



What happens after a State Records Council Meeting

What happens if the State Records Council approves a disposal schedule as submitted?

If the Council approves your disposal schedule as submitted this is minuted at the Council meeting. Such an approval is provisional, however, until the minutes are signed as correct at the following meeting of the Council.

The schedule is then signed by the Chair of the State Records Council, the Director of State Records and the agency representative.

The Executive Officer of the State Records Council mails an original signed copy of the schedule to your agency with a covering letter advising that the schedule has been formally approved and at what particular meeting of Council.

What happens if the State Records Council approves a disposal schedule subject to amendment?

If the Council approves a schedule subject to amendment, the State Records Council Executive Officer will communicate these amendments to your agency. The required changes then need to be made by the author of the schedule and forwarded in electronic form to the State Records Council Executive Officer. Such changes are checked and confirmed as correct by the Executive Officer in accordance with the minutes of the Council meeting.

The revised schedule, amended in accordance with the minutes of the Council meeting, is then signed by the Chair of the State Records Council, the Director of State Records and the agency representative, once the meeting minutes have been approved as correct.

The Executive Officer of the State Records Council then mails an original signed copy of the schedule to your agency with a covering letter advising that the schedule has been formally approved and at what particular meeting of Council.

What happens if the State Records Council does not approve a disposal schedule?

On occasions, the Council may not approve a disposal schedule at its first submission. In such instances the State Records Council Executive Officer will communicate what changes are required.

The required changes then need to be made by the author of the schedule and forwarded in electronic form to the State Records Council Executive Officer. Such changes are checked and confirmed as correct by the Executive Officer in accordance with the minutes of the Council meeting.

The schedule will then need to be resubmitted to Council for consideration and approval. In such instances the agency representative will need to attend a second Council meeting.

How long does the approval and signing process take?

The approval and signing process takes approximately six weeks from submission to Council to your agency receiving an original signed copy.

When can I dispose of records in accordance with an approved schedule?

A schedule does not allow for the legal disposal of official records until your agency has received an original signed copy.

How long is an approved schedule effective?

The standard effective date range of a schedule is ten years, with the effective date ending at 30 June of the relevant year.

Are there related Recordkeeping Advice Sheets?

Yes, other Recordkeeping Advice sheets relating to the disposal process have been developed by State Records:

- The State Records Internal Disposal Meeting - *Recordkeeping Advice 18*
- What to Expect at a Meeting of the State Records Council? - *Recordkeeping Advice 20*
- Preparation and Approval Process for an RDS – External Stakeholder/Historian Consultation *Recordkeeping Advice 21*
- Supplementary Issues to Remember When Preparing a Records Disposal Schedule – *Recordkeeping Advice 29*

Further information

For further information or clarification about what happens after a State Records Council meeting, please contact in the first instance:

State Records Council Executive Officer

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