



State Records Internal Disposal Meeting

What is the internal disposal meeting?

The internal disposal meeting is a process that has been established by State Records to enable the determination of a Records Disposal Schedule (RDS) in accordance with section 23 of the *State Records Act 1997*, prior to the schedule's approval by the State Records Council.

The meeting process has been established to give State Records and your agency an opportunity to examine and discuss your draft schedule before it is presented to the Council. This enables State Records to ensure that the schedule meets our standard.

The meeting process also provides State Records with the opportunity to clarify issues and questions that might delay the approval of the schedule by the Council.

Who attends the internal disposal meeting?

The participants to the internal disposal meeting process are:

- the archivist, consultant or agency officer who developed the schedule
- an appropriate agency representative with whom the archivist or consultant liaised
- relevant State Records staff which may include the Chair of the Internal Disposal Meeting, the State Archivist, an Executive Support Officer, and other archival staff.

What is the process for submitting to an internal disposal meeting?

Prior to the meeting you need to electronically forward your RDS to the State Records Council Executive Officer, in accordance with the submission deadlines included in the *Internal Disposal and State Records Council Meeting Calendar* (available from State Records website www.archives.sa.gov.au). For an RDS to be ready for consideration at an Internal Disposal Meeting, all sections of the RDS template need to have been completed prior to submission. In addition, it is expected that all necessary consultation (ie intra-agency, inter-agency and external stakeholder/historian) has been conducted and the results of that consultation incorporated into the RDS and documented in the accompanying Covering Minute.

Once received, your RDS is distributed within State Records to the archivists attending the meeting. The archivists will review the schedule and a 'Consolidated Comments List' will be created.

Prior to the internal disposal meeting (approximately one week) the Consolidated Comments List will be forwarded electronically to you (the author of the schedule) for your response. You should respond by writing a comment in the 'Action' column of the Consolidated Comments List. However, if further information/consultation is required, either from within your agency or from a source external to your agency (ie with another

government agency or with the external stakeholder/historian), this should be sought prior to completing the Consolidated Comments List.

No alterations to the schedule should be made at this stage.

You then electronically return the completed Consolidated Comments List to the Executive Support Officer by the Friday before the Internal Disposal Meeting.

If the Consolidated Comments List has not been satisfactorily completed, or consultation/further information (as required) has not been sought, the schedule will be deemed incomplete for Internal Disposal and will be deferred to a later meeting.

As part of the Consolidated Comments List process you may be asked to bring some examples of specific records to the Internal Disposal Meeting to aid in the consideration of the schedule.

What sort of comments will I receive on my RDS?

It is difficult to provide a detailed list of the comments that are likely to be made by State Records as this depends on the contents of the schedule presented and the issues individual archivists have with the schedule.

However, archivists are likely to:

- seek greater clarity in the Context Statement section of the RDS
- seek clarification of record types covered by the schedule
- seek clarification of the reasons for the retention or destruction of specific types of records
- ask if the records have particular information in them
- ask if records that are being destroyed are summarised elsewhere
- seek to establish a relationship between the schedule under consideration and other schedules already approved by the State Records Council
- recommend changes to retention periods based on their experience with previous disposal decisions of the Council, stakeholders and their knowledge of related records in the State Records collection
- seek more detailed information about the relationship between records in the schedule
- attempt to clarify any relationship between the records in the schedule and other records already in State Records' collection
- try and establish if the records will have longer-term interest to the South Australian community.

What will happen at the internal disposal meeting?

The meeting will proceed to work through the Consolidated Comments List, focusing on those issues that have not been resolved prior to the meeting. The archivist in question will explain their query or issue and seek clarification or explanations from the agency representative and author of the schedule (if a consultant or archivist has prepared the schedule on behalf of an agency).

During this process State Records may request or require that further changes be made to the draft schedule and supporting papers. A record will be kept of all such changes required and requested and they will be forwarded to the author of the schedule following the meeting.

What will happen after the internal disposal meeting?

Once the internal disposal meeting has concluded the Executive Officer to the State Records Council will forward an extract from the minutes of the meeting to the author of the schedule that relates to their schedule. This extract will list the further changes agreed upon at the internal disposal meeting.

The author of the schedule will be asked to revise the schedule, as agreed, and forward an amended copy electronically to the Executive Officer. The amended version of the schedule will be re-examined by the archivists at State Records. If a number of omissions are identified as part of the re-checking the schedule will be returned to its author for correction and deferred.

Once a schedule is approved by State Records as a disposal determination the Executive Officer will include it in the papers for the State Records Council. The Executive Officer will also remind the author of the schedule of the time and place for their attendance at the meeting of the Council.

When and where do the internal disposal meetings occur?

Internal disposal meetings occur at State Records' Leigh Street premises during office hours. The meetings usually take place on the first Tuesday of every second month (refer to the *Internal Disposal and State Records Council Meeting Calendar* available from State Records' website www.archives.sa.gov.au).

Further Information

Recordkeeping Advice 18 is complemented by *Recordkeeping Advices 19-21* (available from State Records website www.archives.sa.gov.au).

The Executive Officer of the State Records Council can be contacted at State Records on (08) 8204 8791.