

OFFICIAL

# STATE RECORDS

of South Australia

## General Disposal Schedule No. 48

# COVID-19 related records

Effective from 25 July 2025 to 25 July 2035

Version 1

This General Disposal Schedule (GDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

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<b>Disposal Authority No</b>	GDS 48 Version 1
<b>Disposal Authority Type</b>	General Disposal Schedule
<b>Organisation/s</b>	State Government and Local Government agencies and Universities
<b>Disposal Authority Scope</b>	Administrative records created by State Government and Local Government agencies, Minister's Offices and Universities during the COVID-19 pandemic.
<b>Records Coverage Dates</b>	Records created or received from 1 January 2020 to 31 December 2024.
<b>Effective Dates</b>	25 July 2025 to 25 July 2035
<b>Disposal Authority Status</b>	Determined by Director and approved by State Records Council 10 June 2025
<b>Exclusions</b>	<p>GDS 48 excludes records general administrative created and received by agencies when undertaking their responsibilities under the <i>Emergency Management Act 2004</i> as part of the State COVID-19 response and recovery, e.g. Department for Health and Wellbeing as the 'Control Agency', SAPOL as the 'Coordinating Agency' and other agencies as a 'Support Agency'. These records are covered under GDS 33 v2 for <u>Across-Government Emergency Management agencies</u> (as amended).</p> <p>GDS 48 excludes agency-specific operational COVID-19 records created during the pandemic. These records will require coverage in an operational COVID-19 records RDS.</p> <p>GDS 48 excludes operational records created and received by agencies when performing their core agency functions as part of the State COVID-19 response and recovery. Agencies should refer to their operational RDS for coverage for these records.</p>
<b>Associated Disposal Authorities</b>	<p>This GDS needs to be used in conjunction with:</p> <ul style="list-style-type: none"> <li>GDS 30 v2 (as amended) for State Government Agencies</li> <li>GDS 40 v1 (as amended) for Local Councils and Local Governing Bodies and Authorities</li> <li>GDS 50 v1 (as amended) for Minister's Offices</li> <li>GDS 33 v2 (as amended) for Across-Government Emergency Management agencies.</li> </ul> <p>Relevant agency RDS</p>



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# Introduction

## Background

Between 22 March 2020 and 24 May 2022, the human disease known as COVID-19 was, vide section 23 of the *Emergency Management Act 2004*, a declared 'Major Emergency' in South Australia.

The declaration gave the State Co-ordinator extraordinary powers to issue directions such as lockdowns, capacity restrictions and quarantine orders as the state sought to contain the spread of the virus. To assist in preventing the spread and transmissibility of COVID-19 during the pandemic, the State Coordinator issued hundreds of Directions in writing (COVID-19 Directions).

All South Australian State and Local Government authorities, Minister's Offices and Universities were required to comply with the COVID-19 directions and in the process created records documenting their compliance with the directions and general management of their agency's COVID-19 response.

## Scope

This General Disposal Schedule for COVID-19 related records (GDS 48) applies to **administrative records** commonly created or received by all South Australian State and Local Government authorities and Universities when responding to the COVID-19 pandemic and complying with COVID-19 directives issued under the *Emergency Management Act 2004* e.g. COVID safe plans.

A separate COVID-19 GDS has been created due to the unique nature of a worldwide pandemic and differing retention periods in both GDS 30 for State Government Agencies (GDS 30) and GDS 40 for Local Councils and Local Governing Bodies and Authorities (GDS 40) for the same administrative records.

Where there is a difference in retention periods the longest GDS 30/40 retention period has generally been used in GDS 48, with some exceptions, to ensure both State Government and University, and Local Government COVID-19 permanent and temporary value records are kept for the same period and can be accessed for any investigation or royal commission into South Australia's response to the COVID-19 pandemic.

GDS 48 uses the term “agency’s COVID-19 response” to refer to the approach each agency developed to respond to the COVID-19 pandemic and comply with the Commonwealth Government COVID-19 policies and directives issued by the South Australian government.

GDS 48 applies to official records in all formats including those on paper, film, tape and other analogue media and those that were born digital not limited to records held in databases, email systems, office applications, apps (including broadcast and mobile apps), SMS messaging and social media, websites (external and intranets) and digital photographic and audiovisual systems.

### Out of Scope

GDS 48 excludes records created and received by agencies when undertaking their responsibilities under the EMA as part of the State COVID-19 response and recovery, e.g. Department for Health and Wellbeing as the ‘Control Agency’, SAPOL as the ‘Coordinating Agency’ and other agencies as a ‘Support Agency’. These records are covered under **GDS 33 v2 (as amended) for Across-Government Emergency Management agencies**.

GDS 48 excludes agency-specific operational COVID-19 records created during the pandemic. These records will require coverage in an operational COVID-19 records RDS.

GDS 48 also excludes agency-specific records created and received by agencies when performing their core agency functions as part of the State COVID-19 response and recovery. Agencies should refer to their operational RDS for coverage for these records.

GDS 48 also excludes QR Track and Trace application and associated technologies “mySAGov” application, or the hard copy equivalent used to support contact tracing activities. The federal government stipulated that **minimal amount of personal information** (for example **name, contact number or email and date/time entered venue**) be collected for pandemic track and trace purposes (eg. containing the spread) and would only be retained as long as is necessary for track and tracing purposes and certainly for not longer than the pandemic remains. In general terms it is taken that data will be retained for 28 days and their destruction is authorised under RDS2020/16.

Where agencies have collected other personal COVID-19 information for their own purposes (eg. health screening, self-reporting) they cannot be destroyed under RDS2020/16 and are covered by GDS 48.

### Development

GDS 48 content has been developed based on other jurisdictions’ COVID-19 disposal authorities, particularly National Archives of Australia’s [AFDA Express Version 2 Implementation Guideline: records relating to the COVID-19 pandemic](#) (general administrative records).

## Objectives

The purpose of GDS 48 is to authorise the disposal of records including:

- identifying as State archives those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference to ensure that members of the public have access to them (identified as Permanent – Retain as State archives). These records will eventually be transferred to State Records custody in accordance with the Transfer of Official Records Standard.
- identifying records as temporary, those records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account (identified as Temporary – retain a specific minimum period of time then destroy).
- authorising the destruction of records not of enduring evidential or information value (identified as Temporary) after they have been retained a minimum period
- to reduce risks from not having records as evidence, whilst allowing agencies to determine how long the records should be retained to meet their specific circumstances
- providing agencies with greater flexibility in how they classify and manage records in the digital and physical environments

Under the *State Records Act 1997* agencies may not dispose of official records except in accordance with a determination made by the Director of State Records with the approval of State Records Council. The GDS is a disposal determination under the Act.

One exception is the destruction of records as part of normal administrative practices (known as NAP). Applying the NAP rule should be used carefully, as what constitutes an ephemeral record can vary depending on the business process. It is primarily intended to permit disposal of ephemeral records that might technically be official records under the *State Records Act* definition but that have no ongoing value to agencies and where common sense suggests the document does not need to be saved into a records system.

Agencies can develop a records disposal schedule (RDS) to cover any records not covered by this GDS, including objects that fall within the definition of official records under the State Records Act.

South Australian state and local government authorities must only dispose of official records in accordance with a determination made by the Director of State Records with the approval of State Records Council.

### Other disposal schedules applicable

Other administrative/common functions to State Government agencies are covered in GDS30 (as amended), Local Government agencies are covered by GDS 40 (as amended), Ministers Offices are covered by GDS 50 (as amended), and Universities are covered by GDS 24 (as amended).

Hardcopy temporary value source records of any age, and permanent value records dating from 1 January 2005, that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 (as amended) are met.

State Records also issues general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check our website <https://www.archives.sa.gov.au/managing-information/Information-management/disposal-schedules>.

### Interpretation

The GDS establishes minimum periods before digital and hardcopy records can be legally destroyed.

### Compliance with the Determination

Failure to comply with the determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

### Retain a record of records destroyed under this GDS

Agencies must keep their own record of all records destroyed under this GDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the Destruction of Official Records Guideline issued by State Records of South Australia.

### Records do not have to be destroyed once retention periods are reached

There is no requirement for agencies to destroy temporary value records once they have reached their minimum retention period.

### Retention periods are minimum only, and can be extended to meet identified risks

Retention periods for temporary records in the GDS are minimum periods only. Agencies can increase the retention periods where applicable to meet their specific business needs and risk profile. Ideally, extensions of retention periods should be justified in terms of an internal risk assessment and signed off by management as the additional period can have significant cost implications for storage of the records. Governance, legal and risk staff may be aware of legal matters or investigations that provide reasons for longer retention of records. However, retaining records longer 'just in case' should be avoided.

**Retention periods should be extended when necessary**

The analysis of retention requirements underpinning the GDS was undertaken at a specific point in time and aims to allow agencies to have flexibility in retention of records by identifying a minimum period. As the regulatory environment changes daily, and new risks can arise at any time, it is important that agencies extend retention periods where there is a clear reason for doing so including:

- in response to requests for information under Freedom of Information, subpoena, or legal discovery
- where there are allegations which lead to, or may lead to, litigation, reviews, investigations, inquests, royal commissions or inquiries or audits of processes and practices
- if legislation or regulations change and there are new specific or implied legal requirements for retention of records
- when there is a disposal freeze applied to records, often as a result of royal commissions or inquiries.

**Temporary records may be retained within agency run local history collections**

Some records are not seen as having State-wide enduring value but may nevertheless have value to the agency and community. Temporary value records may be retained for historical purposes in an agency run library, heritage centre or history collection. However, the records must be managed in accordance with legal and policy requirements and must remain in official custody and not sold or given to third parties such as a local history group without authorisation by State Records.

**There is no requirement to create records identified, if not needed**

Agencies do not need to create records based on the GDS. The GDS provides authorisation to dispose of records which may have been made or received. If an agency does not create a specific record mentioned in the GDS the agency may however want to check with management whether or not the records actually do exist, or whether they should exist to meet a legal requirement.

**Records can be organised to suit business needs**

Agencies have different systems for arranging and managing the records they make and receive, including different business classification schemes or file plans for organising records in digital or physical filing systems. The organisation of records should make sense to workers and support the needs of the business. Classifications or file containers can be mapped to disposal actions in GDS 40 and a business rule applied for disposal of the records.

**Disposal periods can be used to guide recordkeeping practices**

Understanding the value of records and how long they must be kept can be used to guide recordkeeping practices, although there is no obligation to change practices. For example, records with different retention periods may be saved into different files for efficient storage and management.

**Use the longest retention period rather than culling files**

Where a file comprises records with different retention periods, it is generally appropriate to select the longest retention period rather than disturb the integrity of the file. However, if only one document needs to be retained permanently on a file comprising 10 volumes,

agencies should re-consider how the records are organised and improve their recordkeeping systems for efficient storage and management.

**Completing actions and matters is generally the trigger for starting the retention periods**

Retention periods generally start counting once an action has been completed, which means the matter has been finalised. This should be interpreted in the context of the business process. Sometimes the trigger is when a contract, agreement or document such as a policy expires or is superseded. Generally, accessing a record, making a copy of a record, or catching up on filing of records should not extend the minimum period. If the same matter is reactivated and records are added to the file then the retention period should start counting again. A new or related matter should not be added to an existing file. Instead a new file should be created for each new or related matter.

**Records should be resentenced when due for review, destruction or transfer**

Where a disposal action in the GDS is different to superseded GDS' a new 'sentence' will apply to records that have not yet been destroyed or transferred to State Records' custody. In these cases, it is most likely to be easiest to apply a new sentence ('re-sentence') when reviewing the records for destruction or transfer. Re-sentencing should be done in bulk where possible, and as an intellectual task that is documented in a records management system, in a file note, or in a records access and description list, rather than manually updating file covers or box labels. It is important that records are disposed of legally and that authorised disposal is documented for accountability purposes if ever there are questions about the whereabouts of the records.

**Dispose of records based on records contents not titles**

Not all staff will add records to the correct file and sometimes routine matters can escalate or evolve into a legal issue requiring a change of retention. Therefore some checking of files is important to ensure records are sentenced and disposed of correctly. Record examples used in the GDS are indicative only.

**Records not covered must not be destroyed without authorisation**

Not all records will be covered by the GDS. Sometimes agencies will have unique records that are not included. Agencies holding records that are not covered by the GDS will need to seek authorisation from State Records and State Records Council before destroying them.

**Permanent value applies regardless of the age of the records**

Records identified as permanent value should be treated as permanent regardless of age and may be transferred to State Records' custody under the GDS. All pre-1901 records are required to be retained permanently in accordance with a motion approved by the State Records Council on 19 February 2008.

## Implementation

The GDS can be implemented in a number of ways depending on the format of records and systems used to manage them.

### Records in Electronic Document and Records Management Systems (EDRMS)

Agencies with an EDRMS can import the GDS into the 'disposal schedule' function of the application so that it can be applied to records saved into the EDRMS. Generally disposal schedules in an EDRMS are applied to containers for records rather than individual items. The source of every disposal schedule in the EDRMS should be included so it can be traced back to a specific entry in the GDS. The GDS items should be made inactive in the EDRMS, rather than deleted, as they may provide important evidence of the justification for prior disposal of records.

### Records in Business Systems

Typically few business systems have the required functionality for managing disposal of the records created within the system. If there is no disposal functionality within the business system, the GDS can be implemented manually for example:

- identify the records in the business system
- identify the relevant item/s in the GDS that apply to the records
- work with ICT to define, agree and implement a process for deleting records that do not need to be retained, and ensuring records that do need to be retained will remain accessible for the minimum retention period. This can be managed as a batch process.
- document the authorisation and disposal of the records.

Digital records of long term temporary or permanent value will need to be migrated across hardware and software applications so that they remain readable and accessible until they can be disposed of. Deleting digital records should ideally be undertaken so that the record cannot be recovered.

### Physical records

Minimum retention periods and disposal actions may be recorded on file covers of physical records when they are created (sentencing on creation), or at the time they are reviewed as part of a managed disposal program. If the disposal action changes, it is not essential to update the file covers as long as the records are retained for the required minimum period, and the destruction is authorised and documented. Standard methods for destruction of paper records are shredding, pulping or other environmentally friendly methods. Agencies should keep evidence of the destruction of physical records, such as a destruction certificate.

### Damaged or inaccessible records

Physical records damaged by fire, flood, mould, etc and digital records which may have become unreadable and inaccessible cannot be destroyed earlier than as specified in the GDS without seeking a determination from the Director with approval of State Records Council.

**For more information**

Refer to State Records website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

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## Functions and Activities in GDS 48 Version v1

### **1 ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19)**

- 1.1 Allocation (COVID-19)
- 1.2 Fit-outs and installations (COVID-19)
- 1.3 Leasing (COVID-19)

### **2 COMMUNITY RELATIONS (COVID-19)**

- 2.1 Media Relations (COVID-19)
- 2.2 Public Reaction (COVID-19)
- 2.3 Publications (COVID-19)

### **3 COMPENSATION (COVID-19)**

- 3.1 Case Management (Compensation Claims COVID-19)

### **4 EMPLOYEE MANAGEMENT (COVID-19)**

- 4.1 Case Management (Personnel records - COVID-19)
- 4.2 Compliance (COVID-19)
- 4.3 Employment Conditions (COVID-19)
- 4.4 Grievances (COVID-19)
- 4.5 Recruitment (COVID-19)
- 4.6 Training (COVID-19)

### **5 FINANCIAL MANAGEMENT (COVID-19)**

- 5.1 Procurement (COVID-19)

### **6 INFORMATION TECHNOLOGY (COVID-19)**

- 6.1 Application Development (COVID-19)

### **7 STRATEGIC MANAGEMENT (COVID-19)**

- 7.1 Advice (COVID-19)
- 7.2 Committees (COVID-19)
- 7.3 Compliance (COVID-19)
- 7.4 Meetings (COVID-19)
- 7.5 Planning (COVID-19)
- 7.6 Policy and Procedures (COVID-19)
- 7.7 Program and Project Management (COVID-19)

### **8 WORK HEALTH & SAFETY (COVID-19)**

- 8.1 Health & Safety Promotion & Wellbeing (COVID-19)
- 8.2 Inspections (COVID-19)
- 8.3 Reporting (COVID-19)

## Definitions:

Agency's COVID-19 response:	The approach each agency developed to respond to the COVID-19 pandemic and comply with the COVID-19 Commonwealth policies and South Australian government directives.
Compliance:	Ensuring that the requirements of laws, regulations, industry codes and organisational standards are met. AS3806-2006 Compliance Programs
Equipment:	Includes IT hardware, instruments, implements, tools, machines, plant, furniture and furnishings inside or outside a building.
Inspections:	The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.
COVID-19 notifiable incident:	<p>COVID-19 was a notifiable incident virus if:</p> <ul style="list-style-type: none"> <li>• it could be reliably attributed to a workplace exposure, and either: <ul style="list-style-type: none"> <li>– the person was required to have treatment as an in-patient in hospital, or</li> <li>– resulted in death.</li> </ul> </li> </ul> <p>Workers who contracted COVID-19 whilst at work may be eligible to submit a workers' compensation claim.<sup>1</sup></p>
Properties:	Includes buildings and land allotments owned, rented or leased by the agency, such as office blocks, repositories and workshops.
Significant programs & projects:	<p>The assessment of what constitutes a significant program and project will differ between agencies but can be determined in terms of dollar value, the level of public interest and uptake during the COVID-19 declaration period or if it majorly changed how the agency operated, or the services delivered during COVID-19 and beyond.</p> <p>When defining a significant in terms of dollar value, guidance should be sought from agency financial policies (eg. s49 of the <i>Local Government Act 1999</i>) and other policies.</p>
Stores:	Includes chemicals, hardware, home-ware items, kitchen/cleaning items, medical supplies and stationery.
Supplies:	Includes the goods and services sold by an agency or business unit, such as taxable supplies, GST free supplies and input taxed supplies.
Vehicles:	Includes any means of conveyance owned or used by the agency to transport employees or items.

<sup>1</sup> Government of South Australia 2021, *SafeWork SA Notification of COVID-19*, viewed on 29 August 2024 < <https://www.safework.sa.gov.au/industry/health-and-community-care/infectious-diseases/coronavirus-covid-19/notification-of-covid-19> >

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
1	<b>ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19)</b>	<p><b>The function of supplying, installing, maintaining, repairing and leasing of equipment, stores and vehicles used by the agency as part of its COVID-19 response. Also includes the fitting-out, managing and protecting of agency properties, infrastructure, land and public spaces as part of the agency's COVID-19 response.</b></p> <p>See Item <b>5.1.1 FINANCIAL MANAGEMENT (COVID-19) - Procurement (COVID-19)</b> for the procurement of assets, stores, other equipment, and services to assist with the agency's COVID-19 response.</p>		
1.1	<b>Allocation (COVID-19)</b>	<p><i>The process of assigning money, items or equipment to employees or agency units as part of the agency's COVID-19 response.</i></p>		
1.1.1	Allocation (COVID-19)	<p>Records relating to the allocation of assets, stores, and other items of equipment to employees as part of the agency's COVID-19 response, for example the allocation of:</p> <ul style="list-style-type: none"> <li>• personal protective equipment e.g. face shields, cover-alls, masks, hand sanitiser, gloves, surface wipes, hand sanitiser stands etc.</li> <li>• social distancing signage</li> <li>• computers, mobile devices, screens, cabling</li> <li>• office equipment, chairs, desks</li> <li>• ICT software and hardware.</li> </ul> <p>See Item <b>5.1.1 FINANCIAL MANAGEMENT (COVID-19) - Procurement (COVID-19)</b> for the procurement of goods, stores, assets, other equipment, and services to assist with the agency's COVID-19 response.</p> <p>See Item <b>1.2 ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19) - Fit-outs and installations (COVID-19)</b> (various) for fitting-out or installation of modifications to agency premises and public spaces arising from COVID-19.</p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		See Item <b>7.6 STRATEGIC MANAGEMENT - Policy and Procedures (COVID-19)</b> (various) for agency policies and procedures directing the agency's COVID-19 response.		
<b>1.2</b>	<b>Fit-outs and installations (COVID-19)</b>	<i>The process of refurbishing an agency premises and public spaces as part of the agency's COVID-19 response. Includes painting, floor coverings, furnishings, furniture, fittings and equipment.</i>		
1.2.1	Fit-outs and installations (COVID-19)	Records relating to fitting-out or modification of agency premises and public spaces arising from COVID-19, for example installation of: <ul style="list-style-type: none"> <li>• protective screens ensure safe distancing for staff or members of the public</li> <li>• social distancing signage (signage on public transport vehicles, footpath stickers/decals, pedestrian button signage, bus shelter signage, rubbish bin signage etc.)</li> <li>• queue management signage.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 1.7.1 ASSET/PHYSICAL RESOURCE MANAGEMENT – Fit-Outs</b> for the management of fit-outs and installations in properties included on an asbestos or hazardous substances register.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>1.3</b>	<b>Leasing (COVID-19)</b>	<i>The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency or organisation to assist with the agency's COVID-19 response. Includes the formal documentation setting out conditions, rights, responsibilities, etc of both parties.</i>		
1.3.1	Leasing (COVID-19)	Records relating to leasing assets, stores, and other equipment from another agency or organisation as part of the agency's COVID-19 response, can include: <ul style="list-style-type: none"> <li>• leasing documents</li> <li>• special leases</li> <li>• other registered documents.</li> </ul>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
2	<b>COMMUNITY RELATIONS (COVID-19)</b>	<p><b>The function of maintaining the agency’s broad public profile as part of the agency’s COVID-19 response. Includes promotion of services, advertising, media liaison, publication development, and handling public reaction to the agency’s COVID-19 policies and services.</b></p> <p>See <b>the relevant functional area in GDS</b> for generic broadcast emails sent to staff about the agency’s COVID-19 response.</p> <p>See <b>the relevant functional area in GDS</b> for social media postings and responses (including forwarding other agency’s social media postings) about the agency’s COVID-19 response.</p> <p>See also <b>GDS 30 v2 (as amended): 3.9.3 COMMUNITY RELATIONS – Media Relations</b> or <b>GDS 40 v1 (as amended): 100.5 MARKETING AND COMMUNICATIONS</b> for supplementary records relating to the preparation of media/publicity material.</p>		
2.1	<b>Media Relations (COVID-19)</b>	<p><i>The activities associated with establishing a relationship between the media and the agency as part of the agency’s COVID-19 response. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.</i></p>		
2.1.1	Media Relations (COVID-19)	<p>Master set of agency media releases or articles relating to the agency and/or its activities as part of an agency’s COVID-19 response, can include:</p> <ul style="list-style-type: none"> <li>• media releases.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 3.9.3 COMMUNITY RELATIONS – Media Relations</b> or <b>GDS 40 v1 (as amended): 100.8 MARKETING AND COMMUNICATIONS</b> for supplementary records relating to the preparation of media/publicity material.</p>	PERMANENT	Retain as State archives
2.1.2	Media Relations (COVID-19)	<p>Records relating to the management of the agency’s relationship with the media as part of the agency’s COVID-19 response.</p> <ul style="list-style-type: none"> <li>• media monitoring reports.</li> </ul>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
<b>2.2</b>	<b>Public Reaction (COVID-19)</b>	<i>The process of handling public reaction to an agency's COVID-19 policies or services. Includes anonymous letters, letters of complaint and letters of congratulation or appreciation received from the public.</i>		
2.2.1	Public Reaction (COVID-19)	<p>Records relating to the management of public reaction to the agency's COVID-19 response that:</p> <ul style="list-style-type: none"> <li>• sets a precedent, or</li> <li>• results in the reversal of a decision, or</li> <li>• results in changes to government/local government, or</li> <li>• results in changes to agency policy and/or procedures.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• petitions.</li> </ul> <p>See Item <b>2.2.2 COMMUNITY RELATIONS (COVID-19) - Public Reaction (COVID-19)</b> for other public reaction to the agency's COVID-19 response.</p>	PERMANENT	Retain as State archives
2.2.2	Public Reaction (COVID-19)	<p>Records relating to the management of other public reaction to the agency's COVID-19 response including:</p> <ul style="list-style-type: none"> <li>• public reaction requiring investigation &amp; a specific response, or</li> <li>• a routine or form letter response, or</li> <li>• referral to another agency.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• requests</li> <li>• responses</li> <li>• complaints/ suggestions summary register.</li> </ul>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p>See Item <b>2.2.1 COMMUNITY RELATIONS (COVID-19) - Public Reaction (COVID-19)</b> for public reaction that sets a precedent, reverses a decision, results in changes to government/local government, or changes to agency policy and/or procedures.</p>		
<p><b>2.3</b></p>	<p><b>Publications (COVID-19)</b></p>	<p><i>The activities associated with having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing, and supply of publications by the agency as part of its COVID-19 response. Includes external publications (such as technical papers, issue papers, articles for professional journals and reports) and leaflets and booklets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes online or web-based services eg. websites, and internal online services, eg intranet pages, and publications distributed on removable storage media eg. CD, DVD, USB flash drives.</i></p> <p>See <b>the relevant functional area</b> for generic broadcast emails sent to staff about the agency's COVID-19 response.</p> <p>See related <b>the relevant functional area</b> for social media postings and responses (including forwarding other agency's social media postings) about the agency's COVID-19 response.</p>		
<p>2.3.1</p>	<p>Publications (COVID-19)</p>	<p>Master copy of agency publications created as part of the agency's COVID-19 response for internal and external audiences. Includes publications produced by the agency and on behalf of the agency, can include:</p> <ul style="list-style-type: none"> <li>• journals</li> <li>• newspapers</li> <li>• articles</li> <li>• posters</li> <li>• booklets, brochures and leaflets.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 12 PUBLICATION (various)</b> or <b>GDS 40 v1 (as amended): 100 MARKETING AND COMMUNICATIONS (various)</b> for the preparation, design and production, and distribution of agency COVID-19 publications.</p>	<p>PERMANENT</p>	<p>Retain as State archives</p>

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		See <b>GDS 30 v2 (as amended): 12 PUBLICATION (various)</b> or <b>GDS 40 v1 (as amended): 100 MARKETING AND COMMUNICATIONS (various)</b> for publications <u>not related</u> to the agency's COVID-19 response.		
2.3.2	Publications (COVID-19)	Periodic 'snapshots' of agency services during and about the agency's COVID-19 response. Includes online or web-based and in-house services, eg Intranet <ul style="list-style-type: none"> <li>• webpages</li> <li>• intranet pages.</li> </ul>	PERMANENT	Retain as State archives
<b>3</b>	<b>COMPENSATION (COVID-19)</b>	<b>The function of providing compensation to employees and visitors who contracted COVID-19 while on agency premises or compensation claims related to the agency's COVID-19 policies, e.g. mandatory vaccination policy.</b>  See <b>GDS 30 v2 (as amended): 4.2 COMPENSATION – Recovery (various)</b> or <b>GDS 40 v1 (as amended): 68.2 RETURN TO WORK - Compensation</b> for the management of individual employee recovery cases and the development of recovery and return to work programs not directly related to the agency's COVID-19 policies.		
<b>3.1</b>	<b>Case Management (Compensation Claims - COVID-19)</b>	<i>The process of administering and managing payments to employees and members of the public in accordance with an insurance policy as compensation for injury or death as a result of contracting COVID-19 while on agency premises or directly related to the agency's COVID-19 policies, e.g. mandatory COVID-19 vaccination policies.</i>  See <b>GDS 30 v2 (as amended): 4.1.1 COMPENSATION - Case Management (Compensation Claims)</b> or <b>GDS 40 v1 68.1 RETURN TO WORK - Compensation</b> for summary records of compensation claims.		
3.1.1	Case Management (Compensation Claims - COVID-19)	Records relating to the compensation claims by employees and members of the public for injury or death as a result of contracting COVID-19 while on agency premises or directly related to the agency's COVID-19 policies. Includes compensation claim cases submitted by: <ul style="list-style-type: none"> <li>• an employee or on behalf of an employee</li> <li>• a member of the public regardless of age at the time of the incident</li> </ul>	<b>TEMPORARY</b>	Retain a minimum of 45 years after action completed, then destroy.

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p>Includes:</p> <ul style="list-style-type: none"> <li>• incident reports</li> <li>• medical records</li> <li>• written advice</li> <li>• payments</li> <li>• other information related to a case.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 4.2.2 COMPENSATION – Recovery</b> or <b>GDS 40 v1 (as amended): 68.2 RETURN TO WORK - Compensation</b> for the management of individual employees recovery cases related to COVID-19 and the development of recovery and return to work programs.</p>		
4	<b>EMPLOYEE MANAGEMENT (COVID-19)</b>	<b>The function of managing all employees in the organisation during the COVID-19 pandemic. Includes appeals, overtime, and working hours when related to persons/individuals. Also includes special arrangements for employee travel and the provision of childcare by the agency during the COVID-19 pandemic.</b>		
4.1	<b>Case Management (Personnel records - COVID-19)</b>	<i>The activities involved in maintaining and managing COVID-19 related personal information about employees for a range of employee management functions.</i>		
4.1.1	Case Management (Personnel records - COVID-19)	<p>Employee personnel or service history files where COVID-19 vaccination status, specific records relating to a COVID-19 exposure in the workplace, or a positive infection are recorded on the personnel file, can include:</p> <ul style="list-style-type: none"> <li>• COVID-19 vaccination status</li> <li>• COVID-19 vaccination/immunisation certificates</li> <li>• incident reports</li> <li>• medical records</li> </ul>	<b>TEMPORARY</b>	Retain a minimum of 100 years after date of birth, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• Working From Home (WFH) applications and WFH environment WHS assessments</li> <li>• Special and flexible working arrangements.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 5.3.2 EMPLOYEE MANAGEMENT - Case Management (Employees)</b> or <b>GDS 40 v1 (as amended): 4.9 HUMAN RESOURCE MANAGEMENT – Personnel records</b> where personnel file <u>does not contain</u> records relating to COVID-19.</p> <p>See Item <b>4.2.1 EMPLOYEE MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for where employee vaccination status records are kept centrally.</p> <p>See Item <b>7.3.6 and 7.3.7 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for data held in applications developed for the agency’s COVID-19 response/activities e.g. online COVID-19 infection reporting forms.</p> <p>See <b>GDS 30 v2 (as amended): 5.13.3 EMPLOYEE MANAGEMENT – Remuneration</b> or <b>GDS 40 v1 (as amended): 4.5 HUMAN RESOURCE MANAGEMENT - Leave and attendance</b> for attendance time sheets, rosters, overtime, penalties, and leave requests.</p>		
4.2	<b>Compliance (COVID-19)</b>	<p><i>The activities associated with complying with requirements within COVID-19 related legislation, standards, government policy and internal policy as part of an agency’s COVID-19 response.</i></p> <p>See <b>GDS 30 v2 (as amended): 14 WORK HEALTH &amp; SAFETY (various)</b> or <b>GDS 40 v1 (as amended): 77 WORK HEALTH &amp; SAFETY (various)</b> for records of compliance with the <i>Work Health and Safety Act 2012</i> <u>not related</u> to COVID-19.</p> <p>See Item <b>7.3.2 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Safe Plans (Section 25(10)) and Item <b>7.3.3 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Management Plans (Section 25(11)) created under the <i>Emergency Management (Public Activities No 16) (COVID-19) Direction 2020</i>.</p>		

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
4.2.1	Compliance (COVID-19)	<p>Registers or batched records of employee vaccination status, can include:</p> <ul style="list-style-type: none"> <li>• COVID-19 vaccination status register</li> <li>• Batched COVID-19 vaccination/immunisation certificates.</li> </ul> <p>See Item <b>4.1.1 Case Management (Personnel records - COVID-19)</b> for employee vaccination status or copies of vaccination certificates for employees, contractors, and volunteers retained on an individual's personnel or service history files.</p>	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy.
4.3	Employment Conditions (COVID-19)	<p><i>The activities associated with managing the general conditions of employment for employees during the COVID-19 pandemic.</i></p> <p>See item <b>7.6 STRATEGIC MANAGEMENT - Policy and Procedures (COVID-19)</b> (various) for agency policies and procedures directing the agency's COVID-19 response and high-level whole of agency management of special employment requirements.</p>		
4.3.1	Employment Conditions (COVID-19)	<p>Records relating to the general management of employees and teams while COVID-19 special employment conditions are in place, can include:</p> <ul style="list-style-type: none"> <li>• childcare support for essential workers</li> <li>• special leave arrangements</li> <li>• general management of teams (eg. A/B teams) to prevent whole agency shutdowns and manage furloughing and standing down of staff during COVID-19 restrictions e.g. libraries, swimming centres/gyms mandatory closures.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 5.13.3 EMPLOYEE MANAGEMENT – Remuneration</b> or <b>GDS 40 v1 (as amended): 4.5 HUMAN RESOURCE MANAGEMENT - Leave and attendance</b> for attendance time sheets, overtime, penalties, rosters.</p> <p>See Item <b>4.2.1 EMPLOYEE MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for where employee vaccination status records are recorded centrally.</p>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p>See Item <b>7.6 STRATEGIC MANAGEMENT - Policy and Procedures (COVID-19)</b> (various) for agency policies and procedures directing the agency's COVID-19 response.</p> <p>See Item <b>4.1.1 Case Management (Personnel records - COVID-19)</b> for individuals for individual's flexible working arrangements (eg. WFH applications and work environment WHS assessment)</p>		
4.4	<b>Grievances (COVID-19)</b>	<p><i>The activities associated with the handling and resolution of grievances arising from the impact of the agency's COVID-19 response.</i></p> <p>See <b>GDS 30 v2 (as amended): 5.9 EMPLOYEE MANAGEMENT – Grievances (various)</b> or <b>GDS 40 v1 (as amended): 4.9 HUMAN RESOURCE MANAGEMENT - Personnel records</b> for grievances <u>not</u> arising from the agency's COVID-19 response.</p>		
4.4.1	Grievances (COVID-19)	<p>Records relating to grievances and complaints raised by employees arising from an agency's COVID-19 response directives.</p> <p>See <b>GDS 30 v2 (as amended): 5.9 EMPLOYEE MANAGEMENT – Grievances (various)</b> or <b>GDS 40 v1 (as amended): 4.9 HUMAN RESOURCE MANAGEMENT - Personnel records</b> for grievances <u>not</u> arising from the agency's COVID-19 response.</p>	TEMPORARY	Retain a minimum of 100 years after action completed, then destroy.
4.5	<b>Recruitment (COVID-19)</b>	<p><i>The process of recruiting staff to assist with the agency's COVID-19 response including the temporary deployment or relocation of existing staff within the agency or to another agency to assist with their COVID-19 response/s eg SA Health. Includes applying for approval to fill additional COVID-19 related vacancies, the advertising of vacant positions and the handling of applications, interviews, selection, culling and appointment.</i></p>		
4.5.1	Recruitment (COVID-19)	<p>Records relating to the temporary deployment or relocation of <u>existing staff</u> to assist with the agency's COVID-19 response (e.g. contactless services for vulnerable people to receive agency services e.g. library books), or to another agency's COVID-19 response (e.g. DHW contact tracing), can include:</p> <ul style="list-style-type: none"> <li>• agreements</li> </ul>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• deployment rosters</li> <li>• deployment instructions.</li> </ul>		
4.5.2	Recruitment (COVID-19)	<p>Records relating to the recruitment of <u>temporary staff/ contract staff</u> to assist with the agency's COVID-19 response e.g. workplace cleaning, increased security</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• role descriptions</li> <li>• job applications &amp; supporting documentation</li> <li>• record of interviews</li> <li>• selection report and recommendations.</li> </ul> <p>See Item <b>5.1.1 FINANCIAL MANAGEMENT (COVID-19) - Procurement (COVID-19)</b> for the procurement of services and contract staff to assist with the agency's COVID-19 response.</p>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
<b>4.6</b>	<b>Training (COVID-19)</b>	<i>The activities associated with all aspects of training (external/internal) available to employees related to the agency's COVID-19 response.</i>		
4.6.1	Training (COVID-19)	Records relating to the provision of training and induction programs for employees on COVID-19 WH&S matters.	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
4.6.2	Training (COVID-19)	Records relating to completion of COVID Marshal Training by persons referred to in subclause (3) <i>Emergency Management (Public Activities No 16) (COVID-19) Direction 2020</i> established under Sec 25 of the <i>Emergency Management Act 2004</i> clause 16(4).	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
4.6.3	Training	Records relating to the provision of training for agency COVID-19 requirements, implementation of COVID-19 policies and procedures, training for job roles during	TEMPORARY	Retain a minimum of 20 years after

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
	(COVID-19)	<p>staff deployment between agencies, and for temporary staff/ contract staff to assist with the agency's COVID-19 response. Includes the development of training course material and training delivered in-person and online, for example:</p> <ul style="list-style-type: none"> <li>• training for reporting of positive cases and close contacts</li> <li>• mental health awareness and training</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• handouts</li> <li>• online delivery modules</li> <li>• programs</li> <li>• training/ workshop notes.</li> </ul> <p>See Item <b>4.6.1 EMPLOYEE MANAGEMENT (COVID-19) - Training (COVID-19)</b> for employee training and induction programs on COVID-19 WH&amp;S matters.</p> <p>See <b>GDS 30 v2 (as amended): 5.17.4 EMPLOYEE MANAGEMENT - Training</b> or <b>GDS 40 v1 (as amended): 4.15 HUMAN RESOURCE MANAGEMENT – Staff development</b> for routine training <u>not related</u> to the agency's COVID-19 response.</p>		action completed, then destroy.
<b>5</b>	<b>FINANCIAL MANAGEMENT (COVID-19)</b>	<p><b>The function of managing the agency's COVID-19 response financial resources.</b></p> <p>See <b>GDS 30 v2 (as amended): 6 FINANCIAL MANAGEMENT (various)</b> or <b>GDS 40 v1 (as amended): 6 FINANCIAL MANAGEMENT (various)</b> for general financial records.</p>		
<b>5.1</b>	<b>Procurement (COVID-19)</b>	<i>The activity of procuring goods, services or carrying out of works via tender, contract, lease, licence or purchase as part of an agency's COVID-19 response.</i>		
5.1.1	Procurement (COVID-19)	Records relating to the procurement of goods, services, stores, accountable assets, other items of equipment to assist with the agency's COVID-19 response, for example:	TEMPORARY	Retain a minimum of 8 years after

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• services e.g. consultants to deliver COVID-19 related services</li> <li>• supply of personal protective equipment e.g. face shields, coveralls, masks, hand sanitiser, gloves, surface wipes, etc.</li> <li>• office equipment: chairs, desks, sanitiser dispenser stands</li> <li>• computers, mobile devices, screens, cabling</li> <li>• protective screens</li> <li>• social distancing signage</li> <li>• vehicles</li> <li>• ICT software and hardware</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• registers</li> <li>• tenders</li> <li>• agreements</li> <li>• negotiations</li> <li>• specifications</li> <li>• arrangements</li> <li>• quotes</li> <li>• successful quotes</li> <li>• orders</li> <li>• purchase orders</li> <li>• requisitions</li> <li>• invoices</li> <li>• petty cash forms</li> </ul>		<p>action completed, then destroy.</p>

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• business cases.</li> </ul> <p>See Item <b>1.1.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19) - Allocation (COVID-19)</b> for the allocation of stores, accountable assets and other items of equipment to employees related to the agency's COVID-19 response.</p> <p>See Item <b>1.2.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19) - Fit-outs and installations (COVID-19)</b> for fitting-outs or modifications to agency premises and public spaces arising from COVID-19, such as protective screens, footpath decals.</p> <p>See Item <b>1.3.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19) – Leasing (COVID-19)</b> for leasing assets, stores, and other items of equipment to assist with the agency's COVID-19 response.</p>		
6	<p><b>INFORMATION TECHNOLOGY (COVID-19)</b></p>	<p><b>The function of developing or acquiring, testing and implementing applications and databases to support the business needs of an agency as part of the agency's COVID-19 response to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and the licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the internet, intranet and websites.</b></p> <p>Note: Operational records of agencies that created, controlled and managed Across-Government systems as a core function during the COVID-19 pandemic, e.g. Office of the Chief Information Officer, are not covered by this GDS. Include in agency operational RDS.</p> <p><b>See <u>QR Track and Tracing RDS 2020/16</u></b> for records collected or generated through the operation of the QR Track and Trace application and associated technologies, or hardcopy equivalent, which is used to support contact tracing activities.</p> <p>Note: The federal government stipulated that minimal amount of personal information (for example name, contact number or email and date/time entered venue) be collected data will be retained for 28 days only.</p> <p>See Item <b>4.2.1 EMPLOYEE MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for where employee vaccination status records are recorded centrally.</p> <p>See Items <b>7.3.6 and 7.3.7 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for data held in applications developed for the agency's COVID-19 response activities e.g. online COVID-19 infection reporting forms.</p>		

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p>See <b>GDS 30 v2 (as amended): 10 INFORMATION TECHNOLOGY (various)</b> or <b>GDS 40 v1 (as amended): 95.4 INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) - Operation and maintenance of networks, systems and data (various)</b> for the routine maintenance, system management of IT software systems and applications developed as part of the agency's COVID-19 response.</p> <p>See Item <b>1.1.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19) - Allocation (COVID-19)</b> for the allocation of ICT hardware and software to employees related to the agency's COVID-19 response.</p> <p>See Item <b>5.1.1 FINANCIAL MANAGEMENT (COVID-19) - Procurement (COVID-19)</b> for the acquisition of software, hardware and applications to assist with the agency's COVID-19 response.</p> <p>See Item <b>1.3.1 ASSET/ PHYSICAL RESOURCE MANAGEMENT (COVID-19) – Leasing (COVID-19)</b> for leasing assets, stores, and other items of equipment to assist with the agency's COVID-19 response.</p>		
6.1	<b>Application Development (COVID-19)</b>	<p><i>The activities associated with developing software and programming codes to run business applications as part of the agency's COVID-19 response. Includes specification, testing, pilots, prototyping and metadata requirements.</i></p>		
6.1.1	Application Development (COVID-19)	<p>Records relating to the development or modification of online applications/forms developed as part of the agency's COVID-19 response that become operational. Includes the development of forms and templates as part of the response. For example:</p> <ul style="list-style-type: none"> <li>• online self-reporting (reporting positive cases, close contacts, and a direction received from Department for Health and Wellbeing to self-isolate/quarantine)</li> <li>• contractor and/or visitor COVID-19 health screening declaration</li> <li>• site entry COVID-19 conditions compliance.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• online application/form templates</li> <li>• status reports</li> <li>• pilot documentation</li> </ul>	PERMANENT	Retain as State archives

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• operational</li> <li>• specifications</li> <li>• flowcharts.</li> </ul> <p>See Item <b>7.3.6</b> and <b>7.3.7 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for <u>data held in</u> online applications/forms developed for the agency's COVID-19 response/activities.</p> <p>See Item <b>6.1.2 INFORMATION TECHNOLOGY (COVID-19) - Application Development (COVID-19)</b> for the development or modification of COVID-19 online applications/forms that are not proceeded with.</p>		
6.1.2	Application Development (COVID-19)	<p>Records relating to the development or modification of online applications/forms developed as part of the agency's COVID-19 response that are not proceeded with.</p> <p>See Item <b>6.1.1 INFORMATION TECHNOLOGY (COVID-19) - Application Development (COVID-19)</b> for the development of COVID-19 online applications/form templates that are implemented in the agency.</p>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
7	<b>STRATEGIC MANAGEMENT (COVID-19)</b>	<p><b>The function of applying broad systematic management planning as part of the agency's COVID-19 response. Includes the activities involved with the development, monitoring, and reviewing of business plans, strategic plans, work plans, corporate plans, and other organisational strategies. Also includes the management of committees and meetings, development of policies and procedures, COVID-19 compliance requirements and COVID-19 program and project management.</b></p> <p><b>See GDS 30 v2 (as amended): 7.2 GOVERNMENT RELATIONS - Briefings (Agencies) (various)</b> for submissions, advice, responses to representations and briefings to Cabinet and Cabinet Committees.</p>		
7.1	<b>Advice (COVID-19)</b>	<i>The activities associated with offering opinions by or to the agency during COVID-19 as to an action or judgement. Includes the process of advising.</i>		

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p>See <b>GDS 30 v2 (as amended): 8 INDUSTRIAL RELATIONS (various)</b> or <b>GDS 40 v1 (as amended): 4.4 HUMAN RESOURCE MANAGEMENT - Industrial relations</b> for advice concerning industrial relations matters.</p> <p>See <b>GDS 30 v2 (as amended): 11.1 LEGAL SERVICES – Advice</b> or <b>GDS 40 v1 (as amended): 78.1 ADVICE</b> for other legal advice.</p>		
7.1.1	Advice (COVID-19)	Records relating to the provision of advice to senior executives and other agencies relating to the agency’s COVID-19 response. Includes advice to Chief Executives and Officers occupying statutory positions within the agency.	PERMANENT	Retain as State archives
7.2	<b>Committees (COVID-19)</b>	<p><i>The activities associated with the management of internal, departmental, inter-agency, inter-governmental and external committees established to specifically manage the agency’s COVID-19 response. Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</i></p> <p>See <b>GDS 30 v2 (as amended): 2 BOARD &amp; COMMITTEE MANAGEMENT (various)</b> for meetings of existing state government boards and committees (ie. not created specifically to manage the agency’s COVID-19 response).</p> <p>See <b>GDS 40 v1 (as amended): 3 GOVERNANCE MEETINGS (various)</b> for meetings of existing local government council and section 41 committee (ordinary and special) meetings, assessment panels, section 42 subsidiaries and section 43 regional subsidiaries (formerly controlling authorities), and existing joint, inter-council or external committees (ie. not created specifically to manage the agency’s COVID-19 response).</p> <p>See <b>GDS 30 v2 (as amended): 13.5.1 STRATEGIC MANAGEMENT – Committees</b> or <b>GDS 40 v1 (as amended): 3.2 GOVERNANCE MEETINGS - Executive meetings</b> for corporate executive and senior management committees.</p> <p>See <b>GDS 30 v2 (as amended): 13.5.6 STRATEGIC MANAGEMENT – Committees</b> or <b>GDS 40 v1 (as amended): 3.5 GOVERNANCE MEETINGS - Meeting arrangements</b> for administrative arrangements for committee meetings.</p> <p>See <b>GDS 33 v2 (as amended): 1.2 GOVERNANCE - Committees (various)</b> for specific committees and taskforces established under the <i>Emergency Management Act 2004</i>.</p>		

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		See Item <b>7.4 STRATEGIC MANAGEMENT (COVID-19) - Meetings (COVID-19) (various)</b> for non-committee-based meetings held for administrative purposes as part of the agency's COVID-19 response e.g. team, business unit meetings.		
7.2.1	Committees (COVID-19)	Master copy of proceedings of corporate or central office COVID-19 WH&S committees as part of the agency's COVID-19 response, can include: <ul style="list-style-type: none"> <li>• master copy of proceedings of branch, regional office and/or workplace WH&amp;S committees.</li> </ul>	PERMANENT	Retain as State archives
7.2.2	Committees (COVID-19)	Records of external or inter-agency committees and taskforces created to manage the agency's COVID-19 response for which the agency provides the secretariat, can include: <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• meeting submissions</li> <li>• terms of reference</li> <li>• records of membership.</li> </ul> <p>See <b>GDS 33 v2 (as amended): 1.2 GOVERNANCE - Committees (Emergency Management) (various)</b> for specific committees and taskforces established under the <i>Emergency Management Act 2004</i>.</p> <p>See <b>GDS 30 v2 (as amended): 13.5.1 STRATEGIC MANAGEMENT – Committees</b> or <b>GDS 40 v1 (as amended): 3.2 GOVERNANCE MEETINGS - Executive meetings</b> for corporate executive and senior management committees.</p>	PERMANENT	Retain as State archives
7.2.3	Committees (COVID-19)	Records of other external or inter-agency committees and taskforces created to manage the agency's COVID-19 response for which the agency does <u>not</u> provide the secretariat, can include:	TEMPORARY	Retain a minimum of 10 years after

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• meeting submissions.</li> </ul> <p>See Item <b>7.4 STRATEGIC MANAGEMENT (COVID-19) - Meetings (COVID-19)</b> for non-committee-based meetings held for administrative purposes as part of the agency's COVID-19 response e.g. team, business unit meetings, daily check-ins.</p>		action completed, then destroy.
7.3	<b>Compliance (COVID-19)</b>	<p><i>The activities associated with complying with requirements within COVID-19 related legislation, standards, government policy and internal policy as part of the agency's COVID-19 response, such as notifying other agencies of a COVID-19 outbreak.</i></p> <p><b>See QR Track and Tracing RDS 2020/16</b> for records collected or generated through the operation of the QR Track and Trace application and associated technologies, or hardcopy equivalent, which is used to support contact tracing activities. Note: The federal government stipulated that minimal amount of personal information (for example name, contact number or email and date/time entered venue) be collected data will be retained for 28 days only.</p> <p>See Item <b>4.2.1 EMPLOYEE MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> where employee vaccination status records are recorded centrally.</p> <p>See Item <b>4.6.2 EMPLOYEE MANAGEMENT (COVID-19) - Training (COVID-19)</b> for COVID-19 Marshals training completion records created under section 16(4) of the <i>Emergency Management (Public Activities No 16) (COVID-19) Direction 2020</i>.</p>		
7.3.1	Compliance (COVID-19)	<p>Summary records providing evidence of compliance, can include:</p> <ul style="list-style-type: none"> <li>• registers.</li> </ul>	PERMANENT	Retain as State archives
7.3.2	Compliance (COVID-19)	<p>COVID Safe Plan created under Clause 10 of the <i>Emergency Management (Public Activities No 16) (COVID-19) Direction 2020</i> established under Sec 25 of the <i>Emergency Management Act 2004</i>.</p> <ul style="list-style-type: none"> <li>• COVID Safe Plan.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
7.3.3	Compliance (COVID-19)	<p>COVID Management Plan created under Clause 11 of the <i>Emergency Management (Public Activities No 16) (COVID-19) Direction 2020</i> established under Sec 25 of the <i>Emergency Management Act 2004</i>.</p> <ul style="list-style-type: none"> <li>COVID Management Plan.</li> </ul>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
7.3.4	Compliance (COVID-19)	<p>Records documenting agency compliance with regulatory requirements, standards and government policy as part of the agency's COVID-19 response. For example:</p> <ul style="list-style-type: none"> <li>notifying other agencies of a COVID-19 outbreak</li> <li>WHS compliance requirements.</li> </ul> <p>See Item <b>7.3.2 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Safe Plans.</p> <p>See Item <b>7.3.3 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Management Plans.</p> <p>See Item <b>7.6.2 EMPLOYEE MANAGEMENT (COVID-19) - Training (COVID-19)</b> for COVID Marshal training.</p>	PERMANENT	Retain as State archives
7.3.5	Compliance (COVID-19)	Records documenting compliance with internal policy, standards and other requirements as part of the agency's COVID-19 response.	PERMANENT	Retain as State archives
7.3.6	Compliance (COVID-19)	<p>Online form data entered by employees (includes contractors and volunteers) to self-report a positive infection or close contacts, for example:</p> <ul style="list-style-type: none"> <li>online self-reporting data (reporting positive cases, close contacts, and a direction received from Department for Health and Wellbeing to self-isolate/quarantine)</li> </ul>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		See Item <b>6.1.1 INFORMATION TECHNOLOGY (COVID-19) - Application Development (COVID-19)</b> for the development and modification of COVID-19 compliance online applications/form templates that become operational.		
7.3.7	Compliance (COVID-19)	<p>Records relating to COVID-19 health screening (e.g. declaration of interstate travel, close contact, COVID-19-like symptoms or awaiting test results) completed by external contractors or visitors for entry to agency sites e.g. buildings, work sites. Also includes agreements to comply with any site specific COVID-19 hygiene requirements.</p> <ul style="list-style-type: none"> <li>contractor or visitor COVID-19 health screening forms</li> <li>site entry COVID-19 condition compliance forms.</li> </ul> <p>See Item <b>6.1.1 INFORMATION TECHNOLOGY (COVID-19) - Application Development (COVID-19)</b> for the development and modification of COVID-19 compliance online applications/form templates that become operational.</p> <p>See <b>GDS 30 v2 (as amended): 13: 1.14.2 ASSET/PHYSICAL RESOURCE MANAGEMENT – Security</b> or <b>GDS 40 v1 (as amended): 105.2 SECURITY AND CRIME PREVENTION</b> for Building admittance registers and Visitor logs.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
7.4	Meetings (COVID-19)	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the team, business unit, section, department or agency as a whole related to the agency's COVID-19 response. Includes arrangements, agenda, taking of minutes, etc.</i></p> <p>See <b>GDS 30 v2 (as amended): 13.14.3 STRATEGIC MANAGEMENT – Meetings</b> or <b>GDS 40 v1 (as amended): 3.5 GOVERNANCE MEETINGS - Meeting arrangements</b> for administrative arrangements for committee meetings.</p>		
7.4.1	Meetings (COVID-19)	<p>Records of non-committee-based meetings held for administrative purposes as part of the agency's COVID-19 response, for example team and business unit meetings, can include:</p> <ul style="list-style-type: none"> <li>agenda</li> </ul>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• minutes</li> <li>• reports.</li> </ul>		
7.5	<b>Planning (COVID-19)</b>	<p><i>The process of formulating ways in which objectives can be achieved for the agency's COVID-19 response. Includes determination of services, needs and solutions to those needs.</i></p> <p>See Item 7.3.2 <b>STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Safe Plans and Item 7.3.3 <b>STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Management Plans.</p>		
7.5.1	Planning (COVID-19)	<p>Records relating to agency-wide business, corporate and/or strategic plans directing the agency's COVID-19 response. Includes master copy and drafting of approved agency-wide plans. Includes:</p> <ul style="list-style-type: none"> <li>• agency COVID-19 communication plans</li> <li>• safe work environment plans (at home and workplace) to protect staff during a COVID-19 outbreak</li> <li>• input into plans</li> <li>• comments on drafts &amp; revisions</li> <li>• reports</li> <li>• working papers</li> <li>• debriefs, lessons management and lessons learnt reviews of the agency's COVID-19 response</li> </ul> <p>See <b>GDS 33 v2 (as amended)</b> for emergency management response and recovery debriefs and lessons process activities as required under the <i>Emergency Management Act 2004</i>.</p> <p>See Item 7.3.2 <b>STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Safe Plans.</p>	PERMANENT	Retain as State archives

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		See Item <b>7.3.3 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Management Plans.		
7.5.2	Planning (COVID-19)	<p>Records relating to other plans directing the agency's COVID-19 response, including those of divisions, branches, sections, functional areas and regional offices. Includes master copy and drafting of approved agency-wide plans, can include:</p> <ul style="list-style-type: none"> <li>• input into plans</li> <li>• comments on drafts &amp; revisions</li> <li>• reports</li> <li>• working papers</li> <li>• debriefs, lessons management and lessons learnt reviews of the agency's COVID-19 response.</li> </ul> <p>See <b>GDS 33 v2 (as amended)</b> for emergency management response and recovery debriefs and lessons process activities as required under the <i>Emergency Management Act 2004</i>.</p>	PERMANENT	Retain as State archives
7.5.3	Planning (COVID-19)	<p>Records of the identification, assessment, mitigation, management and monitoring of risks as part of the agency's COVID-19 response, can include:</p> <ul style="list-style-type: none"> <li>• risk registers</li> <li>• vulnerable employees/clients/customers risk assessments</li> <li>• public interface settings risk assessments e.g. customer/service centres, libraries etc</li> <li>• risk management action plans</li> <li>• business continuity plans</li> <li>• risk reviews</li> <li>• reports</li> </ul>	PERMANENT	Retain as State archives

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• disclaimers.</li> </ul> <p>See Item <b>7.3.2 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Safe Plans.</p> <p>See Item <b>7.3.3 STRATEGIC MANAGEMENT (COVID-19) - Compliance (COVID-19)</b> for COVID-19 Management Plans.</p>		
7.6	<b>Policy and Procedures (COVID-19)</b>	<p><i>The activities associated with developing and establishing decisions, directions and precedents for the agency's COVID-19 response that act as a reference for future decision making in the form of policies, strategies, guidelines, operation manuals and procedures.</i></p> <p>See <b>GDS 33 v2 (as amended)</b> for Across-Government policy initiatives directing South Australia's COVID-19 response where the agency is lead agency e.g. SA Health, SAPOL.</p> <p>See <b>GDS 30 v2 (as amended): 13.17 STRATEGIC MANAGEMENT – Policy (various)</b> or <b>GDS 40 v1 (as amended): 5.7-5.9 STRATEGIC MANAGEMENT – Policy and Procedures</b> for policy <u>not directing</u> the agency's COVID-19 response.</p> <p>See <b>GDS 30 v2 (as amended): 13.18 STRATEGIC MANAGEMENT – Procedures (various)</b> or <b>GDS 40 v1 (as amended): 5.7-5.9 STRATEGIC MANAGEMENT – Policy and Procedures</b> for procedures <u>not directing</u> the agency's COVID-19 response.</p>		
7.6.1	Policy and Procedures (COVID-19)	<p>Records relating to the formulation and management of agency <u>policies</u> directing the agency's COVID-19 response, for example policy for:</p> <ul style="list-style-type: none"> <li>• social distancing (room and lift capacities, restricted face-to-face/online meetings only) and mask wearing.</li> <li>• managing staff COVID-19 cases (e.g. PCR or RAT testing requirements, positive infections and close contact reporting and requirements e.g. isolation/taking leave, and staff rostering to prevent workplace shutdowns.)</li> <li>• furloughing and standing down staff due to COVID-19 restrictions e.g. library, aquatic centre/ gyms mandatory closures.</li> <li>• workplace cleaning</li> </ul>	PERMANENT	Retain as State archives

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• public interface settings with vulnerable customers/clients e.g. customer/service centres, libraries etc</li> <li>• employee vaccination</li> <li>• working from home, recruitment and general workplace requirements during COVID-19</li> <li>• compensation claims by employees and members of the public who contracted COVID-19 while on agency premises</li> <li>• allocation, distribution and installation of equipment and stores</li> <li>• witnessing of signatures, appropriate use of digital signatures for signing contracts and agreements during lockdowns and COVID-19 restrictions</li> <li>• information management policy for employees working from home as a consequence of COVID-19.</li> </ul> <p>See <b>GDS 33 v2 (as amended)</b> for Across-Government policy initiatives directing South Australia’s COVID-19 response where the agency is the lead agency eg SA Health, SAPOL.</p>		
7.6.2	Policy and Procedures (COVID-19)	<p>Records relating to the formulation of agency <u>procedures</u> directing the agency’s COVID-19 response, for example procedures for:</p> <ul style="list-style-type: none"> <li>• social distancing (room and lift capacities, meeting requirements) and mask wearing</li> <li>• managing staff COVID-19 cases (e.g. PCR or RAT testing requirements, positive infections and close contact reporting and requirements e.g. isolation/taking leave, and staff rostering to prevent workplace shutdowns)</li> <li>• furloughing and standing down staff due to COVID-19 restrictions e.g. library, aquatic centre/ gyms mandatory closures</li> <li>• specific procedures for public interface settings with vulnerable customers/clients e.g. customer/service centres, libraries etc</li> </ul>	PERMANENT	Retain as State archives

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• employee vaccination status</li> <li>• working from home, recruitment and general workplace requirements during COVID-19</li> <li>• lodging compensation claims by employees and the public who contracted COVID-19 while on agency premises</li> <li>• allocation, distribution, and installation of equipment and stores</li> <li>• witnessing signatures, appropriate use of digital signatures for signing contracts and agreements during lockdowns and COVID-19 restrictions</li> <li>• information management procedures for employees when working from home, including guidance for the creation, capture, control and security of data and information.</li> </ul> <p>See <b>GDS 33 v2 (as amended)</b> for Across-Government policy initiatives directing South Australia’s COVID-19 response where the agency is lead agency eg SA Health, SAPOL.</p> <p>See <b>GDS 30 v2 (as amended): 13.18 STRATEGIC MANAGEMENT – Procedures (various)</b> or <b>GDS 40 v1 (as amended): 5.7 - 5.9 STRATEGIC MANAGEMENT – Policy and Procedures (various)</b> for procedures <u>not directing</u> the agency’s COVID-19 response.</p>		
7.7	<b>Program and Project Management (COVID-19)</b>	<p><i>The activities associated with the development and management of a programs and projects related to the agency’s COVID-19 response. Includes planning, implementing, managing, monitoring and evaluation of programs and projects.</i></p> <p><i>Note: Where an agency provided programs or services as part of its core business to support the State COVID-19 response, the relevant core business activities should be covered in the agency’s RDS. For example: COVID-19 vaccination programs, and COVID-19 advertising and public awareness campaigns delivered by SA Health.</i></p> <p>See <b>GDS 30 v2 (as amended): 13.19 STRATEGIC MANAGEMENT – Program Management (various)</b> or <b>13.20 STRATEGIC MANAGEMENT – Project Management (various)</b> or <b>GDS 40 v1 (as amended): 103 PROGRAM AND PROJECT MANAGEMENT (various)</b> for programs and projects <u>not related</u> to the agency’s COVID-19 response.</p>		

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
7.7.1	Program and Project Management (COVID-19)	<p>Records relating to the development, implementation and evaluation of significant agency COVID-19 response programs and projects, can include:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• submission approvals</li> <li>• discussion papers</li> <li>• feasibility studies</li> <li>• strategies</li> <li>• funding proposals &amp; applications</li> <li>• research reports</li> <li>• recommendations</li> <li>• registrations of interest</li> <li>• requests for information</li> <li>• registers</li> <li>• agreements</li> <li>• performance indicators</li> <li>• project variations</li> <li>• reports.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 13.19 STRATEGIC MANAGEMENT – Program Management (various)</b> or <b>13.20 STRATEGIC MANAGEMENT – Project Management (various)</b> or <b>GDS 40 v1 (as amended): 103 PROGRAM AND PROJECT MANAGEMENT (various)</b> for programs and projects <u>not related</u> to the agency’s COVID-19 response.</p>	PERMANENT	Retain as State archives

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
7.7.2	Program and Project Management (COVID-19)	<p>Records relating to the development, implementation and evaluation of other agency COVID-19 response programs and projects, for example COVID-19 cleaning programs, service delivery e.g. contact-free services.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• submission approvals</li> <li>• discussion papers</li> <li>• feasibility studies</li> <li>• strategies</li> <li>• funding proposals &amp; applications</li> <li>• research reports</li> <li>• recommendations</li> <li>• registrations of interest</li> <li>• requests for information</li> <li>• registers</li> <li>• agreements</li> <li>• performance indicators</li> <li>• project variations</li> <li>• reports</li> <li>• programs and projects that do not proceed.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 13.19 STRATEGIC MANAGEMENT – Program Management (various)</b> or <b>13.20 STRATEGIC MANAGEMENT – Project Management (various)</b> or <b>GDS 40 v1 (as amended): 103 PROGRAM AND</b></p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p><b>PROJECT MANAGEMENT (various)</b> for programs and projects <u>not related</u> to the agency's COVID-19 response.</p>		
8	<p><b>WORK HEALTH &amp; SAFETY (COVID-19)</b></p>	<p><b>The function of implementing and co-ordinating work health and safety and associated legislation throughout the agency as part of the agency's COVID-19 response. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures.</b></p> <p>See <b>GDS 30 v2 (as amended): 14.4.1 WORK HEALTH AND SAFETY – Inspections</b> or <b>GDS 40 v1 (as amended): 77.8 WORK HEALTH AND SAFETY - Hazard and incident reporting</b> for notification to the regulator of a COVID-19 notifiable incident.</p> <p>See Item <b>3.1.1 COMPENSATION (COVID-19) - Case Management (Compensation Claims - COVID-19)</b> for compensation claims by employees and the public for injury or death as a result of contracting COVID-19 while on agency premises or directly related to the agency's COVID-19 response policies.</p> <p>See <b>GDS 30 v2 (as amended): 14 WORK HEALTH AND SAFETY (various)</b> or <b>GDS 40 v1 (as amended): 77 WORK HEALTH AND SAFETY (various)</b> work health and safety issues <u>not related</u> to the agency's COVID-19 response.</p>		
8.1	<p><b>Health &amp; Safety Promotion &amp; Wellbeing (COVID-19)</b></p>	<p><i>The process of promotion by the agency of programs that encourage the establishment and maintenance of a healthy work environment during the COVID-19 pandemic.</i></p>		
8.1.1	<p>Health &amp; Safety Promotion &amp; Wellbeing (COVID-19)</p>	<p>Records relating to the development and implementation of plans and programs during COVID-19 to promote and encourage a healthy and safe work environment in the workplace and when working from home.</p> <ul style="list-style-type: none"> <li>• COVID-19 hygiene, cleaning and infection prevention</li> <li>• working from home programs</li> <li>• wellbeing, mental health and resilience programs delivered during the COVID-19 pandemic</li> <li>• COVID-19 employee assistance programs</li> </ul>	<p>PERMANENT</p>	<p>Retain as State archives</p>

## General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p><b>NB:</b> COVID-19 vaccination programs were delivered by DHW and delivery is covered in DHW agency specific RDS.</p> <p>For other routine vaccination programs see <b>GDS 30 v2 (as amended): 14.4.2 WORK HEALTH AND SAFETY – Health &amp; Safety Promotion &amp; Wellbeing</b> or <b>GDS 40 v1 (as amended): 44 IMMUNISATION (various)</b>.</p>		
8.1.2	Health & Safety Promotion & Wellbeing (COVID-19)	<p>Records relating to health surveillance and monitoring of individual staff relating to issues arising from COVID-19, can include:</p> <ul style="list-style-type: none"> <li>• staff surveys</li> <li>• medical examinations</li> <li>• health surveillance records.</li> </ul> <p>See Item <b>3.1.1 COMPENSATION (COVID-19) - Case Management (Compensation Claims - COVID-19)</b> for compensation claims by employees and the public for injury or death as a result of contracting COVID-19 while on agency premises or directly related to the agency's COVID-19 response policies.</p>	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
<b>8.2</b>	<b>Inspections (COVID-19)</b>	<i>The process of official inspections arising from an outbreak of COVID-19 in the workplace. Includes examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives and remedial action implemented.</i>		
8.2.1	Inspections (COVID-19)	<p>Records relating to inspections and investigations arising from an outbreak of COVID-19 in the workplace, can include:</p> <ul style="list-style-type: none"> <li>• inspection or investigation reports</li> <li>• remedial action undertaken.</li> </ul> <p>See <b>GDS 30 v2 (as amended): 14.4.2 WORK HEALTH AND SAFETY – Inspections</b> or</p>	TEMPORARY	Retain a minimum of 75 years after action completed, then destroy.

General Disposal Schedule for COVID-19 related records (GDS 48)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
		<p><b>GDS 40 v1 (as amended): 77.12 WORK HEALTH AND SAFETY - Hazard identification and risk assessment</b> for routine inspections <u>not related</u> to COVID-19.</p>		
8.3	<p><b>Reporting (COVID-19)</b></p>	<p><i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) as part of the agency COVID-19 response, and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</i></p>		
8.3.1	<p>Reporting (COVID-19)</p>	<p>Summary records created by the agency for tracking and reporting of staff COVID-19 cases and benchmarking against state and national infection rates, can include:</p> <ul style="list-style-type: none"> <li>• reports.</li> </ul>	<p>PERMANENT</p>	<p>Retain as State archives</p>