determine arrangements for transfer and metadata requirements, with State Records, prior to transfer. Transfer may be postponed, dependent on either the agency’s ability to meet transfer requirements or State Records’ ability to receive and store digital records.
<b>2.2 DIGITISED RECORDS IDENTIFIED AS TEMPORARY</b>	2.2.1 Digitised records sentenced as temporary: <ul style="list-style-type: none"> <li>• subject to confirmation that associated recordkeeping metadata is maintained as a permanent record in an open and enduring format or a migration strategy is in place.</li> </ul>	<b>TEMPORARY</b> Destroy digitised records in accordance with current General Disposal Schedule or agency specific Records Disposal Schedule as it applies to the source documents.
<b>2.3 DIGITISED RECORDS IDENTIFIED AS RECORDS WITH NO CURRENT DISPOSAL SCHEDULE COVERAGE</b>	2.3.1 Digitised records that have no current disposal schedule coverage.	<b>REVIEW</b> Retain digitised records in agency pending development, approval and/or application of a Disposal Schedule. Then apply items 2.1.1 or 2.2.1 above.

**Note:** Records described by more than one disposal class, either in a General Disposal Schedule or in an Agency Operational Records Disposal Schedule, should be sentenced by the disposal class with the longest applicable retention period.



## Attachment 1: Certification of a compliant EDRMS that stores digitised official records

The system described below is used to capture and store official agency records by application of scanning / imaging technology. Subject to the certification below, only **temporary source documents** may be disposed of in accordance with General Disposal Schedule No 21 (GDS 21).

This certification should be renewed each time there is a major upgrade of the system i.e. from version 6 to 7, but not from 6.1 to 6.2.

Agency Name: _____ Agency GA No: _____
Name of EDRMS: _____ Version: _____
Description of Official Records Captured (attach further pages if required): _____ _____
Disposal Schedule(s) for Records Captured by the System: _____

### Certification

I hereby certify that the EDRMS used to capture the official records described above is compliant with:

- the mandatory recordkeeping metadata elements which are captured and maintained as a permanent record in accordance with *South Australian Recordkeeping Metadata Standard (SARKMS)*
- the *Victorian Electronic Records Strategy (VERS)*
- the functionality requirements established under the *South Australian EDRMS Functional Specification Standard*.

I also hereby certify that the EDRMS has been configured and/or customised in a manner that is compliant with the following conditions:

- the system has been designed and implemented to ensure that a digitised record represents a true and accurate rendition of the source document and is fit for the purpose for which it was created. Particularly, that procedures and business rules are in place to ensure the digitised record is classified by an appropriate business function-based thesaurus within that facilitates the inheritance of disposal classification, security and access rights, efficient searchability and retrieval (*Note: the digitised version must be captured within a file/folder/container and all related documents/records linked/cross-referenced in order to ensure the evidence, integrity and context of a record that includes multiple documents/parts is apparent, maintained and able to be reproduced for access purposes (whether business or public) as needed over time*)
- the system has been designed with adequate physical and other security safeguards to ensure the records remain inviolate and can only be changed in an authorised manner
- the audit records remain in place for at least as long as the record
- the system is operated and maintained by people who are trained and competent in its application to ensure the digitised records are adequately managed over time
- this agency has a migration strategy in place to ensure that official records are not placed at risk of loss through technological obsolescence or alternatively that the records captured by the system are stored in an open and enduring data format, e.g. PDF, JPG or TIFF.

Signed: \_\_\_\_\_  
(Chief Executive / Information Officer)

Date: ...../...../.....

Witness: \_\_\_\_\_  
(Name)

Date: ...../...../.....

**NOTE: A copy of this certificate must be sent to State Records and a copy retained for agency reference.**



## Attachment 2: Certification of a compliant business system that stores digitised official records

The system described below is used to capture and store official agency records by application of scanning / imaging technology. Subject to the certification below, only **temporary source documents** may be disposed of in accordance with General Disposal Schedule No 21 (GDS 21).

This certification should be renewed each time there is a major upgrade of the system i.e. from version 6 to 7, but not from 6.1 to 6.2.

Agency Name: _____	Agency GA No: _____
Name of system: _____	Version: _____
Description of Official Records Captured (attach further pages if required): _____	
_____	
_____	
Disposal Schedule(s) for Records Captured by the System: _____	

### Certification

I hereby certify that the system used to capture the official records described above is compliant with:

- the functionality requirements established under the *South Australian Management of Official Records within a Business System Standard*
- the functionality requirements established under the *South Australian Functional Specification for Records in a Business System Standard*
- the mandatory recordkeeping metadata elements which are captured and maintained as a permanent record in accordance with *South Australian Recordkeeping Metadata Standard (SARKMS)*.

I also hereby certify that the system above (either stand alone or integrated/interfaced with an EDRMS) has been configured and/or customised in a manner that is compliant with the following conditions:

- the system has been designed and implemented to ensure that a digitised record represents a true and accurate rendition of the source document and is fit for the purpose for which it was created. Particularly, that procedures and business rules are in place to ensure the digitised record is classified by an appropriate business function-based thesaurus that facilitates the inheritance of disposal classification, security and access rights, efficient searchability and retrieval (*Note: a function-based thesaurus only applies to a business system when it is integrated/interfaced with an EDRMS, however stand alone systems must still be able to facilitate the inheritance of disposal classification, security and access rights, efficient searchability and retrieval*) (*Note: the digitised version must be captured within a file/folder/container or all related documents/records linked/cross-referenced in order to ensure the evidence, integrity and context of a record that includes multiple documents/parts is apparent, maintained and able to be reproduced for access purposes (whether business or public) as needed over time*)
- the system has been designed with adequate physical and other security safeguards to ensure the records remain inviolate and can only be changed in an authorised manner
- the audit records remain in place for at least as long as the record
- the system is operated and maintained by people who are trained and competent in its application to ensure the digitised records are adequately managed over time
- this agency has a migration strategy in place to ensure that official records are not placed at risk of loss through technological obsolescence or alternatively that the records captured by the system are stored in an open and enduring data format, e.g. PDF, JPG or TIFF.

Signed: \_\_\_\_\_  
(Chief Executive / Information Officer)

Date: ...../...../.....

Witness: \_\_\_\_\_  
(Name)

Date: ...../...../.....

**NOTE: A copy of this certificate must be sent to State Records and a copy retained for agency reference.**



### Attachment 3: Certification of a non-compliant EDRMS or business system that stores digitised official records

The system described below is used to capture and store official agency records by application of scanning / imaging technology. Subject to the certification below, only **temporary source documents** may be disposed of in accordance with General Disposal Schedule No 21 (GDS 21).

This certification should be renewed each time there is a major upgrade of the system i.e. from version 6 to 7, but not from 6.1 to 6.2.

Agency Name: _____	Agency GA No: _____
Name of system: _____	Version: _____
Description of Official Records Captured (attach further pages if required): _____	
_____	
_____	
Disposal Schedule(s) for Records Captured by the System: _____	

#### Certification

I hereby certify that the EDRMS or business system (either stand alone or integrated/interfaced with an EDRMS) used to capture the official records described above is compliant with the following conditions:

- the system, although not compliant, has been designed and implemented to ensure that a digitised record represents a true and accurate rendition of the source document and is fit for the purpose for which it was created. Particularly, that procedures and business rules are in place to ensure the digitised record is classified by an appropriate business function-based thesaurus that facilitates the inheritance of disposal classification, security and access rights, efficient searchability and retrieval (*Note: a function-based thesaurus only applies to a business system when it is integrated/interfaced with an EDRMS, however stand alone systems must still be able to facilitate the inheritance of disposal classification, security and access rights, efficient searchability and retrieval*) (*Note: the digitised version must be captured within a file/folder/container or all related documents/records linked/cross-referenced in order to ensure the evidence, integrity and context of a record that includes multiple documents/parts is apparent, maintained and able to be reproduced for access purposes (whether business or public) as needed over time*)
- the system has been designed with adequate physical and other security safeguards to ensure the records remain inviolate and can only be changed in an authorised manner
- the system has been tested and proven over a number of years that the digitised records are able to be accessed, retrieved and legible
- the system has appropriate audit trails in place as defined in the State Records *Document & Records Management System Standard*
- the audit records remain in place for at least as long as the record
- mandatory recordkeeping metadata elements are captured and maintained as a permanent record in accordance with *South Australian Recordkeeping Metadata Standard (SARKMS)*
- the system is operated and maintained by people who are trained and competent in its application to ensure the digitised records are adequately managed over time
- this agency has a migration strategy in place to ensure that official records are not placed at risk of loss through technological obsolescence or alternatively that the records captured by the system are stored in an open and enduring data format, e.g. PDF, JPG or TIFF.

Signed: \_\_\_\_\_  
(Chief Executive / Information Officer)

Date: ...../...../.....

Witness: \_\_\_\_\_  
(Name)

Date: ...../...../.....

**NOTE: A copy of this certificate must be sent to State Records and a copy retained for agency reference.**