



# ***State Records Act 1997***

## **Operational Records Disposal Schedule**

### **For Department for Transport, Energy and Infrastructure (and predecessor agencies) (with exclusions)**

RDS **2010/12**      Version **4**

**First Extension Approved: 15 June 2021**

**Second Extension Approved: 27 June 2023**

**Third Extension Approved: 7 June 2024**

**Effective Date: 7 June 2011 to 30 June 2025**

# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

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### Preamble

### Purpose of the Schedule

This operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

### Application of the Schedule

Department for Transport, Energy and Infrastructure (and predecessor agencies) (with exclusions)

### Effective Date: 7 June 2011 to 30 June 2025

Three additional amendments were approved on 13<sup>th</sup> September 2011.

First extension approved: 15 June 2021

Second extension approved: 27 June 2023

Third extension approved: 7 June 2024

### Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

### Endorsement

Chair of State Records Council and Director of State Records of South Australia endorsed the schedule for further use on 25 June 2024.

### State Records' Contact Information

#### State Records of South Australia

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### Disposal of Official Records

#### Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

#### Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created by the agency, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with the agency staff to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives*.

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.



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### Relationship to other Disposal Schedules

The General Disposal Schedule for State Government Agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source 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 are met.

State Records issue 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 State Records website <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/disposal/general-disposal-schedules-gds>

### Using the Schedule

The Schedule applies only to the records described within it.

#### Layout

The Schedule is laid out as follows:

**Item Number:**

Numbering in the Schedule is multi level:

- Functions have single numbers (*e.g.* 1.)
- Activities and/or processes have two-level numbers (*e.g.* 1.1)
- Disposal classes have three-level numbers (*e.g.* 1.1.1)



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- Function:** The general functions are shown in bold upper case at the start of each section. ( e.g. **PUBLIC TRANSPORT SERVICES**)
- Activity/Process:** The activities and processes relating to each function are shown in bold lower case (e.g. **Ticketing**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (e.g. **The function of providing metropolitan and regional networked transportation services to the public via bus, train, light rail and tram. Includes outsourcing to providers, security, ticketing and subsidies.**)
  - definitions of activities are located adjacent to the activity title in italics (e.g. *The activity of producing and distributing tickets for passengers to use public transport. Includes sales and concessions*)
  - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

### Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records in the agency. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and the agency may extend the retention period of the record if it considers there is an administrative need to do so. Where an agency wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.





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### Custody and Transfer of the Record

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- (a) when the agency ceases to require access to the record for current administrative purposes or
- (b) during the year occurring 15 years after the record came into existence

whichever first occurs.

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Information Management Strategy and Standards*. Agencies need to comply with these policy documents available from the State Records' website <https://www.archives.sa.gov.au>.

The custody of official records on networks or hard drives is also the responsibility of agencies. Agencies need to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

### Notification of Proposed Destruction of Records

Agencies must keep their own record of all records destroyed under this RDS, 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 *Disposal Standard* issued by State Records of South Australia.

### Review

State Records' disposal schedules apply for a period of ten years. Either the agency or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.



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The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.

### **Compliance with the Determination**

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

### **Copyright**

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without the prior written permission of State Records of South Australia. The terms in the Schedule Body may include terms and relationships taken from the *Keyword AAA: A Thesaurus of General Terms* (© State Records Authority of New South Wales, 1995 and 1998), and are reproduced under a licence agreement between the Government of South Australia and the State Records Authority of New South Wales.



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### Context Statement

### Agency History and Background

#### Role and Function

During the 19<sup>th</sup> century, government involvement in the road network was kept to a minimum and was mainly confined to the provision of funding. Responsibility for road and bridge construction and maintenance in South Australia<sup>1</sup> came under the jurisdictions of the Office of the Surveyor General (created to administer road construction),<sup>2</sup> various Boards and Councils and Municipalities. A fledgling Highways Department<sup>3</sup> was set up to monitor government spending on the maintenance of main roads and the Public Works Department took responsibility for all other roads.

Government involvement increased with the popularisation of motor vehicles and the unprecedented demands it placed on the State's roads. State responsibility for road building grew rapidly and it became one of South Australia's most important construction agencies.<sup>4</sup>

The Department of Roads and Bridges was established in 1904. In April 1917, as part of a major reorganisation of offices under the Commissioner of Crown Lands and Immigration, the Roads and Bridges Department was amalgamated with sections in the Minister of Crown Land's Office to form the Local Government Department. In response to increasing government funding of the State's roads and bridges, the *Highways Act 1926 No 1769 of 1926 [assented to 16 December 1926]* created the new Department of Highways and Local Government Department. Department technical and financial assistance with road building and maintenance continued as the primary form of assistance to Local Government. The

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<sup>1</sup> Excepting the City of Adelaide which assumed responsibility for the development and maintenance of its own roads, and has continued to so up to the present day

<sup>2</sup> RDS 2000/010 Department for Transport, Urban Planning the Arts, p.5

<sup>3</sup> P. Donovan, *Highways*, (Department of Road Transport, 1991), p.14

<sup>4</sup> P. Donovan, *Highways*, (Department of Road Transport, 1991), pp. 1-14, p.17



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*Highways Act 1926* established legislative parameters that were to be in place for more than 60 years and marked a significant increase in funding and jurisdiction.<sup>5</sup>

Local Government control and State authority were separated when the Highways and Local Government Department became known as the Highways Department in March 1969. Local Government functions were transferred to the Local Government Office in the Ministry of Roads, Transport and Minister of Local Government, which had operated alongside the Highways and Local Government Department for some years under various titles.<sup>6</sup> In July 1974, following amalgamation with the Motor Vehicles Department, the Local Government Office in the Ministry of Roads, Transport and Minister of Local Government, became the Department of Transport.<sup>7</sup>

In July 1989 the Motor Registration Division of the Department of Transport was transferred to the Highways Department, followed soon after by the Road Safety Division in September 1989. A few days later the Highways Department was formally abolished and replaced by the Department of Road Transport. In addition, the Office of Transport Policy and Planning was created from the remains of the Department of Transport.<sup>8</sup>

The Office of Transport Policy and Planning was established for the purposes of developing transport policy, advising all transport related agencies on relevant issues, and conducting research on transport-related issues such as passenger transport, urban transport, aviation transport and freight transport.<sup>9</sup>

The Department of Road Transport was the road authority for South Australia from 1989 until 1994. In 1993 it temporarily became known as the Road Transport Agency. Its main function was to manage the road and bridge network and its use as an integrated part of the transport system. Responsibility for the construction and maintenance of roads was shared between the Department and the various Local Government Authorities. The Department was

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<sup>5</sup> SRSA catalogue reference GRG39 and GA145 accessed 25/08/2010; Donovan, *Highways*, (Department of Road Transport, 1991)

<sup>6</sup> SRSA catalogue reference GRG12; Donovan, *Highways*, (Department of Road Transport, 1991)

<sup>7</sup> SRSA catalogue reference GRG12

<sup>8</sup> P. Donovan, *Highways*, (Department of Road Transport, 1991), p.295

<sup>9</sup> SRSA catalogue reference GA621



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responsible for the construction, maintenance and improvement of the whole national highway network in the State, most of the arterial road network and part of the local road network.<sup>10</sup>

The year 1994 marked a significant change in the remit of the Department of Road Transport (Road Transport Agency) when it became responsible for the management of regional airports, rail safety and marine regulatory activities<sup>11</sup> as well as road management. Parts of some Commonwealth Agencies and Department of Marine and Harbors functions were incorporated into Transport Services (Safety and Regulation), and Transport Planning,<sup>12</sup> including safe navigation of intra- and inter- state and international shipping. Other Marine and Harbors functions were transferred to the South Australian Ports Corporation set up in October 1994 to manage South Australia's ports and related facilities and to develop commercially viable trade through the ports.<sup>13</sup> During this time the Department of Road Transport (and Road Transport Agency) developed from a major road construction organisation to one that was increasingly concerned with policy development and contractual management operations.

When the *Passenger Transport Act 1994* dissolved the State Transport Authority, it created the new Agencies of the Passenger Transport Board, which coordinated and funded the public transport system, and TransAdelaide, which operated metropolitan buses, trains and trams.

The Office of Transport Policy and Planning was succeeded by the Passenger Transport Board under the Minister of Transport in July 1994.<sup>14</sup> Some functions (such as responsibility for Access Cabs) were transferred to the Department of Road Transport.<sup>15</sup> The Passenger Transport Board continued to operate under this name until 2003.

The formation of TransAdelaide was a prelude to competitive tendering and the introduction of private operators into the Adelaide public transport network. Ownership of transport assets was transferred from TransAdelaide to the Department of Transport, while the Passenger

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<sup>10</sup> SRSA catalogue reference GA592

<sup>11</sup> RDS 1999/24 SA Ports Corporation, p. 3

<sup>12</sup> RDS 2002/010, p. 5

<sup>13</sup> RDS 1999/24 for South Australian Ports Corporation, p. 1, and RDS 2002/010

<sup>14</sup> SRSA catalogue reference GA591

<sup>15</sup> SRSA catalogue reference GA591



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Transport Board assumed responsibility for funding and regulating passenger transport and administering the competitive tendering of bus routes. These assets were 400 buses, Elizabeth, Lonsdale, St Agnes, Port Adelaide and Mile End depots, Regency Park Workshops, the Adelaide O-Bahn and the Crouzet ticketing system.<sup>16</sup>

In 1997 the Department of Transport Urban Planning and the Arts was established, succeeding the Department of Road Transport. Activities of the new Department included the integration of urban and regional development issues, transport infrastructure, transport services, cultural development and community needs. In 2002 it became the Department for Transport and Urban Planning. The Department administered the integration of urban and regional development, local government initiatives, the transport system and public transport services including a safe transport network for freight, passengers and other users.<sup>17</sup>

In May 2005 the Premier of South Australia, Mike Rann, announced the formation of the Department for Transport, Energy and Infrastructure (DTEI). Organisational change took place on 1 July 2005. The new Department retained many of the functions of the former Department for Transport and Urban Planning. The following agencies were also transferred to form part of DTEI - Energy SA, the Office of the Technical Regulator, the Office for Infrastructure Development (transferred from the Department of Primary Industries and Resources SA) and the Microeconomic Reform and Infrastructure Branch (from the Department of Treasury and Finance). In 2006, Service SA, Building Management and Land Services (from the Department for Administrative and Information Services) also became part of the Department.<sup>18</sup>

At the time of transition to the Department for Transport, Energy and Infrastructure in 2005, the Department for Transport and Urban Planning incorporated the following:

- Transport Planning Agency
- Transport Services Agency
- Planning SA
- Office of Public Transport
- Office of Local Government
- Corporate Services Division

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<sup>16</sup> TransAdelaide Annual Report 1995, p. 35

<sup>17</sup> SRSA catalogue reference GA1283

<sup>18</sup> RDS 2006/017 and Annual Report 2005/2006



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- Office of the North
- Office of the North West
- Office for the Southern Suburbs
- Regional Ministerial Offices: Office of the Murray, Upper Spencer Gulf, Flinders Ranges and Outback.

Planning SA, the Office of Local Government, the Office of the North, Office of the North West, Office for the Southern Suburbs, and the Regional Ministerial Offices, all once part of the Department for Transport and Urban Planning, were transferred to the Department of Primary Industries and Resources SA.<sup>19</sup> Customer Service Centres, including the Transport SA Call Centre, transferred from the Department for Transport and Urban Planning to the Department for Administrative and Information Services.<sup>20</sup>

The Office for Infrastructure Development was established as a Division within the Department for Administrative and Information Services in June 2003 as a response to one of the main recommendations of an Economic Development Board report - to improve coordination and prioritisation across agencies involved in infrastructure development. It transferred to the new Department for Transport, Energy and Infrastructure in July 2005. In May 2006 it changed its name to the Office of Major Projects and Infrastructure due to new roles transferred to the Office, including responsibility for major new transport infrastructure projects outlined in the Strategic Infrastructure Plan.<sup>21</sup>

During 2007-08 the Lands and Services SA Division within DTEI became two separate divisions, Lands Services Division and Service SA.<sup>22</sup>

Since 2008, Service SA on behalf of the Department for Transport, Energy and Infrastructure, enables the public to transact business through its 21 metropolitan Customer Service Centres. Here, the public can pay or renew vehicle and vessel registration and driver licences.

Today, the Department for Transport, Energy and Infrastructure works within a strategic framework integrating State Government and Commonwealth Government policies,

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<sup>19</sup> DTEI Annual Report, 2004 – 2005, p.5

<sup>20</sup> DTEI Annual Report, 05/06, p. 84

<sup>21</sup> DTEI Annual Report, 2006/2007

<sup>22</sup> DTEI Annual Report 2007/08





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initiatives and partnerships. The Department's work is guided by three principal South Australian Government policy documents: *South Australia's Strategic Plan*, *South Australia's Planning Strategy* and the *Strategic Infrastructure Plan for South Australia*. It leads the management of public sector information and communication technology services and infrastructure, building and transport, the provision of access to government services, and administers the State's lands titles system, by way of the Lands Services Division.<sup>23</sup>

The Department also works with the Commonwealth Government, and State/Territory and Local Governments to implement a variety of national priorities, including the Council of Australian Government agenda to deliver major regulatory reforms in transport, energy and infrastructure.<sup>24</sup> The Department took a leadership role in the implementation of the 2009-2010 Commonwealth Government's Nation Building Economic Stimulus Plan in South Australia, including investments in schools, transport, housing, community infrastructure and energy efficiency in homes. In addition, it is working towards delivery of the Commonwealth and State Governments' billion dollar investments in infrastructure and public transport.<sup>25</sup>

The Department aims to meet the State's future transport and energy requirements in a safe, efficient and ecologically sustainable way. The objectives<sup>26</sup> of the Department for Transport, Energy and Infrastructure are to:

- facilitate the effective delivery of key infrastructure projects for the State, consistent with priorities set out in South Australia's Strategic Plan 2007
- lead the development of transport and energy policies to help achieve the Government's strategic objectives
- manage government buildings and information and communication technology assets that support the delivery of services to the community
- administer and enforce a range of legislation and regulation in areas such as transport safety, energy safety and land administration
- process a range of property transactions and
- provide a single point of contact for government services.

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<sup>23</sup> Corporate Plan Update, 2009, p.10. See *Agency Structure* below for further information on their work

<sup>24</sup> Corporate Plan Update, 2009, p.3, p.10

<sup>25</sup> Corporate Plan Update, 2009, p.3

<sup>26</sup> Corporate Plan Update, 2009, p.4



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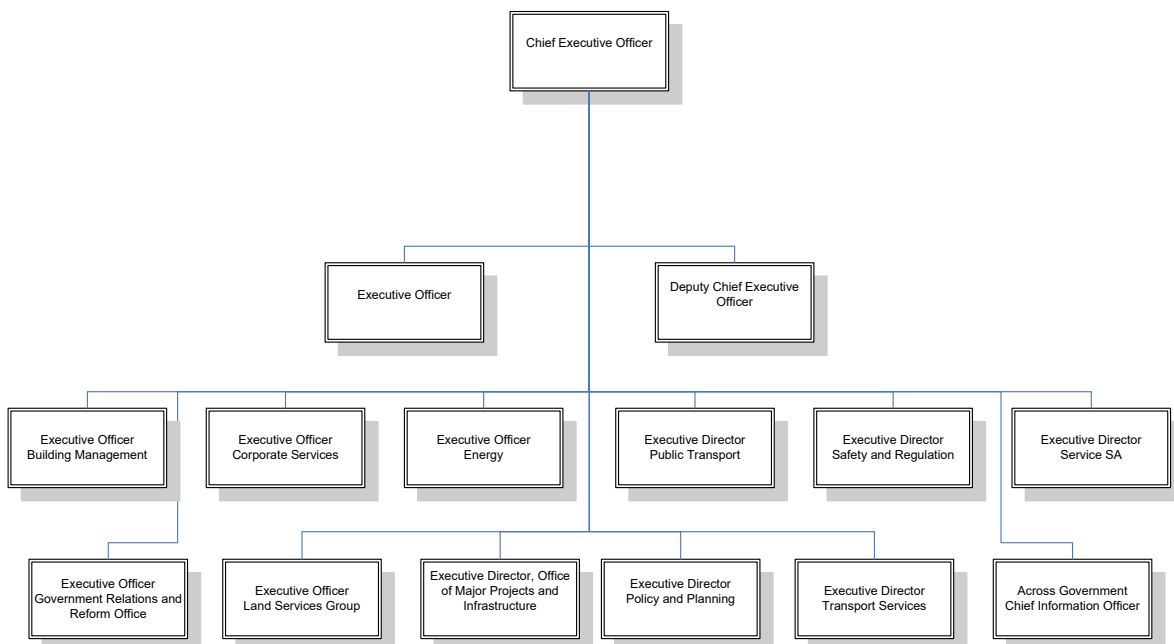
## Department for Transport, Energy and Infrastructure

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### Description of Agency Structure

#### Department of Transport Energy and Infrastructure

Organisation Structure as at May 2011



The Department for Transport, Energy and Infrastructure consists of 12 Divisions as follows:

1. Corporate Services Division comprises approximately 320 staff and is responsible for the Department for Transport, Energy and Infrastructure's advisory and service provisions in human resources, financial management, information communications technology including the Parliamentary Network Services Group, contracts and procurement, and other related business services.

The Corporate Services Division also promotes corporate governance across the entire Department.

2. The Government Relations and Reform Office promotes reforms to policy and regulatory frameworks, and business practices at national, state and departmental levels, to improve the provision and use of infrastructure. Working alongside other state agencies and jurisdictions its seven personnel also deliver the Council of Australian Governments reform agenda for



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infrastructure and other Commonwealth/State matters. The Division also supports the Department's executive team and coordinates and implements a variety of State Government policies.

3. The Office of Major Projects and Infrastructure consists of approximately 28 personnel and is responsible for the identification and implementation of major infrastructure requirements and their implementation. It is the principal facilitator for government, community and private sector infrastructure projects. The Office includes the Office of the Coordinator General responsible for the implementation of the Commonwealth Government's Nation Building Economic Stimulus Plan, and the Office of the Rail Commissioner (formerly TransAdelaide) responsible for train infrastructure projects.

4. The Policy and Planning Division has approximately 85 personnel who evaluate, develop, produce, implement and evaluate plans, policies and investment strategies. The Division also supervises transport issues and directs the amalgamation of land use and infrastructure planning.

5. The Public Transport Services Division has 700 staff following the merger with TransAdelaide in September 2010. The Division monitors the provision of public transport including bus, train and tram. It also supports the provision of passenger transport with service planning and design, contract management, marketing, communication, customer service and infrastructure.

6. The Safety and Regulation Division has 405 staff with business units located at approximately 20 sites. The Division consists of two operational Directorates - Road Safety, and Transport Safety Regulation. Organisational Development, and Finance and Business Branches also report to the Executive Director of the Division.

The Road Safety Directorate administers road vehicle registration and licensing, application support, community programs, driver training and audit, and a policy group.

The Transport Safety Regulation Directorate administers transport legislation and regulation of road, rail, marine, motor vehicle and tow truck operator licensing and driver histories of licence holders. The Directorate is the Regulator for sea worthiness including all vessels which result in reward or profit on rivers, dams, marinas or along the coast. The Department is the lead Agency in marine oil spill response and is involved in State Development projects involving a maritime component eg, export.

The Office of the Rail Safety Regulator is located in the Transport Safety Regulation Directorate, and reports directly to the Chief Executive. It administers the *Rail Safety Act*



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1996 and regulates all light rail, freight rail and passenger rail Operators.<sup>27</sup> National reform in relation to rail regulation is underway at the time of writing this Schedule. National rail regulation will be structured in, and hosted by South Australia, however the final relationship between State and Federal Government is not yet determined.

7. The Transport Services Division is the oldest and the largest Division in the Department for Transport, Energy and Infrastructure. The Transport Services Division up to 2010 and before the merger with TransAdelaide had approximately 770 staff across eight locations. The Division consists of three Directorates - Statewide Operations and Programs, Road and Traffic Management and Projects.

The Transport Services Division is responsible for the critical activities of road and traffic management. The Division manages, controls and operates state owned road and marine transport assets, traffic on the arterial roads, planning and delivery of key transport schemes, and participates in the development of transport and road safety policy. The Department for Transport, Energy and Infrastructure has moved this century from *owning* assets to *managing* assets.

Statewide Operations and Programs' six business units are responsible for the maintenance and construction of pavements across the State - bridges, drains and roads - not managed by Local Government and marine facilities for 4000 kilometres of the South Australian coast. It includes wharves, ex-council jetties, ferry and boat ramps, ports, marinas, fleet management of light vehicles and heavy plant. The Department for Transport, Energy and Infrastructure has the second largest cable driven ferry fleet in the western world. This Directorate maintains ferries on the Murray River, air strips, structural steel work, spatial intelligence, road incident information and road condition reporting.

It is also responsible for the safety of river and sea going vessels, lighthouses and all navigational aids and signs – 697 navigational aids, of which 409 are unlighted, 288 are lighted and 603 are off shore.

The Road and Traffic Management Directorate's three regional offices manage the sealed roads and unsealed outback roads, operation of traffic signals, traffic investigations, the

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<sup>27</sup> The *Rail Safety Act* came into effect in May 1998 and by April 1999 the Rail Safety Unit of Transport SA audited all rail business, both trains and trams, to ensure conformance to the AS4292 and ISO9000.<sup>27</sup>



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control centre, traffic hazards, asset maintenance, network management, and ferry services. The Directorate is also responsible for statewide maintenance of traffic signals, road lighting, the intelligent transport system, traffic operations, land use coordination, and level crossings.

The Projects Office Directorate consists of approximately 300 staff and manages projects such as the tram extension and Southern and Northern Expressways, and researches methods and new technologies to increase the safety, effectiveness and efficiency of State transport infrastructure and services.<sup>28</sup> Infrastructure Delivery is the Project Directorate's primary business unit and includes roads, signs, line-marking, reconstruction, rest areas, rail, marine, and bridges. Non-Infrastructure Delivery includes administration, information technology, and regulatory change. The Directorate remit also includes service level agreements and contractual work, vegetation surveys and approvals, Native Title approvals, development assessment, road design, planning work under legislation, and land contamination issues.

8. The Building Management Division gives advice and management services to other Government Agencies in the maintenance, replacement, refurbishment and demolition of major buildings, government employee housing, office space, and road, marine and rail property.

9. The Energy Division works with Government, industry and community to provide a cost effective and reliable and sustainable energy efficient future for South Australia. The Division also conducts several energy programs including the provision of energy supplies to remote communities. Placed within the Energy Division, The Office of the Technical Regulator enforces and promotes compliance with technical and safety regulations.

10. The Land Services Group provides policy advice, information, support and specialised services on land administration. The Division also conducts land survey infrastructure, a guaranteed system of land titling, property valuation, and land and property information to industry, government and the community.

11. The Service SA Division provides government information and transactional services via information service centres, phone information lines, and online services. Service SA has recently been responsible for the upgrading of customer service activity across the nine metropolitan service centres and the introduction of the Office of Consumer and Business Affairs' services into all ten regional service centres.<sup>29</sup>

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<sup>28</sup> Corporate Plan Update 2009

<sup>29</sup> Annual Report 2008/2009, p. 8



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

12. The Office of the Chief Information Officer establishes strategic plans for the development of Information Communications Technology for the Government of South Australia. The Office also advises the Minister of Infrastructure, Cabinet and the Senior Management Council on information and communications technology investments, prioritising that investment across Government and assurance of service continuity.

In September 2010, TransAdelaide staff and activities merged with two Divisions of the Department for Transport, Energy and Infrastructure (Public Transport Services Division and Transport Services Division), and its primary function was transferred to the new Office of the Rail Commissioner.

### Predecessor Agencies

Before, and since the establishment of the Department for Transport, Energy and Infrastructure, its various functions and/or activities have gone through a succession of organisational transitions and name changes:

- **GA246 Survey General's Office, 1836 - 1917**<sup>30</sup>
- Central Board of Main Roads,<sup>31</sup> October 1849 – January 1852<sup>32</sup>
- Local Boards of Main Roads,<sup>33</sup> 1849 – 1887<sup>34</sup>
- Central Roads Board,<sup>35</sup> January 1852 – 1888<sup>36</sup>

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<sup>30</sup> State Records South Australia, Archive Search

<sup>31</sup> Government Gazette SA, November 8, 1849. Central Board of Main Road's members were appointed on 31<sup>st</sup> December 1851 for one year, Government Gazette, January 1<sup>st</sup> 1852, and then succeeded by Central Roads Board

<sup>32</sup> A GA Number has not been allocated by State Records

<sup>33</sup> State Records South Australia catalogue reference. GRG39

<sup>34</sup> A GA Number has not been allocated by State Records

<sup>35</sup> Year dates, Donovan.

<sup>36</sup> A GA Number has not been allocated by State Records



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

- **Inspector of Main Roads, 1888 – 1904<sup>37</sup>**
- **Department of Roads and Bridges<sup>38</sup>, 1904 – 1917<sup>39</sup>**
- **GA273 Local Government Department, April 1917 - March 1927<sup>40</sup>**
- **GA145 Highways and Local Government Department, March 1927 – 1969<sup>41</sup>**
- GA648 Transport Control Board, 1930 - 1975<sup>42</sup>
- **GA237 Highways Department, March 1969 – September 1989**
  - GA243 Motor Registration Division, 1974 - unknown<sup>43</sup>
  - Road Safety Division
- Office of the Director General of Transport, 1972 – July 1974<sup>44</sup>
- GA242 Motor Vehicles Department, 1912 - July 1974<sup>45</sup>
- GA90 State Transport Authority, 1920 – 1994<sup>46</sup>
  - GA106 – Bus and Tram Division, 1975 - 1978<sup>47</sup>

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<sup>37</sup> A GA Number has not been allocated by State Records

<sup>38</sup> The Department of Roads and Bridges, and Crown Lands, were brought together in the Local Government Department in 1917, *Roads Through History*, History Trust of South Australia website, accessed 06/09/2010

<sup>39</sup> A GA Number has not been allocated by State Records

<sup>40</sup> State Records South Australia catalogue reference. GRG12

<sup>41</sup> State Records South Australia catalogue reference. GRG12

<sup>42</sup> State Records South Australia, ArchiveSearch

<sup>43</sup> State Records South Australia, ArchiveSearch

<sup>44</sup> Department for Transport Annual Report, 1988/1989

<sup>45</sup> State Records South Australia, ArchiveSearch

<sup>46</sup> State Records South Australia, ArchiveSearch

<sup>47</sup> State Records South Australia, ArchiveSearch



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

- **GA277 Department of Transport, July 1974 - 1989<sup>48</sup>**
  - Transport Policy and Research Division
  - Road Safety Division
  - Northeast Busway Project Team
  - GA243 Motor Registration Division, 1974 - unknown<sup>49</sup>
- **GA1073 Department of Road Transport, September, 1989 – 2003-04<sup>50</sup>**
  - GA621 Passenger Transport Board, taxi industry, <sup>51</sup> 1994 - 2003<sup>52</sup>
  - Office of Transport Planning
  - Road Safety Division
  - GA591 Office of Transport Policy and Planning, 1989 - 1994<sup>53</sup>
- **GA592 Department of Transport (II), 1993 – 2006-07<sup>54</sup>**
  - Road Transport Agency<sup>55</sup>
  - GA621 Passenger Transport Board, 1994 - 2003<sup>56</sup>
  - Transport Services Division, Marine and Harbors
  - Safety and Regulation Division
  - Transport Services

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<sup>48</sup> Dates from State Records South Australia catalogue

<sup>49</sup> State Records South Australia, ArchiveSearch

<sup>50</sup> State Records South Australia, ArchiveSearch

<sup>51</sup> The taxi industry came under the Passenger Transport Board in 1994 (predecessor to Office of Public Transport)

<sup>52</sup> State Records South Australia, ArchiveSearch

<sup>53</sup> State Records South Australia, ArchiveSearch

<sup>54</sup> State Records South Australia, ArchiveSearch

<sup>55</sup> Annual Report 2005/2006, p. 84

<sup>56</sup> State Records South Australia, ArchiveSearch



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## Operational Records Disposal Schedule

### Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

- Transport Planning
- **GA790 Department for Transport, Urban Planning and the Arts, July 1997 - July 2001<sup>57</sup>**
  - Office of Passenger Transport Board
  - Transport Planning<sup>58</sup>
  - GA1051 - Transport SA
- **GA1283 Department for Transport and Urban Planning, July 2001 – July 2005<sup>59</sup>**
  - Office of Passenger Transport Board
  - GA621 Passenger Transport Board, 1994 - 2003<sup>60</sup>
  - Corporate Services
  - GA1051 - Transport Services Agency (Transport SA)
  - Transport Planning
  - GA1690 - Office of Public Transport
- GA795 - Department for Administrative and Information Services, July 1998 – July 2005 (part)
- GA812 - South Australian Government Information and Communication Services.<sup>61</sup>
  - GA188 - Office of Infrastructure Development
- GA681 - Department of Treasury and Finance, January 2001 – June 2005 (part):
  - Micro-Economic Reform and Infrastructure<sup>62</sup>
- GA614 TransAdelaide, 1994 - 2010<sup>63</sup>.

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<sup>57</sup> State Records South Australia, ArchiveSearch

<sup>58</sup> RDS 1999/24 South Australian Ports Corporation, p.1

<sup>59</sup> State Records South Australia, ArchiveSearch

<sup>60</sup> State Records South Australia, ArchiveSearch

<sup>61</sup> RDS 2007/08 Government Information and Communications Technology Services

<sup>62</sup> Ibid

<sup>63</sup> State Records SA, ArchiveSearch





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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

### Successor Agencies

There are no successor Agencies.

### Legislation

Legislation<sup>64</sup> administered by the agency or affecting its operational requirements includes:

- *Adelaide Railway Station Development Act 1984*
- *Commissioner of Public Works Incorporation Act 1917*
- *Development Act 1994*
- *Electrical Products Act 2000*
- *Electricity Act 1996 and Regulations*
- *General Tramways Act 1884*
- *Goods Securities Act 1986*
- *Harbors and Navigation Act 1993*
- *Highways Act 1926*
- *Maritime Services (Access) Act 2000*
- *Metropolitan Adelaide Road Widening Plan Act 1972*
- *Mile End Underpass Act 2005*
- *Mobil Lubricating Oil Refinery (Indenture) Act 1976*
- *Motor Vehicles Act 1959*
- *Passenger Transport Act 1994*
- *Rail Safety Act 2007*
- *Road Traffic Act 1961*
- *Roads (Opening and Closing) Act 1991*
- *South Australian Ports (Bulk Handling Facilities) Act 1996*
- *South Australian Ports (Disposal of Maritime Assets) Act 2000*
- *TransAdelaide (Corporate Structure) Act 1998.*

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<sup>64</sup> Annual Report, 2008/2009, pp. 10 - 11



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

Commonwealth legislation impacting the agency includes:

- *Aboriginal and Torres Strait Islander Heritage Protection Amendment Act 1987*
- *Air Navigation Act 1920*
- *Australian Maritime Safety Authority Act 1990*
- *Civil Aviation (Carriers' Liability) Act 1959*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *Fisheries Management Act 1991*
- *Historic Shipwrecks Act 1976*
- *Marine Safety (Domestic Commercial Vessel) National Law Act 2012*
- *Motor Vehicle Standards Amendment Act 2001*
- *National Transport Commission Act 2003*
- *National Transport Commission (Road Transport Legislation - Road Transport Charges Act) Regulations 2006*
- *Native Title Act 1993*
- *Native Title Legislation Amendment Act 2021*
- *Navigation Act 2012*
- *Protection of the Sea (Prevention of Pollution from Ships) Act 1983*
- *Transport Safety Investigation Act 2003*

## Context of the Records Covered by the Schedule

### Coverage of the RDS

This RDS has been developed for the Department for Transport, Energy and Infrastructure (and their predecessors), as follows:

- Corporate Services
- Government Relations and Reform Office
- Office of Major Projects and Infrastructure
- Planning and Policy
- Public Transport Services



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

- Safety and Regulation
- Transport Services.

Divisions of the Department for Transport, Energy and Infrastructure which are excluded from coverage in this RDS, because they either (a) have coverage through an existing RDS for their Division, or (b) are anticipated to develop their own RDS in the future, are:

- Building Management Division (has existing schedule - RDS 2005/24 Version 1)
- Office of the Chief Information Officer (RDS to be developed)
- Energy Division (has existing schedule – RDS 2006/17 Version 1)
- Land Services Group (has existing schedule – RDS 2003/23 Version 2)
- Service SA Division (has yet to be approved schedule – RDS 2011/06 Version 1).

In addition, this Schedule does *not* cover records documenting the functions and activities of TransAdelaide, prior or subsequent to its merger with the Department for Transport, Energy and Infrastructure in September 2010. TransAdelaide is currently covered by RDS' 2000/15 and 2002/16 for pre-merger records. Further disposal coverage for TransAdelaide is currently under consideration by DTEI.

RDS 2010/12 Version 1 does not cover records already in the custody of State Records as part of Government Record Groups GRG 39 Local Boards of Main Roads, GRG 12 Highways and Local Government Department, and GRG 17 Motor Vehicles Department. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

A number of permanent Government Record Series (GRS) and parts of GRS' which are in the custody of State Records are also *not* covered under this Schedule but are instead covered either by retired Schedules or GDS 30 v2 (as amended) (see attachment for further details).

### Related Series Affected by the RDS

There are no related series affected by this RDS.

### Complementary RDS

- RDS 2002/16 Version 1 – TransAdelaide - Rail (tram and train) records 1906 ongoing, for paper based records, excluding drawings, maps and plans (approved by the State Records Council on 13 May 2003)



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

- RDS 2003/23 Version 2- Department for Transport, Energy and Infrastructure – Land Services Group (approved by the State Records Council on 8 June 2010)
- RDS 2004/07 Version 1 – Department of Administrative and Information Services – Office for Infrastructure Development (approved by the State Records Council on 11 May 2004)
- RDS 2005/24 Version 1 – Department of Administrative and Information Services – Building Management (approved by the State Records Council on 13 December 2005)
- RDS 2006/17 Version 1 – Department for Transport Energy and Infrastructure – Energy Division (approved by the State Records Council on 14 August 2007)
- RDS 2011/06 Version 1 – Department for Transport Energy and Infrastructure – Service SA (to be approved)

### Existing Disposal Schedules Superseded by the RDS

The disposal classes in expired RDS 2000/10 - Transport SA (TSA), Department for Transport, Urban Planning and Arts (DTUPA) – are in part covered by this Disposal Schedule. Other disposal classes in RDS 2000/10 are the subject of administrative change, where the function was transferred to another Agency, or outsourcing.

Relevant disposal classes of RDS 2000/10 which are *not* covered by this Disposal Schedule are:

- 8.3.3 Aquaculture – allocation of licences (abalone etc) (transferred to PIRSA)
- 10.8 Railway crossings – maintenance of protective equipment (TransAdelaide).

### Records Structure Within the Agency

The records across the seven Divisions of the Department for Transport, Energy and Infrastructure are separate and independent collections, relevant to the business of each Division. Most Corporate files are managed in K-Net, the electronic document and records management system available in all Divisions. However, most operational records are managed in independent and ad-hoc systems. Further details are provided below in “Broad Description and Purpose of the Records” and “Arrangement of the Records.”

### Broad Description and Purpose of the Records

The records of the seven Divisions of the Department for Transport, Energy and Infrastructure reflect in many instances the technical and scientific nature of the activities they document.



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

This includes databases and complex series of records which have national importance and historical significance. The records supporting these are more Corporate in nature and include simple series, eg facilitative arrangements for meetings, managed in administrative files.

Major infrastructure projects create records that are complex in nature, eg public-private partnerships on major projects such as the Adelaide Entertainment Centre, and simple databases, eg spreadsheets, with very complex data linked to other databases.

The Department for Transport, Energy and Infrastructure utilises a Corporate Recordkeeping System, known as “K-Net” which is built on the Hummingbird Electronic Document and Records Management System software. K-Net was implemented across most Divisions of the Department in 2005. For the preceding decade, the Agency utilised ‘RecFind’ as the Corporate electronic index to hard copy files. This was used predominantly to record official paper files across most Divisions. Most common administrative records covered by the General Disposal Schedule 15 for State Government Agencies, are now kept in K-Net. Conversely, most operational records are kept in a myriad of purpose-designed databases, shared and non-shared drives. Some of these satisfy external standards and requirements for technical and scientific data such as the Pavement Management System; others are line-of-business systems which have external access links to Commonwealth agencies such as “Ezy-Reg” for vehicle registration.

Critical databases include “TRUMPS” which keeps data, including those about drivers, licensing and vehicles. TRUMPS is an internally developed information management system which has operated since 2005. TRUMPS was preceded by the internally-developed database “DRIVERS” which kept data from 1995 – 2004, and before that, an Olivetti system database kept the records from 1989 - 1994.

The microfiche of vehicle registrations (1980 – 1988) and bound books (1959 – 1979) which preceded the Olivetti system are still accessed from time to time.

The record formats in this Schedule include:

- bound volumes
- card indexes
- microfiche and microfilm
- Autocad drawings
- large scale paper drawings, specifications, charts and diagrams
- soil and rock core samples



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## Department for Transport, Energy and Infrastructure

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- video film
- specific digital data uploaded in various formats to drives
- AVI (audio video interleave) format files
- Hawkeye data
- closed circuit television (CCTV) and security camera data
- spectrograph plots.

### Functions and Activities Documented by the Records

The services of the Department for Transport, Energy and Infrastructure documented by the records covered in this Schedule are as follows:

- Transport Services – the Agency strives to provide a transport network that is safe and secure that meets community expectations, makes a positive contribution to the economy and has minimal impact on the environment
- Policy and Planning – the Agency develops, produces, implements and evaluates effective policies, plans and investment strategies as well as monitoring emerging transport issues
- Safety and Regulation – the Agency promotes, maintains and improves safety for transport users across the network through education campaigns, delivering services and regulation
- Public Transport – the Agency strives to improve the quality and frequency of public transport to attract patronage, enhance social inclusion and improve the environment
- Corporate Services – the Agency provides a range of services including human resources, contract and procurement, shared services, internal audit, information and communication technology, business support and media and communications
- Major Projects and Infrastructure – the Agency supports the economic, social and environmental development of the State by identifying infrastructure priorities for South Australia, coordinating infrastructure planning and development and facilitating the timely delivery of key projects
- Road Safety – the Agency researches road safety issues, informs the South Australian public about road safety and develops legislation, policies and countermeasures
- Government Relations and Reform – the Agency promotes reforms to policy and regulatory frameworks and government business practices to help achieve relevant South Australian Strategic Plan targets, manage their contribution to the Council of Australian Governments National Reform Agenda and coordinating Commonwealth-State relations matters.



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## Operational Records Disposal Schedule

### Department for Transport, Energy and Infrastructure

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The services are provided through the following business functions which form the structure of this Disposal Schedule:

- Community Development
- Environmental Management
- Infrastructure Management
- Marine Fleet Management
- Public Transport Services
- Regulating and
- Traffic Monitoring and Control.

Activities which support the above functions include:

- Asset Inventory
- Audit
- Contract Management
- Design and Construction
- Grant Allocating
- Incident Management
- Investigating
- Liaising
- Maintenance
- Monitoring
- Operational Policy and Procedures



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

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- Operator Compliance
- Planning and Coordination
- Project Management
- Registration and Licensing
- Security Management
- Ticketing.

### Arrangement of the Records

Hard copy files and digital records across the seven Divisions are arranged in a myriad of ways, pre- and post- K-Net including:

- prefixed annual single number systems, eg Corporate files 2011/08191/01 - with file names created using a minimum of 2 levels in their thesaurus followed by section specific details – PERSONNEL / PERSONAL FILE / J / SMITH, Sally (23/04/1981)
- prefixed vessel sequential number, eg 2011/04399/01, MARINE / SHIP SURVEY V30000-V30999 / V30000 Vessel Name: BOAT NAME
- plant number and sequential order, eg G10PP4 - 14
- road number and name order, eg RN546 Mount Barker Road – however this is no specific format as different Sections create files on different aspects of road management
- alphabetical order, eg photographs of named assets, eg Heysen Tunnels.

The predominant arrangement is annual single number order. The housing for these files includes manila folders, suspension folders and colour-coded files in polypropylene folders. There also exists closed card file indexes, eg for boat licensing 1975 – 1989, which are still used.

### Agency Creating the Records

Department for Transport, Energy and Infrastructure or its predecessor agencies created the records.

### Agency Controlling/Owning the Records

Department for Transport, Energy and Infrastructure controls and owns the records.





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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

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On behalf of the Department under a contract arrangement, Service SA processes some records. These records are the customer payments for predominantly vehicle registration and driver licensing and renewals, received in hard copy at the Service SA Customer Service Centres. They comprise 11,000 linear metres in volume stored off-site. Service SA controls the records while they are in their custody. However, once payment transactions are completed, custody and control are transferred to the Department. The Department always maintains ownership.

### Date Range of the Records

Records Date Range: c1914 to **Ongoing**

### Legislation Affecting Recordkeeping Requirements

- *Development Act 1994*
- *Electrical Products Act 2000*
- *Electricity Act 1996 and Regulations*
- *Harbors and Navigation Act 1993*
- *Highways Act 1926*
- *Maritime Services (Access) Act 2000*
- *Metropolitan Adelaide Road Widening Plan Act 1972*
- *Motor Vehicles Act 1959*
- *Passenger Transport Act 1994*
- *Protection of Marine Waters (Prevention of Pollution from Ships) Act 1987*
- *Rail Safety Act 2007*
- *Road Traffic Act 1961*
- *Roads (Opening and Closing) Act 1991*
- *South Australian Ports (Bulk Handling Facilities) Act 1996*
- *South Australian Ports (Disposal of Maritime Assets) Act 2000*

### Volume of the Records

With regards to the seven Divisions of DTEI (which includes 28 operational and technical Sections across 11 Directorates) covered by this RDS, on average each have 20 linear metres in localised storage, which equates in total to 560 linear metres. Additionally they are accumulating an average of 8 linear metres of records per year.



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## Operational Records Disposal Schedule

### Department for Transport, Energy and Infrastructure

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A specific record format - the microfiche Pavement records which are still used regularly - occupy 5 linear metres.

In some areas where paper records are dense due to the regulatory and auditing requirements, such as Driver Safety and Audit, the accumulation of paper records spikes to 20 linear metres per year. Other areas such as Field Services at Walkley Heights have approximately 250 linear metres of records from the late 1900s relating to pavement management work.

Core soil and rock samples are stored at Walkley Heights in 1m<sup>2</sup> trays and at any given time there can be 100-150 trays.

The Department for Transport, Energy and Infrastructure also stores 15,500 linear metres of inactive sentenced and unsentenced records at a commercial off-site storage facility in metropolitan Adelaide. In another Department for Transport, Energy and Infrastructure off-site storage area, there are a further 1,160 linear metres of inactive unsentenced records. At its offices in Grenfell Street, 30 linear metres of unsentenced records are also housed. Total inactive unsentenced records equals 16,690 linear metres.

In addition, it is estimated that approximately 1000 metres of permanent records are already in the custody of State Records (including GRG 12, 17 and 39 as well as a number of GRS’).

#### **Special Custody Requirements**

When the Department for Transport, Energy and Infrastructure relocated from their building at Walkerville to the Central Business District buildings, approximately 1,160 linear metres of inactive unsentenced records in Type 1 Archive boxes were transferred to the Agency storage facility at Netley. The reduced storage capacity at the new locations, and the expiration of RDS 2000/10 in July 2010 necessitated the use of the Netley storage site.

#### **Special Storage Requirements**

There are no special storage requirements.

#### **Issues Not Mentioned Previously**

There are no issues that have not been mentioned previously.



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

### Comments Regarding Disposal Recommendations

#### Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the state or are of national significance. The appraisal objectives adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this Schedule are:

**Objective 1:** *To identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies.*

The records of DTEI which meet this objective include:

- Records documenting programmed audits and triggered compliance inspections of the rail Operators by the Rail Safety Regulator including reports, Auditor notebooks, evidence from the Operator and photographs (6.1.1)
- Records documenting investigations relating to marine oil spills. Includes interviews, reports and photographs (2.2.1)

**Objective 2:** *To identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the state of South Australia.*

The records of DTEI which meet this objective include:

- Records documenting successful applications from the public for the funding of road safety projects that reduce car use, including those relating to Local Government partnerships. Includes application, assessment and decision (1.1.1)
- Records documenting major incidents affecting public transport, such as floods, earthquakes, extreme heat or bushfires. Includes statistics and reports and coordination with other Government Agencies (5.3.3)

**Objective 4:** *To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

The records of DTEI which meet this objective include:

- Database records of public transport ticket usage and sales data for producing longitudinal reports of the ticketing system (5.10.1)



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## Operational Records Disposal Schedule

### Department for Transport, Energy and Infrastructure

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- Database records of road traffic information including traffic volumes, flows, type of vehicle, traffic stream composition, give way delays, mass of vehicles, travel times and speeds (7.7.3)

**Objective 5:** *To identify and preserve official records that contribute to the protection and well being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of government activities on them.*

The records of DTEI which meet this objective include:

- Records documenting safety and community programs for Aboriginal people in remote communities (1.2.2)
- Records documenting environmental water testing for levels of contamination including laboratory results (2.3.5)

### Temporary Records Rationale

Temporary records are those considered not to have continuing value to the Department for Transport, Energy and Infrastructure, the State Government nor to society. Records documenting core business activities in this Schedule that are considered of temporary value, have short, or less-than-permanent terms before expiry.

These include:

- Facilitative project records, including draft agreements, unsuccessful proposals, submissions and registrations of interest, advice letters and project variations, .administrative processes for managing public transport ticketing distribution (2.6.5)
- Records documenting planning to determine public bus routes, frequency and timetables. Includes liaison with contractors (5.7.3)
- Records documenting testing and tagging of electrical appliances and equipment in accordance with Australian Standards. Includes inspections, results and reports (6.1.8)
- Records documenting contracts and service agreements with Marine Surveyors to conduct sea-worthiness survey inspections of vessels (6.2.4)
- Records documenting public requirements for the closing and re-opening of arterial roads. Includes approval from the South Australia Police (7.5.3)

and activities where the retention decision was guided by complementary temporary disposal actions in the GDS 30 v2 (as amended).



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

### Other Disposal Considerations

There are no other disposal considerations.

### Disposal Recommendation Effect on Related Records

Related TransAdelaide records are not affected by this Schedule.

### Alternative Record Formats

The records are documented in many differing formats throughout this Schedule. (*See also Broad Description of the Records*). Where the records are digital, the disposal action requires that they be managed and maintained for the required period. Most records have some digital component. Other less common formats include specialised digital data collected by highly technical processes eg. Hawkeye data, spectrographs and laser photography.

### Other Information

Some information contained in this Schedule might be replicated in Local Government records; however they will be scattered across many Councils.

Sentences for most records have been informed by the appraisals of similar records in the General Disposal Schedules 15 and 20. Elsewhere, risk analysis of the activities which document the records, and undertaken in consultation with the Agency staff has determined the disposal action. In activity areas where public safety, historical transportation information or compliance is concerned, a conservative appraisal has prevailed. However, facilitative documents which form a considerable part of the Schedule, and those documents whose data are recorded in permanent-retention databases have been recommended for short retention periods. Although several efforts were made to engage the Agency's Legal Services' opinions of disposal actions, there was no response.

### Impact on Native Title Claims

This Schedule impacts Native Title in areas where Agency activities are executed on land with current or continuing occupancy by Aboriginal groups. They include the following:

- liaison with the Raukkan Aboriginal Community, for the operation of the Narrung Ferry and any infrastructure work on the banks of the river to support this service (item 5.4.1)
- environmental impact assessments of areas involved in planned development or projects that impact on Aboriginal land, including Native Title claims and clearances.



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

(and predecessor agencies) (with exclusions)

### Aboriginal Considerations

The Schedule meets all cultural, historical, legal and administrative requirements.

The determinations within the Schedule are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*. The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.



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# Operational Records Disposal Schedule

## Department for Transport, Energy and Infrastructure

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### Scope Note

#### Records Covered by this Schedule

RDS 2010/12 Version 1 applies to the operational records of seven Divisions of the Department of Transport, Energy and Infrastructure (and related predecessor agencies) as follows.

- Corporate Services
- Government Relations and Reform Office
- Office of Major Projects and Infrastructure
- Planning and Policy
- Public Transport Services
- Safety and Regulation
- Transport Services.

Divisions of the Department for Transport, Energy and Infrastructure which are excluded from coverage in this RDS, because they either (a) have coverage through an existing RDS for their Division, or (b) are anticipated to develop their own RDS in the future, are:

- Building Management Division (has existing schedule - RDS 2005/24 Version 1)
- Office of the Chief Information Officer (RDS to be developed)
- Energy Division (has existing schedule – RDS 2006/17 Version 1)
- Land Services Group (has existing schedule – RDS 2003/23 Version 2)
- Service SA Division (has yet to be approved schedule – RDS 2011/06 Version 1).

In addition, this Schedule does *not* cover records documenting the functions and activities of TransAdelaide, prior or subsequent to its merger with the Department for Transport, Energy and Infrastructure in September 2010. TransAdelaide is currently covered by RDS' 2000/15 and 2002/16 for pre-merger records. Further disposal coverage for TransAdelaide is currently under consideration by DTEI.

RDS 2010/12 Version 1 does not cover records already in the custody of State Records as part of Government Record Groups GRG 39 Local Boards of Main Roads, GRG 12 Highways and Local Government Department, and GRG 17 Motor Vehicles Department. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.



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A number of permanent Government Record Series (GRS) and parts of GRS' which are in the custody of State Records are also *not* covered under this Schedule but are instead covered either by retired Schedules or GDS 30 v2 (as amended) (see attachment for further details).

### How to Apply this Schedule

#### Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30 v2**, as amended, or its successor. Cross-references to the **GDS 30 v2** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may have relevance to Native Title* attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

#### Use in conjunction with, or complementary to, other RDS

Complementary Schedules are as follows:

- RDS 2002/16 Version 1 – TransAdelaide - Rail (tram and train) records 1906 ongoing, for paper based records, excluding drawings, maps and plans (approved by the State Records Council on 13 May 2003)
- RDS 2003/23 Version 2- Department for Transport, Energy and Infrastructure – Land Services Group (approved by the State Records Council on 8 June 2010)
- RDS 2004/07 Version 1 – Department of Administrative and Information Services – Office for Infrastructure Development (approved by the State Records Council on 11 May 2004)
- RDS 2005/24 Version 1 – Department of Administrative and Information Services – Building Management (approved by the State Records Council on 13 December 2005)
- RDS 2006/17 Version 1 – Department for Transport Energy and Infrastructure – Energy Division (approved by the State Records Council on 14 August 2007)
- RDS 2011/06 Version 1 – Department for Transport Energy and Infrastructure – Service SA (to be approved).

#### Other RDS superseded by this RDS

The disposal classes in expired RDS 2000/10 - Transport SA (TSA), Department for Transport, Urban Planning and Arts (DTUPA) – are in part covered by this Disposal





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Schedule. Other disposal classes in RDS 2000/10 are the subject of administrative change, where the function was transferred to another Agency, or outsourcing.

Relevant disposal classes of RDS 2000/10 which are *not* covered by this Disposal Schedule are:

- 8.3.3 Aquaculture – allocation of licences (abalone etc) (transferred to PIRSA)
- 10.8 Railway crossings – maintenance of protective equipment (TransAdelaide).

### **Re-sentencing of records where schedules are superseded, or particular entries within a schedule are superseded**

The Department for Transport, Energy and Infrastructure (and successor agencies) will review and re-sentence the records whose retention periods have altered.

### **Records excluded from this RDS**

RDS 2010/12 Version 1 does not include any records which document business functions and activities of the (former) TransAdelaide, nor does it supersede any disposal classes in TransAdelaide Disposal Schedules as follows:

- RDS 2000/15 (expired) – TransAdelaide - STA and TransAdelaide bus and associated services
- RDS 2002/16 – TransAdelaide - Rail (tram and train) records 1906 ongoing, for paper based records, excluding drawings, maps and plans.

### **Application to records in all formats**

RDS 2010/12 Version 4 applies to records in all formats, including databases and other electronic records. The agency is required to ensure that records remain accessible for the duration of designated retention periods.

## **Interpretation of the Schedule**

### **Minimum retention periods**

Retention periods for temporary records shown in the Schedule are minimum retention periods for which records need to be retained. It is at the agency's discretion as to whether records are kept for longer than the minimum period.



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### Acronyms

- AVI - Audio Video Interleave
- OFID - Office of Infrastructure Development
- CCTV – Closed Circuit Television
- DTEI – Department for Transport, Energy and Infrastructure
- GPS – Global Positioning System
- TIRTL – Transportable Infra-Red Traffic Logger
- TRUMPS – Transport Regulation User Management Processing System
- VHS – Video Home System

### Definitions of terms specific to the RDS

- Analogue camera – A camera that uses VHS or a still based film
- Alcohol interlock - An ignition locking device or breath alcohol ignition, requires an alcohol-free breath test to unlock device
- Apron – Portion of rural road between pavement and grass. Includes berthing section of marinas
- Arterial road - A main road or highway
- Bilge testing - testing of water that collects and stagnates in the bottom of ships
- Boat Coding System – Unique identification numbering systems for registered boats and other vessels
- Culvert- A sewer or drain crossing under a road
- Dredging - Cleaning out the bed of a harbour, river, or other area of water by scooping out mud, weeds, and rubbish
- Gantries – Bridge-like overhead structures with a platform supporting equipment such as a crane, railroad signals, lights, or cameras
- Hawkeye – A portable device designed to measure and record longitudinal pavement shape
- Hull Identification Number – Unique numbered tag to identify a registered recreational boat
- Hydrographic Surveys - The science of measurement and description of features which affect maritime navigation



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- Infrastructure – Basic physical and organisational structures and facilities (eg. buildings, roads and public transport) needed for the operation of a society or enterprise, or the services and facilities necessary for an economy to function
- Intelligent Access Program – Intelligent transport system which uses GPS and satellite-based technology to remotely monitor where, when and how heavy vehicles are operated on the road network
- Land Divisions – The dividing of land by Torrens Title, Community Title, Strata Title or by lease, including boundary realignment
- Marine Qualifications – A Marine Certificate of Competency (Marine Qualification) is required to be employed in a key role aboard a vessel or in command of a commercial vessel or to take responsibility for the vessel's machinery systems. Certificates of Competency include Mate, Coxswain, Skipper and Marine Engine Driver
- Mass Management Scheme – Authorises participants of this scheme to operate vehicles (trucks) with a higher mass limit when fitted with road safety suspensions. It also provides Operators with maps which details the routes available for higher mass
- Non-significant – refer to Project Management disposal classes throughout Schedule for definition
- Pavements - The hard surface of a road, street or airstrip
- Personalities – Technical profile unique to each set of road traffic signals
- Photo-kit – A kit for processing photographs and licences for applicants who are overseas
- Railway sidings - A low-speed track section distinct from a through route such as a main line or branch line
- Revetment walls - A facing or veneer of stone, concrete, or other materials constructed on a sloping embankment, or beach face to protect it against erosion caused by waves or currents
- Road Centreline System - A location framework for storing and integrating all road related data
- Road Classification Scheme – The allocation of a unique number to each road. May include category, eg Rural or Highway
- Road Corridor – Road pavement, plus road reserve
- Safe-T-Cam – Registered and patent name for type of digital camera
- Sand entrance channels - The continual maintenance pumping of sand from a harbour entrance channel to keep it navigable
- Service Provider – An entity that provides services to other entities



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- Significant – refer to Project Management disposal classes throughout Schedule for definition
- Smart Cards - A plastic card containing a computer chip and enabling the holder to use on all Public Transport Services
- Spectrograph plots – a graph used for the analysis of the composition of materials such as paint and road surfaces
- Stockpile – a store of available resources, in this Schedule gravel or road building components
- Stormwater Management Authority – Established on 1 July 2007, responsible for the proper operation of the Stormwater Management Agreement between the State of South Australia and the Local Government Association. The Authority is responsible for assessing and approving the allocation of funds for the preparation of Local Government stormwater management plans and the associated works
- Traffic Control Devices – Speed humps, roundabouts that control the flow of traffic, etc
- Urban and regional development – Building work, change of land use and division of land in metropolitan and country areas
- Water Hydro Surveys - Survey of a water area with particular reference to tidal currents, submarine relief, and any adjacent land.

## Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state acts, a copy of any work published in Australia needs to be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (*s.35, Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software, CD-ROMs, compact discs and other items made available to the public.



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#### Records and Litigation

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

#### Records Dated Prior to 1901

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

In this instance, this RDS does not cover pre-1901 records.



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**Department for Transport, Energy and Infrastructure**  
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FUNCTION Activity / Process		Description	Disposal Action
<b>1</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>The function of working with Government and the community to implement programs and participate in urban and regional development processes. Includes grant funding programs and Local Government partnerships.</b>	
<b>1.1</b>	<b>Grant Allocating</b>	<i>The activity of providing funding to the community, individuals and local councils for approved nominated projects and initiatives.</i>	
1.1.1	Grant Allocating	Records documenting successful applications from the public for the funding of road safety projects that reduce car use, including those relating to Local Government partnerships. Includes applications from the public and Local Government, assessment and decision.	<b>PERMANENT</b>
1.1.2	Grant Allocating	Records documenting unsuccessful applications from the public and Local Government for the funding of road safety projects. Includes application, assessment and decision.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>1.2</b>	<b>Liaising</b>	<i>The activity of maintaining communications with other organisations in order to ensure concerted action and cooperation.</i>	
1.2.1	Liaising	Records documenting community programs, including programs aimed at safer, greener and/or more active travel. Includes reports and strategies.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
1.2.2	Liaising	Facilitative records documenting community programs, including programs aimed at safer, greener and/or more active travel. Includes information kits and booklets for hosting workshops, interactive web based games to support schools, agreements, proposals, registrations of interests.	<b>TEMPORARY</b> Destroy 5 years after last action
1.2.3	Liaising	Records documenting safety and community programs for Aboriginal people in remote communities.	<b>PERMANENT</b>
1.2.4	Liaising	Survey data relating to community programs about travel behaviour - mode of travel, attitudes to travel and alternative means of transport.	<b>TEMPORARY</b> Destroy 10 years after action completed If digital, maintain and reformat as required for 10 years after action completed
1.2.5	Liaising	Records documenting the compilation and use of geospatial data for analysing school routes, distances, modes of transport, etc.	<b>TEMPORARY</b> Destroy 10 years after action completed If digital, maintain and reformat as required for 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
1.2.6	Liaising	Records documenting comments and recommendations to Local Government authorities and the Development Assessment Commission, regarding Development proposals which have an impact on arterial roads.	<b>TEMPORARY</b> Destroy 5 years after last action
1.2.7	Liaising	Records documenting comments and recommendations to Local Government authorities and the Development Assessment Commission, regarding land divisions.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>1.3</b>	<b>Operational Policy and Procedures</b>	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
1.3.1	Operational Policy and Procedures	Records documenting specific operational policy, procedures and work instructions.	<b>PERMANENT</b>
<b>2</b>	<b>ENVIRONMENTAL MANAGEMENT</b>	<b>The function of maintaining and protecting sustainable natural environments. This includes the protection, rehabilitation and management of air, soil, water and coast.</b>	
<b>2.1</b>	<b>Contract Management</b>	<i>The activity of arranging, procuring and managing the performance of work outsourced to an external contractor through service agreement, contract or lease. Includes Agency contracting out services as a Service Provider.</i> <b>See GDS 30 v2 6.5 FINANCIAL MANAGEMENT – Control for Register of Contracts.</b>	
2.1.1	Contract Management	Cancellation of contract for non-compliance and/or precedent setting cases.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
2.1.2	Contract Management	Quality control and compliance in relation to specialty contracts.	<b>TEMPORARY</b> Destroy 17 years after action completed
2.1.3	Contract Management	Quality control and compliance in relation to simple contracts.	<b>TEMPORARY</b> Destroy 8 years after action completed
2.1.4	Contract Management	Records documenting contracts and service agreements for the management of security, maintenance and disposal of waste at oil waste stations owned by the Agency and made available to the fishing industry.	<b>TEMPORARY</b> Destroy 17 years after action completed
2.1.5	Contract Management	Records documenting contracts and lease agreements for the management of sand entrance channels and aprons by dredging.	<b>TEMPORARY</b> Destroy 17 years after action completed
2.1.6	Contract Management	Records documenting contracts to manage vessel sewage pump-out, testing of water levels of contamination and bilge testing.	<b>TEMPORARY</b> Destroy 17 years after action completed
<b>2.2</b>	<b>Incident Management</b>	<i>The activity of managing incidents and emergencies and coordinating teams, including identifying, analysing and correcting hazards, post-incident analysis, and the development of precautions and controls. Includes claims made by and against the Agency involving personal and property damage.</i>	



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FUNCTION Activity / Process		Description	Disposal Action
2.2.1	Incident Management	Records documenting investigations of environmental hazards and incidents where DTEI is the lead Agency, e.g. marine oil spills. Includes interviews, reports and photographs.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
2.2.2	Incident Management	Records documenting investigations of environmental hazards and incidents where DTEI is not the lead Agency. Includes interviews, reports and photographs.	<b>TEMPORARY</b> Destroy 7 years after action completed
2.2.3	Incident Management	Records documenting the Agency seeking reimbursement for damage caused to Agency-owned assets as a result of an oil spill. Including jetties and navigational aids.	<b>PERMANENT</b>
<b>2.3</b>	<b>Monitoring</b>	<i>The activity of observing, measuring and testing environmental or traffic situations for compliance, safety or for any changes which may occur over time.</i>	
2.3.1	Monitoring	Records documenting the management and maintenance of drain outlets to the ocean including inspections, reports and strategies.	<b>PERMANENT</b>
2.3.2	Monitoring	Facilitative records documenting the management of drain outlets to the ocean including work orders, programs and photographs.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
2.3.3	Monitoring	Records documenting the monitoring and maintenance of revetment walls including inlets, outlets and subsidence of water levels. Includes strategies, reports and surveys.	<b>PERMANENT</b>
2.3.4	Monitoring	Facilitative records documenting the monitoring of revetment walls, including work orders, programs and photographs.	<b>TEMPORARY</b> Destroy 5 years after last action
2.3.5	Monitoring	Records documenting the management of sand entrance channels and aprons by dredging. Includes project management of contractors.	<b>PERMANENT</b>
2.3.6	Monitoring	Summary records documenting environmental water testing for levels of contamination including statistics, summarised laboratory results, strategies and reports.	<b>PERMANENT</b>
2.3.7	Monitoring	Facilitative records of environmental water testing including work orders, programs.	<b>TEMPORARY</b> Destroy 5 years after last action
2.3.8	Monitoring	Records documenting the management of security, maintenance and disposal of waste at oil waste stations owned by the Agency and made available to the fishing industry.	<b>PERMANENT</b>
2.3.9	Monitoring	Records documenting the management of vessel sewage pump-out, testing of water levels of contamination and bilge testing.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
<b>2.4</b>	<b>Operational Policy and Procedures</b>	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
2.4.1	Operational Policy and Procedures	Records documenting specific operational policy, procedures and work instructions.	<b>PERMANENT</b>
<b>2.5</b>	<b>Planning and Coordination</b>	<i>The process of setting goals, developing sequences and outlining tasks and schedules to accomplish the goals. Includes coordinating oil spills and scheduling public transport services.</i>	
2.5.1	Planning and Coordination	Records documenting the planning and coordination of environmental clean-up operations following oil spills. Includes response, lists of equipment, and communications with other Agencies, eg Environmental Protection Agency.	<b>PERMANENT</b>
2.5.2	Planning and Coordination	Facilitative records of planning and coordination of environmental clean-up operations following oil spills. Includes meeting arrangements and communications planning.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>2.6</b>	<b>Project Management</b>	<i>The activities involving a defined process and series of actions including directing, managing, planning, implementing and monitoring infrastructure, transport and non-infrastructure projects, including the final assessment and report at completion.</i>	



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FUNCTION Activity / Process		Description	Disposal Action
2.6.1	Project Management	Database records documenting the progress of projects. Includes data supporting the Initiate – Plan – Implement - Handover phases.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes





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## Department for Transport, Energy and Infrastructure (and predecessor agencies) (with exclusions)

FUNCTION Activity / Process		Description	Disposal Action
2.6.2	Project Management	<p>Records that document the progress of <u>significant</u> infrastructure (roads, rail, marine, bridges), eg Torrens Island Water Plan and non-infrastructure (administration, IT, regulatory) projects, which impact on the State and the public, have political or technical risks and/or is more than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
2.6.3	Project Management	<p>Records that document the progress of <u>non-significant</u> infrastructure, eg Review of Torrens Island Water Plan and non-infrastructure projects, where the project does not impact on the public or the State, have political or technical risks and/or is less than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<p><b>TEMPORARY</b> Destroy 10 years after action completed</p>



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FUNCTION Activity / Process		Description	Disposal Action
2.6.4	Project Management	Records documenting environmental impact assessment and approvals that concern Native Title. Includes Native Title claims and clearances.	<b>PERMANENT</b>
2.6.5	Project Management	Facilitative project records, including draft agreements, unsuccessful proposals, submissions and registrations of interest, advice letters and project variations.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>3</b>	<b>INFRASTRUCTURE MANAGEMENT</b>	<b>The function of designing, constructing and maintaining road, rail, river and coastal infrastructure and the assets installed on the infrastructure. Includes investigations and reporting.</b>	
<b>3.1</b>	<b>Asset Inventory</b>	<i>The activity of managing an authoritative inventory of physical traffic, fleet and infrastructure assets for life cycle management, valuation, placement, availability, costs and demand.</i>	
3.1.1	Asset Inventory	Master Asset Management Plans including site histories and valuations.	<b>PERMANENT</b>
3.1.2	Asset Inventory	Records documenting the financing and facilitating of airport infrastructure acquisitions for the Adelaide Airport.	<b>PERMANENT</b>
3.1.3	Asset Inventory	Records documenting bridges and culverts as assets, including assessments, reports and inventories.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
3.1.4	Asset Inventory	Records documenting pavement assets, including photographs and valuations.	<b>TEMPORARY</b> Destroy 25 years after life of asset If digital, maintain and reformat as required for 25 years after life of asset
3.1.5	Asset Inventory	Records documenting road lighting assets. Includes location, age of light poles, asset number and asset valuation.	<b>TEMPORARY</b> Destroy 25 years after life of asset If digital, maintain and reformat as required for 25 years after life of asset
3.1.6	Asset Inventory	Records documenting road features, including maintenance markers, numbered signs of arterial roads, profile and optimum speeds.	<b>TEMPORARY</b> Destroy 5 years after life of asset If digital, maintain and reformat as required for 5 years after life of asset
3.1.7	Asset Inventory	Records documenting jetty and marine assets, including design and location of signage.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
3.1.8	Asset Inventory	Records of river and marine navigational aids and maintenance history.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
3.1.9	Asset Inventory	Records documenting land acquisition by any means, including public comment. Includes subsequent disposal of the acquired land.	<b>PERMANENT</b>
<b>3.2</b>	<b>Contract Management</b>	<i>The activity of arranging, procuring and managing the performance of work outsourced to an external contractor through service agreement, contract or lease. Includes Agency contracting out services as a Service Provider.</i> <b>See GDS 30 v2 6.5.1 FINANCIAL MANAGEMENT – Control for Register of Contracts.</b>	
3.2.1	Contract Management	Records documenting Port Operating Agreements for the management of all commercial ports in South Australia and the maintenance of the physical assets at the Ports.	<b>PERMANENT</b>
3.2.2	Contract Management	Cancellation of contract for non-compliance and/or precedent setting cases.	<b>PERMANENT</b>
3.2.3	Contract Management	Quality control and compliance in relation to specialty contracts.	<b>TEMPORARY</b> Destroy 17 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
3.2.4	Contract Management	Quality control and compliance in relation to simple contracts.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.5	Contract Management	Records documenting contractual correspondence and meetings with commercial Port Operators.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.6	Contract Management	Records documenting contracts with private companies for them to operate Government-owned ports.	<b>PERMANENT</b>
3.2.7	Contract Management	Records documenting Agency contracts with private companies for the Agency to operate privately-owned Ports, eg Port Bonython.	<b>TEMPORARY</b> Destroy 17 years after action completed
3.2.8	Contract Management	Records documenting contracts for the management of Agency-owned quarries.	<b>TEMPORARY</b> Destroy 17 years after action completed
3.2.9	Contract Management	Records documenting deeds and agreements for road corridor alterations, including road widening.	<b>PERMANENT</b>
3.2.10	Contract Management	Records documenting contracts and service agreements with external government and private clients for the assessment and report of the condition of pavements, including busways, jetties, wharves and airstrips.	<b>TEMPORARY</b> Destroy 17 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
3.2.11	Contract Management	Records documenting contracts for the maintenance of bridges and culvert assets located on rural and urban arterial roads, including pipes, large drains, gantries, barriers on bridges, ferry ramps and tunnels. Includes quality assurance and reporting.	<b>TEMPORARY</b> Destroy 17 years after action completed
3.2.12	Contract Management	Records documenting contracts from other organisations for the Agency to conduct maintenance on bridges and railway bridges that are not owned by the Agency.	<b>TEMPORARY</b> Destroy 17 years after action completed
3.2.13	Contract Management	Records documenting contracts and service agreements from other organisations for the Agency to conduct road and bridge maintenance, including airstrips.	<b>TEMPORARY</b> Destroy 17 years after action completed
3.2.14	Contract Management	Records documenting <i>major</i> maintenance contracts, including resealing and rehabilitation of road pavements.	<b>TEMPORARY</b> Destroy 17 years after action completed
3.2.15	Contract Management	Records documenting <i>minor</i> maintenance contracts, including graffiti removal and cracked road surfaces.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.16	Contract Management	Records documenting contracts and service agreements for the maintenance of line-marking on roads.	<b>TEMPORARY</b> Destroy 8 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
3.2.17	Contract Management	Records documenting contracts and service agreements for the Agency to install and maintain street lighting and traffic signals owned by a Local Government Authority.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.18	Contract Management	Records documenting contracts and service agreements for the management and use of boatyards, slipways, marinas, ferry berthing structures, boat ramps and causeways, owned by the agency.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.19	Contract Management	Records documenting lease and service level agreements for a Local Government Authority to manage a jetty.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.20	Contract Management	Records documenting applications for access and use of Agency-owned jetties. Includes weddings and cranes for the commercial fishing industry.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.21	Contract Management	Records documenting contracts for the installation of navigational aids and jetty signs for vessel safety on the water.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.22	Contract Management	Records documenting contracts and service agreements for the maintenance of navigational aids including lighthouses, signs, lights and beacons.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.23	Contract Management	Records documenting maritime contracts for pile driving.	<b>TEMPORARY</b> Destroy 8 years after action completed





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FUNCTION Activity / Process		Description	Disposal Action
3.2.24	Contract Management	Records documenting contracts and service agreements from other organisations, including Local Government Authorities, for painting work on bridges and metal structures. Includes quality control and compliance.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.2.25	Contract Management	Records documenting contracts to design and construct stormwater infrastructure.	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>3.3</b>	<b>Design and Construction</b>	<i>The activity of designing, building or assembling property and infrastructure.</i>	
3.3.1	Design and Construction	Records documenting the design of road pavements in accordance with Agency specifications, including line-marking friction resistance, texture, road roughness and strengthening capacity.	<b>PERMANENT</b>
3.3.2	Design and Construction	Records documenting design specifications for the Road Classification Scheme.	<b>PERMANENT</b>
3.3.3	Design and Construction	Records documenting pavement composition decisions, reports and crushing contracts stored on microfiche.	<b>TEMPORARY</b> Destroy 5 years after life of asset If digital, maintain and reformat as required for 5 years after life of asset



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FUNCTION Activity / Process		Description	Disposal Action
3.3.4	Design and Construction	Records documenting technical advice provided to internal and external clients concerning the use of pavement materials according to established standards. Includes reflective surfaces and paints.	<b>TEMPORARY</b> Destroy 5 years after last action
3.3.5	Design and Construction	Records documenting barrier line plans for road pavements, including no-overtaking lines.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.3.6	Design and Construction	Records documenting the design of road lighting installation.	<b>PERMANENT</b>
3.3.7	Design and Construction	Records documenting the design of bridges and culverts on rural and urban arterial roads, including pile designs, specifications, calculations and photographs.	<b>PERMANENT</b>
3.3.8	Design and Construction	Records documenting road construction and civil works including earthworks, dams and service locations for electricity and telecommunications.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.3.9	Design and Construction	Records documenting the design and construction of jetties, wharves and sea walls. Includes plans, specifications and reports.	<b>PERMANENT</b>
3.3.10	Design and Construction	Records documenting the design of bicycle lanes, trails and tracks on roads and in national parks.	<b>PERMANENT</b>
3.3.11	Design and Construction	Records documenting the construction of bicycle lanes, trails and tracks on roads and in national parks.	<b>TEMPORARY</b> Destroy 8 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
3.3.12	Design and Construction	Records documenting the design and construction of stormwater infrastructure, including drawings and plans.	<b>PERMANENT</b>
3.3.13	Design and Construction	Records documenting drainage and flood mitigation on road networks, including design drawings and plans.	<b>PERMANENT</b>
3.3.14	Design and Construction	Records documenting core samples including investigations, borehole logs, laboratory testing and identification. Includes actual core samples.	<b>TEMPORARY</b> Destroy 8 years after completion of contract
<b>3.4</b>	<b>Incident Management</b>	<i>The activity of managing incidents and emergencies and coordinating teams, including identifying, analysing and correcting hazards, post-incident analysis, and the development of precautions and controls. Includes claims made by and against the Agency involving personal and property damage.</i>	
3.4.1	Incident Management	Records documenting investigations and reports into road, rail and marine incidents including accidents, fatalities and <i>major</i> property damage. Includes those that have significant infrastructure design implications.	<b>PERMANENT</b>
3.4.2	Incident Management	Records documenting road, rail and marine accidents reported involving <i>minor</i> Agency property damage, eg broken sign posts.	<b>TEMPORARY</b> Destroy 7 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
3.4.3	Incident Management	Records documenting the management of compensation claims made by or on behalf of persons under 18 years of age for personal injury caused by Agency assets.	<b>TEMPORARY</b> Destroy when person turns 25 years or 7 years after action completed, whichever is later
3.4.4	Incident Management	Records documenting the management of compensation claims for personal injury and property damage caused by Agency assets.	<b>TEMPORARY</b> Destroy 7 years after action completed
3.4.5	Incident Management	Records documenting the Agency seeking reimbursement for damage caused to Agency-owned assets, including traffic lights and guardrails. Includes damage caused as a result of graffiti and traffic accidents.	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>3.5</b>	<b>Maintenance</b>	<i>The activity associated with scheduled and unscheduled maintenance, including response to breakdowns. It includes maintaining mechanical and electrical assets, vehicles and infrastructure.</i>	
3.5.1	Maintenance	Records documenting the management and maintenance of the physical assets at the Ports.	<b>TEMPORARY</b> Destroy 25 years after life of the asset
3.5.2	Maintenance	Database records documenting the Assets Maintenance Program.	<b>TEMPORARY</b> Maintain and reformat as required for the life of the asset



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FUNCTION Activity / Process		Description	Disposal Action
3.5.3	Maintenance	Records documenting structural bridge engineering inspections, including those on the National Trust Register, North Eastern Busway tracks, Pitchie Richie and Steamranger railway bridges.	<b>PERMANENT</b>
3.5.4	Maintenance	Records documenting scheduled and unscheduled maintenance of bridges and culverts.	<b>TEMPORARY</b> Destroy 25 years after life of the asset
3.5.5	Maintenance	Records documenting scheduled and unscheduled maintenance on rural and urban roads including monitoring, realigning side entry pits, minor repairs, signage and asphalt.	<b>TEMPORARY</b> Destroy 25 years after life of the asset
3.5.6	Maintenance	Register of road pavement and surfacing treatments used on Agency-managed roads.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
3.5.7	Maintenance	Records documenting road pavement condition assessments, including reports and drawings, for age, life of the pavement, strength, capacity for load, remediation and treatment.	<b>TEMPORARY</b> Destroy 25 years after life of the asset



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FUNCTION Activity / Process		Description	Disposal Action
3.5.8	Maintenance	Records of laser surveys conducted by vehicles, of road pavement conditions, including rutting, roughness, texture, cracking of roads.	<b>TEMPORARY</b> Destroy 25 years after the life of the asset  If digital, maintain and reformat as required for 25 years after the life of the asset
3.5.9	Maintenance	Video records of roads captured through moving image, eg. Hawkeye data.	<b>TEMPORARY</b> Retain for life of asset  If digital, maintain and reformat as required for the life of the asset
3.5.10	Maintenance	Records of regional projects for road maintenance, including pot holes, fences, drainage, signage and resealing.	<b>TEMPORARY</b> Destroy 8 years after action completed  If digital, maintain and reformat as required for 8 years after action completed
3.5.11	Maintenance	Records, including Road Management Plans, which document research and recommendations addressing deficiencies in arterial roads.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
3.5.12	Maintenance	Arterial road asset maintenance records, including signs, pavements and surfaces, weighbridges, verges and medians, fences, vegetation, drainage, landscaping and watering.	<b>TEMPORARY</b> Destroy 25 years after the life of the asset
3.5.13	Maintenance	Records documenting field and laboratory testing of pavements, markers, line marking and signs, including paints, friction resistance, skid testing, texture measurements, road roughness and pavement strength.	<b>TEMPORARY</b> Destroy 10 years after action completed If digital, maintain and reformat as required for 10 years after action completed
3.5.14	Maintenance	Records of potential improvements and projects for improvements to the arterial road network.	<b>TEMPORARY</b> Destroy 10 years after action completed If digital, maintain and reformat as required for 10 years after action completed
3.5.15	Maintenance	Records documenting decisions for line-marking requirements on arterial roads, including plans.	<b>TEMPORARY</b> Destroy 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
3.5.16	Maintenance	Records of heavy load road routes, including trip analysis to ascertain maximum load for each route.	<b>TEMPORARY</b> Destroy 10 years after action completed  If digital, maintain and reformat as required for 10 years after action completed
3.5.17	Maintenance	Records documenting variable traffic controls on roads during maintenance, including tunnel closures, speed limits, variable messages on electronic signs, monitoring, controlling and informing motorists.	<b>TEMPORARY</b> Destroy 10 years after action completed
3.5.18	Maintenance	Records documenting the development and maintenance of engineering road safety programs to address black spots and shoulder sealing requirements. Includes funding proposals, analysis of data and reports.	<b>PERMANENT</b>
3.5.19	Maintenance	Records documenting the maintenance of jetties, wharves, beach shelters and walkways, including refurbishment, temporary closures, repairs, upgrades and rebuilds. Includes condition assessment inspections and reports, plans, specifications and photographs.	<b>TEMPORARY</b> Destroy 25 years after life of asset
3.5.20	Maintenance	Records documenting the maintenance of navigational aids, including lighthouses, signs, lights and beacons.	<b>TEMPORARY</b> Destroy 25 years after life of asset





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FUNCTION Activity / Process		Description	Disposal Action
3.5.21	Maintenance	Records documenting the maintenance of boatyards, slipways, marinas, ferry berthing structures, boat ramps and causeways.	<b>TEMPORARY</b> Destroy 25 years after life of asset
3.5.22	Maintenance	Records documenting the maintenance and management of quarries used or owned by the Agency.	<b>PERMANENT</b>
3.5.23	Maintenance	Records documenting the maintenance of sand entrance channels and aprons by dredging.	<b>PERMANENT</b>
3.5.24	Maintenance	Records documenting the maintenance of drainage on road networks. Includes investigating problems, reporting and collaborating with Local Government Authorities and utility service organisations.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.5.25	Maintenance	Records documenting stormwater subsidy arrangements between State and Local Government, and the arrangements with the Stormwater Management Authority. Includes drainage plans, subsidy files and technical files.	<b>TEMPORARY</b> Destroy 10 years after action completed
3.5.26	Maintenance	Roads documenting successful and unsuccessful applications from Local Government Authorities to the Stormwater Management Authority. Includes estimates, assessments and technical input.	<b>TEMPORARY</b> Destroy 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
3.5.27	Maintenance	Records documenting the maintenance of bicycle lanes, trails and tracks on roads and in national parks.	<b>TEMPORARY</b> Destroy 10 years after action completed
3.5.28	Maintenance	Records documenting monitoring and regular inspections and reporting of road pavements by Surveillance Officers.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.5.29	Maintenance	Records of services provided by the Agency to the public for repairs to their electrical assets due to road accidents and infrastructure damage.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.5.30	Maintenance	Records of services provided by the Agency to Local Government Authorities for repairs to Council-owned infrastructure damaged by road accidents.	<b>TEMPORARY</b> Destroy 8 years after action completed
3.5.31	Maintenance	Records of scheduled and unscheduled maintenance to street lighting.	<b>TEMPORARY</b> Destroy 5 years after last action  If digital, maintain and reformat as required for 5 years after last action
3.5.32	Maintenance	Records documenting Agency comments on proposed external organisations' Development Applications to erect or modify structures on rivers.	<b>TEMPORARY</b> Destroy 5 years after last action
3.5.33	Maintenance	Work orders issued for minor road repairs or modifications.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
3.5.34	Maintenance	Records documenting notification of proposed stockpile road materials, including site location plan, quantity and type of material.	<b>TEMPORARY</b> Destroy 3 years after last action
3.5.35	Maintenance	Records documenting scheduled preventative maintenance to road traffic signals, including maintenance cards stored in road traffic signal box.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
3.5.36	Maintenance	Records documenting preventative maintenance and fault response for intelligent transport signals, including surveillance cameras, help phones and boom gates.	<b>TEMPORARY</b> Retain for life of equipment
<b>3.6</b>	<b>Operational Policy and Procedures</b>	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
3.6.1	Operational Policy and Procedures	Records documenting specific operational policy and procedures and work instructions.	<b>PERMANENT</b>
<b>3.7</b>	<b>Project Management</b>	<i>The activities involving a defined process and series of actions including directing, managing, planning, implementing and monitoring infrastructure, transport and non-infrastructure projects, including the final assessment and report at completion.</i>	



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FUNCTION Activity / Process		Description	Disposal Action
3.7.1	Project Management	Database records documenting the progress of projects. Includes data supporting the Initiate – Plan – Implement – Handover phases.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
3.7.2	Project Management	<p>Records that document the progress of <u>significant</u> infrastructure (roads, rail, marine, bridges), eg Port River Expressway and non-infrastructure (administration, IT, regulatory) projects, which impact on the state and the public, have political or technical risks and is more than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
3.7.3	Project Management	<p>Records that document the progress of <u>non-significant</u> infrastructure, eg railway crossings and non-infrastructure projects, where the project does not impact on the public or the State, have political or technical risks and is less than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs</li> </ul>	<p><b>TEMPORARY</b> Destroy 10 years after action completed</p>



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FUNCTION Activity / Process		Description	Disposal Action
3.7.4	Project Management	Records documenting environmental impact assessment and approvals that concern Native Title. Includes Native Title claims and clearances.	<b>PERMANENT</b>
3.7.5	Project Management	Facilitative project records, including draft agreements, unsuccessful proposals, submissions and registrations of interest, advice letters and project variations.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>4</b>	<b>MARINE FLEET MANAGEMENT</b>	<b>The function of designing, acquiring, managing and maintaining marine and river ferries, tugboats and tall ships.</b>	
<b>4.1</b>	<b>Asset Inventory</b>	<i>The activity of managing an authoritative inventory of physical traffic, fleet and infrastructure assets for life cycle management, valuation, placement, availability, costs and demand</i>	
4.1.1	Asset Inventory	Register documenting Agency owned ferries, tugboats and tall ships.	<b>PERMANENT</b>
4.1.2	Asset Inventory	Records documenting the naming of ferries.	<b>PERMANENT</b>
<b>4.2</b>	<b>Contract Management</b>	<i>The activity of arranging procuring and managing the performance of work outsourced to an external contractor through service agreement, contract or lease. Includes Agency contracting out services as a Service Provider.</i> <b>See GDS 30 v2 6.5 FINANCIAL MANAGEMENT – Control for Register of Contracts.</b>	



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FUNCTION Activity / Process		Description	Disposal Action
4.2.1	Contract Management	Records documenting contracts and service agreements for ferry fabrication, hull design, refits, refurbishment and modifications.	<b>PERMANENT</b>
4.2.2	Contract Management	Records documenting contracts and service agreements for the management and operation of tall ships, One and All and the Falie. Includes quality control and compliance.	<b>PERMANENT</b>
4.2.3	Contract Management	Cancellation of contract for non-compliance and/or precedent setting cases.	<b>PERMANENT</b>
4.2.4	Contract Management	Quality control and compliance in relation to specialty contracts.	<b>TEMPORARY</b> Destroy 17 years after action completed
4.2.5	Contract Management	Quality control and compliance in relation to simple contracts.	<b>TEMPORARY</b> Destroy 8 years after action completed
4.2.6	Contract Management	Records documenting contracts and service agreements for tugboat service operations.	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>4.3</b>	<b>Design and Construction</b>	<i>The activity of designing, building or assembling property and infrastructure.</i>	
4.3.1	Design and Construction	Records documenting above-deck design of ferries including specifications and calculations.	<b>PERMANENT</b>





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FUNCTION Activity / Process		Description	Disposal Action
<b>4.4</b>	<b>Maintenance</b>	<i>The activity associated with scheduled and unscheduled maintenance, including response to breakdowns. Includes maintaining mechanical and electrical assets, vehicles and infrastructure.</i>	
4.4.1	Maintenance	Records documenting scheduled and unscheduled maintenance of ferries and tugboats, including corrosion checks, inspections and reporting.	<b>TEMPORARY</b> Destroy 25 years after life of vessel
4.4.2	Maintenance	Records documenting the decommissioning and recommissioning of the Cooper Creek ferry.	<b>PERMANENT</b>
4.4.3	Maintenance	Records documenting the maintenance of the tall ships - One and All and the Falie. Includes quality control and compliance.	<b>TEMPORARY</b> Destroy 25 years after life of vessel
<b>4.5</b>	<b>Operational Policy and Procedures</b>	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy</i>	
4.5.1	Operational Policy and Procedures	Records documenting specific operational policy and procedures and work instructions.	<b>PERMANENT</b>
<b>4.6</b>	<b>Project Management</b>	<i>The activities involving a defined process and series of actions including directing, managing, planning, implementing and monitoring infrastructure, transport and non-infrastructure projects, including the final assessment and report at completion.</i>	



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FUNCTION Activity / Process		Description	Disposal Action
4.6.1	Project Management	Database records documenting the progress of projects. Includes data supporting the Initiate – Plan – Implement - Handover phases.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
4.6.2	Project Management	<p>Records that document the progress of <u>significant</u> infrastructure (roads, rail, marine, bridges), eg refurbishment of a tall ship and non-infrastructure (administration, IT, regulatory) projects, which impact on the state and the public, have political or technical risks and is more than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
4.6.3	Project Management	<p>Records that document the progress of <u>non-significant</u> infrastructure, eg above-deck modifications of ferries and non-infrastructure projects, where the project does not impact on the public or the State, have political or technical risks and is less than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<p><b>TEMPORARY</b> Destroy 10 years after action completed</p>



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FUNCTION Activity / Process		Description	Disposal Action
4.6.4	Project Management	Facilitative project records, including draft agreements, unsuccessful proposals, submissions and registrations of interest, advice letters and project variations.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>5</b>	<b>PUBLIC TRANSPORT SERVICES</b>	<b>The function of providing metropolitan and regional networked transportation services to the public via bus, train, light rail and tram. Includes outsourcing to providers, security, ticketing and subsidies.</b> <i>(Excludes records of TransAdelaide and predecessor agencies. See Context Statement for details.)</i>	
<b>5.1</b>	<b>Asset Inventory</b>	<i>The activity of managing an authoritative inventory of physical traffic, fleet and infrastructure assets for life cycle management, valuation, placement, availability, costs and demand</i>	
5.1.1	Asset Inventory	Register of Agency owned buses and bus depots.	<b>PERMANENT</b>
<b>5.2</b>	<b>Audit</b>	<i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business in a specified period. (KWAAA)</i>	
5.2.1	Audit	Records of patronage on public transport systems. Includes usage, passes and boardings reports.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
5.2.2	Audit	Records documenting monthly patronage and fare-paying user statistics downloaded from each public transport vehicle. Includes ticket types, categories, time periods and reports sent to the service provider which factor in fare evasion.	<b>TEMPORARY</b> Destroy 5 years after last action
5.2.3	Audit	Records documenting quarterly auditing data on train and tram services for the calculation of Senior patrons.	<b>TEMPORARY</b> Destroy 5 years after last action
5.2.4	Audit	Summary records of research and surveys of social behaviour of public transport users.	<b>PERMANENT</b>
5.2.5	Audit	Records of research and social behaviour of public transport users for planning and timetabling. Includes observations and recordings conducted at station car parks, dwell-time and numbers of users.	<b>TEMPORARY</b> Destroy 2 years after last action
5.2.6	Audit	Records documenting Service Quality Reports sent monthly or quarterly to the service provider. May include a Defective Service Adjustment notice.	<b>TEMPORARY</b> Destroy 7 years after action completed
5.2.7	Audit	Statistical records of weekly stocktakes – tickets cut, Smart Cards issued, number of boxes of tickets and numbers distributed to the Licensed Ticket Vendors.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
5.2.8	Audit	Records documenting annual internal and external audits of ticket and Smart Card stocks, production and reconciliations of ticket distribution.	<b>TEMPORARY</b> Destroy 5 years after last action
5.2.9	Audit	Records documenting the internal auditing and reporting of Depot reconciliations of cash revenue.	<b>TEMPORARY</b> Destroy 5 years after last action
5.2.10	Audit	Records documenting the quarterly observation and auditing of the bus, train and tram networks. Includes on-time running, fare evasion, driver and conductor interaction, invalid tickets, boarding and alighting statistics and maintenance of the vehicle.	<b>TEMPORARY</b> Destroy 5 years after last action
5.2.11	Audit	Records documenting daily patronage and fare-paying user statistics downloaded from each public transport vehicle. Includes ticket types, categories, time periods and reports sent to the service provider.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>5.3</b>	<b>Contract Management</b>	<i>The activity of arranging procuring and managing the performance of work outsourced to an external contractor through service agreement, contract or lease. Includes Agency contracting out services as a Service Provider.</i>  <b>See GDS 30 v2 6.5 FINANCIAL MANAGEMENT – Control for Register of Contracts.</b>	
5.3.1	Contract Management	Records of contracts with the Rail Commissioner to operate train and tram passenger services.	<b>TEMPORARY</b> Destroy 17 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
5.3.2	Contract Management	Records of contracts with Service Providers to operate public passenger transport services, including taxi services, regional bus services, metropolitan and regional buses, train and tram services.	<b>TEMPORARY</b> Destroy 17 years after action completed
5.3.3	Contract Management	Records documenting contracts and service agreements for ferry service operations.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.4	Contract Management	Records of public transport service contractors included in revenue accounting.	<b>TEMPORARY</b> Destroy 8 years after action completed  If digital, maintain and reformat as required for 8 years after action completed
5.3.5	Contract Management	Performance reports on Service Providers, including on-time operation, accidents, complaints, ticket inspection, incidents and other matters relating to the contract.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.6	Contract Management	Agreements, including Memoranda of Understanding with the South Australia Police for Transit Police operations on public transport.	<b>TEMPORARY</b> Destroy 8 years after action completed





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FUNCTION Activity / Process		Description	Disposal Action
5.3.7	Contract Management	Records documenting contracts and service agreements with Local Government Authorities for the Agency to upgrade and maintain bus shelters (in accordance with disability discrimination legislation).	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.8	Contract Management	Records documenting contracts and service agreements with service providers for the erection of poles and signage to promote passenger transport services and bus time tables.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.9	Contract Management	Records documenting contracts with the South Australia Police for their scheduled and unscheduled maintenance of the analogue safety camera (Safe-T-Cam) equipment.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.10	Contract Management	Records of contracts with service providers for the supply of technical services associated with public transport fares and ticketing systems.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.11	Contract Management	Records documenting contracts and service agreements with the owners of Licensed Ticket Vendor businesses. Includes successful applications.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.12	Contract Management	Records of contracts and service agreements with organisations for the packing and distribution of tickets and Smart Cards.	<b>TEMPORARY</b> Destroy 8 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
5.3.13	Contract Management	Records documenting contracts and service agreements for the management of cash revenue at Depots.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.14	Contract Management	Records documenting monthly public transport patronage reports for the calculation of incentive payments for contractors.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.15	Contract Management	Records documenting contracts and service agreements relating to the provision of a subsidy scheme, including South Australia Taxi Subsidy Scheme.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.3.16	Contract Management	Records documenting administrative arrangements relating to the provision of subsidy scheme payments.	<b>TEMPORARY</b> Destroy 5 years after last action
5.3.17	Contract Management	Records of Certificates and Bank Guarantees of public passenger transport Service Providers, to provide alternative services if situation arises, or to meet a loss or expense due to a default by the contractor.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>5.4</b>	<b>Incident Management</b>	<i>The activity of managing incidents and emergencies and coordinating teams. Includes identifying, analysing and correcting hazards, post-incident analysis, and the development of precautions and controls. Includes claims made by and against the Agency involving personal and property damage.</i>	
5.4.1	Incident Management	Records documenting accident investigations conducted by the Rail Safety Regulator or the Operator. Includes evidence of negligence, breaches, reports and photographs.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
5.4.2	Incident Management	Records of incidents and returns notifiable to the Rail Safety Regulator, including accidents at level crossings, near misses or broken rails. Includes summary data, reports and photographs.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
5.4.3	Incident Management	Records documenting <i>major</i> incidents affecting public transport, such as floods, earthquakes, extreme heat or bushfires. Includes statistics and reports and coordination with other Government Agencies.	<b>PERMANENT</b>
5.4.4	Incident Management	Records documenting the management of compensation claims made by or on behalf of persons under 18 years of age for personal injury caused by Agency assets.	<b>TEMPORARY</b> Destroy when person turns 25 years or 7 years after action completed, whichever is later
5.4.5	Incident Management	Records documenting incident reports transmitted by radio from bus drivers, to the bus contractor.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.4.6	Incident Management	Records documenting the management of compensation claims for personal injury and property damage caused by Agency assets.	<b>TEMPORARY</b> Destroy 7 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
5.4.7	Incident Management	Records documenting <i>minor</i> incidents on public transport, such as graffiti damage. Includes statistics for identifying behaviour, location, time patterns and reports.  <i>See also GDS 30 v2 4.1 COMPENSATION – Case Management (Compensation Claims)</i>	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>5.5</b>	<b>Liaising</b>	<i>The activity of maintaining communications with other organisations in order to ensure concerted action and cooperation.</i>	
5.5.1	Liaising	Records documenting liaison with the wider community, including Aboriginal Communities, in relation to ferry services on the Murray River.	<b>TEMPORARY</b> Destroy 10 years after action completed
<b>5.6</b>	<b>Maintenance</b>	<i>The activity associated with scheduled and unscheduled maintenance, including response to breakdowns. It includes maintaining mechanical and electrical assets, vehicles and infrastructure.</i>	
5.6.1	Maintenance	Records documenting the maintenance of the bus fleet. Includes vehicle files of use, history, inspections and repair.	<b>TEMPORARY</b> Destroy 25 years after action completed
5.6.2	Maintenance	Records documenting the installation, cabling, maintenance and repair of public transport radios, Smart Card equipment and signage.	<b>TEMPORARY</b> Destroy 8 years after action completed



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5.6.3	Maintenance	Records of repairs to public transport equipment, including radios, Smart Card equipment and vehicle signage.	<b>TEMPORARY</b> Destroy 8 years after action completed  If digital, maintain and reformat as required for 8 years after action completed
5.6.4	Maintenance	Records of audits of bus camera systems. Includes identified issues, communications with the Service Provider and weekly reports.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>5.7</b>	<b>Operational Policy and Procedures</b>	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
5.7.1	Operational Policy and Procedures	Records documenting specific operational policy, procedures and work instructions.	<b>PERMANENT</b>
<b>5.8</b>	<b>Planning and Coordination</b>	<i>The process of setting goals, developing sequences and outlining tasks and schedules to accomplish the goals. Includes coordinating oil spills and scheduling public transport services.</i>	
5.8.1	Planning and Coordination	Master copy of the approved Emergency Management Plan for the public transport network.	<b>PERMANENT</b>
5.8.2	Planning and Coordination	Records relating to the development of Emergency Management Plans. Includes input to the plans, comments on drafts and revisions, reports, working papers. Also includes reports used for monitoring and planning purposes.	<b>TEMPORARY</b> Destroy 2 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
5.8.3	Planning and Coordination	Master copy and associated records documenting planning to determine public bus routes, frequency and timetables.	<b>PERMANENT</b>
5.8.4	Planning and Coordination	Records documenting liaison with contractors regarding changes to bus routes, frequency and timetables.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>5.9</b>	<b>Project Management</b>	<i>The activities involving a defined process and series of actions including directing, managing, planning, implementing and monitoring infrastructure, transport and non-infrastructure projects, including the final assessment and report at completion.</i>	
5.9.1	Project Management	Database records documenting the progress of projects. Includes data supporting the Initiate – Plan – Implement - Handover phases.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
5.9.2	Project Management	<p>Records that document the progress of <u>significant</u> infrastructure (roads, rail, marine, bridges), eg construction of railway bridges and non-infrastructure (administration, IT, regulatory) projects, which impact on the state and the public, have political or technical risks and is more than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
5.9.3	Project Management	<p>Records that document the progress of <u>non-significant</u> infrastructure, refurbishment of a railcar and non-infrastructure projects, where the project does not impact on the public or the State, have political or technical risks and is less than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<p><b>TEMPORARY</b> Destroy 10 years after action completed</p>





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FUNCTION Activity / Process		Description	Disposal Action
5.9.4	Project Management	Facilitative project records, including draft agreements, unsuccessful proposals, submissions and registrations of interest, advice letters and project variations.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>5.10</b>	<b>Security Management</b>	<i>The activities associated with measures taken to protect people, premises, vehicles and equipment from accidental or intentional damage and from unauthorised access.</i>	
5.10.1	Security Management	Specifications and guidelines for land-based and public transport security camera positioning, including the field of view for each duty of camera, grade of footage, and quality.	<b>TEMPORARY</b> Destroy 10 years after superseded
5.10.2	Security Management	Records of quarterly reports from the South Australia Police on successful recordings from land-based and public transport security cameras.	<b>TEMPORARY</b> Destroy 8 years after action completed
5.10.3	Security Management	Records of tracking specific security camera units to specific public transport vehicles, placement of the camera units on that vehicle, and location of the vehicle.	<b>TEMPORARY</b> Destroy 8 years after action completed If digital, maintain and reformat as required for 8 years after action completed
5.10.4	Security Management	Records documenting requests from the South Australia Police for audio recordings from the Agency Customer Call Centre.	<b>TEMPORARY</b> Destroy 2 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
5.10.5	Security Management	Audio records from the Agency Customer Call Centre.	<b>TEMPORARY</b> Maintain for 1 year after each day's recordings
5.10.6	Security Management	Records documenting the installation, decommissioning and re-installation of closed circuit television (CCTV) units in public buses and land-based installations, including bus interchanges and railway stations.	<b>TEMPORARY</b> Destroy 1 year after removal or replacement
5.10.7	Security Management	Records documenting the scheduled maintenance of digital safety camera (Safe-T-Cam) equipment.	<b>TEMPORARY</b> Destroy 1 year after removal or replacement
5.10.8	Security Management	Closed circuit television (CCTV) footage from units installed in public transport.	<b>TEMPORARY</b> Destroy 1 month after over-writing
<b>5.11</b>	<b>Ticketing</b>	<i>The activity of producing and distributing tickets for passengers to use public transport. Includes sales and concessions.</i>	
5.11.1	Ticketing	Longitudinal reports of the ticketing system based on public transport ticket usage and sales data.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes.



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FUNCTION Activity / Process		Description	Disposal Action
5.11.2		Records and date of public transport usage and sales.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
5.11.3	Ticketing	Records inventorying Licensed Ticket Vendors, including expired licences.	<b>TEMPORARY</b> Destroy 8 years after action completed. If digital, maintain and reformat as required for 8 years after action completed
5.11.4	Ticketing	Records documenting public transport ticket sales and revenue reports from Licensed Ticket Vendors, the Adelaide Railway Station, online and telephone sales.	<b>TEMPORARY</b> Destroy 7 years after action completed
5.11.5	Ticketing	Records documenting ticket orders sent to and received from the manufacturers, their encoding, packing, inventory sheets and distribution to Licensed Ticket Vendors.	<b>TEMPORARY</b> Destroy 5 years after last action
5.11.6	Ticketing	Records managing ticketing, including printing, orders and collection of faulty tickets.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
5.11.7	Ticketing	Records documenting the management of passenger transport Special Annual Tickets, including Members of Parliament, South Australia Police and Agency Staff. Includes applications, replacement tickets, annual renewals, Mobility Tickets and stickers.	<b>TEMPORARY</b> Destroy 5 years after last action
5.11.8	Ticketing	Records documenting complementary ticketing distribution. Includes visitor promotion.	<b>TEMPORARY</b> Destroy 5 years after last action
5.11.9	Ticketing	Records documenting statistical inventory records of the ticket-cutting from the booking office machine.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
5.11.10	Ticketing	Records documenting discounted ticket sales and distribution to non-Licensed Ticket Vendors, including charities, internal usage for work purposes - "Items of Issue", schools and Government Agencies.	<b>TEMPORARY</b> Destroy 5 years after last action
5.11.11	Ticketing	Records of data logging systems used by passenger transport drivers to access the revenue system for ticket sales from the vehicle. Includes data from remote download devices.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
5.11.12	Ticketing	Records documenting the management of cash revenue deposited by public transport drivers at Depots. Includes the logging and inventorying of cash bags from vehicles, cash counting and discrepancy reports from contractors.	<b>TEMPORARY</b> Destroy 5 years after last action
5.11.13	Ticketing	Records documenting requests from Licensed Ticket Vendors for extra tickets and Smart Cards through shortfall in supply. Includes approvals and sign-off on the requests and distribution of tickets.	<b>TEMPORARY</b> Destroy 2 years after last action
5.11.14	Ticketing	Records documenting ticket replacements for old stock with outdated fares, including ticket inventories, internal random audit of returned tickets, reports of discrepancies, supervised destruction of old tickets and reporting.	<b>TEMPORARY</b> Destroy 2 years after last action
5.11.15	Ticketing	Records documenting unsuccessful applications from business owners to be a Licensed Ticket Vendor.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>6</b>	<b>REGULATING</b>	<b>The function of regulating statutory requirements and the enforcement of regulatory responsibilities.</b>	
<b>6.1</b>	<b>Audit</b>	<i>The activities associated with officially checking and reporting financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business in a specified period. (KWAAA)</i>	



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FUNCTION Activity / Process		Description	Disposal Action
6.1.1	Audit	Records documenting programmed audits and triggered compliance inspections of the rail Operators by the Rail Safety Regulator, including reports, Auditor notebooks, evidence from the Operator and photographs.	<b>PERMANENT</b>
6.1.2	Audit	Records documenting compliance requirements of the Rail Safety Regulator following an inspection or audit, including improvement notices and prohibitions.	<b>PERMANENT</b>
6.1.3	Audit	The activity of enforcing compliance with legislation by passenger transport, vessel and rail Operators, drivers and owners.	<b>PERMANENT</b>
6.1.4	Audit	Records documenting audits of Electrical Certificates of Competency by the Office of the Technical Regulator.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.1.5	Audit	Records documenting the monitoring of non-accredited passenger services, eg vehicles used at events such as weddings. Includes correspondence, evidence, reports and the serving of infringements and prosecution.	<b>TEMPORARY</b> Destroy 5 years after last action
6.1.6	Audit	Records documenting the auditing of Registered Training Organisations utilised by the Agency for competency training of passenger vehicle drivers or operators. Includes notes, results and report.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
6.1.7	Audit	Records documenting the auditing of Vehicle Inspection Centres. Includes inspection of systems for compliance and currency, and audit report.	<b>TEMPORARY</b> Destroy 5 years after last action
6.1.8	Audit	Records documenting the auditing of Operators of Centralised Booking Services for passenger hire vehicles. Includes inspections of the operation of computerised telecommunications systems, movement logging, and audit report.	<b>TEMPORARY</b> Destroy 5 years after last action
6.1.9	Audit	Records documenting testing and tagging of agency electrical appliances and equipment in accordance with Australian Standards. Includes inspections, results and reports.	<b>TEMPORARY</b> Destroy 2 years after last action
6.1.10	Audit	Records documenting Electrical Certificates of Compliance in accordance with the <i>Electricity Act 1996</i> .	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>6.2</b>	<b>Contract Management</b>	<i>The activity of arranging procuring and managing the performance of work outsourced to an external contractor through service agreement, contract or lease. Includes Agency contracting out services as a Service Provider.</i>  <b>See GDS 30 v2 6.5 FINANCIAL MANAGEMENT – Control for Register of Contracts.</b>	
6.2.1	Contract Management	Cancellation of contract for non-compliance and/or precedent setting cases.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
6.2.2	Contract Management	Quality control and compliance in relation to specialty contracts.	<b>TEMPORARY</b> Destroy 17 years after action completed
6.2.3	Contract Management	Quality control and compliance in relation to simple contracts.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.4	Contract Management	Records documenting contracts and service agreements for testing and tagging of electrical appliances and equipment.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.5	Contract Management	Records documenting contracts to conduct inspections of taxi passenger vehicles.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.6	Contract Management	Records documenting contracts and service agreements with Marine Surveyors to conduct sea-worthiness survey inspections of vessels.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.7	Contract Management	Records documenting contracts between the Agency and the Commonwealth as a service provider to conduct surveys and approve Marine Qualifications.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.8	Contract Management	Records documenting contracts and agreements for the management of high frequency (HF) marine radio and very high frequency (VHF) emergency call and maritime communications services, close to shore. Includes agreements for night monitoring role, volunteer marine rescue and fee-based services out to sea.	<b>TEMPORARY</b> Destroy 8 years after action completed





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FUNCTION Activity / Process		Description	Disposal Action
6.2.9	Contract Management	Records of contracts issued to rectify navigational hazards including inspection, and any recovery costs issued.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.10	Contract Management	Records documenting contracts and service agreements authorising an Auction House to auction numeric motor vehicle number plates.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.11	Contract Management	Records documenting contracts and service agreements with photo-card manufacturers to produce photo-kit driving licences.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.12	Contract Management	Records documenting contracts for serving notices of driver licence disqualification.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.13	Contract Management	Records documenting contracts and service agreements with service providers to fit Global Positioning System (GPS) equipment to heavy vehicles for the purposes of route compliance.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.14	Contract Management	Records documenting contracting and licensing agreements, including the use of the Intelligent Access Database and its development.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.15	Contract Management	Records documenting contracts and service agreements for the use of the Boat Coding System.	<b>TEMPORARY</b> Destroy 8 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
6.2.16	Contract Management	Records documenting contracts and service agreements with Authorised Boat Agents to apply Boat Codes to recreational boats.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.17	Contract Management	Records documenting contracts and service agreements with other Agencies, eg water police and fisheries government units, to conduct recreation boat safety equipment inspections.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.2.18	Contract Management	Records documenting contracts and service agreements for bus, motor vehicle and heavy vehicle driver training.	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>6.3</b>	<b>Operational Policy and Procedures</b>	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
6.3.1	Operational Policy and Procedures	Records documenting specific operational policy and procedures and work instructions.	<b>PERMANENT</b>
6.3.2	Operational Policy and Procedures	Records documenting engineering determinations and technical interpretation of the standards used for compliance checking by vehicle inspectors.	<b>PERMANENT</b>
<b>6.4</b>	<b>Operator Compliance</b>	<i>The activity of enforcing compliance with legislation, by passenger transport, vessel, and rail Operators, drivers and owners, for the purposes of accreditation.</i>	



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FUNCTION Activity / Process		Description	Disposal Action
6.4.1	Operator Compliance	Records documenting accreditation applications for Rail Operator organisations, including assessments of safety management plans, staff competency, capacity and financial ability. Includes trams (light rail), passenger and freight rail and private companies' railway sidings.	<b>PERMANENT</b>
6.4.2	Operator Compliance	Records of Rail Operator accreditation under the <i>Rail Safety Act</i> , eg Great Southern Rail.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
6.4.3	Operator Compliance	Records of appeals against unsuccessful Rail Operator accreditation applications.	<b>PERMANENT</b>
6.4.4	Operator Compliance	Records documenting notification to Rail Operators of accreditation that is surrendered, varied or revoked by court action.	<b>PERMANENT</b>
6.4.5	Operator Compliance	Records documenting annual rail safety reports from Rail Operators detailing the operational compliance of their systems and any corrective actions taken and scheduled.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
6.4.6	Operator Compliance	Records of periodic statistical returns from Rail Operators for the purpose of calculating accreditation fees. Includes number of monthly journeys and kilometres travelled.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
6.4.7	Operator Compliance	Register of Authorised Officers to conduct drug and alcohol testing of Rail Operator employees.	<b>TEMPORARY</b> Destroy 7 years after action completed
6.4.8	Operator Compliance	Records documenting Certificates of Competency for Authorised Officers to conduct drug and alcohol testing of Rail Operator employees, including renewals and identity photographs.	<b>TEMPORARY</b> Destroy 7 years after action completed
6.4.9	Operator Compliance	Records of supporting documentation for Safety Management System permit applications by Rail Operators. Includes evidence of commercial contracts, worker competencies and worker records.	<b>TEMPORARY</b> Destroy 17 years after action completed
6.4.10	Operator Compliance	Records documenting sea navigational charts, including advice from the Master Mariner for the location of river and marine navigational aids.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
6.4.11	Operator Compliance	Records documenting applications from the public to build, or intentions to modify water craft vessels. Includes plans, specifications, drawings and photographs.	<b>PERMANENT</b>
6.4.12	Operator Compliance	Records documenting the recovery of costs and prosecution for causing oil spills.	<b>PERMANENT</b>
6.4.13	Operator Compliance	Records documenting hydrographic surveys of the sea for vessel navigation purposes.	<b>PERMANENT</b>
6.4.14	Operator Compliance	Records documenting assessment and approvals of applications for moorings, posts, cement blocks, floats etc along the metropolitan coastline. Includes application, plans, specifications and photographs, approval notice and monitoring of installations.	<b>TEMPORARY</b> Retain for life of structure
6.4.15	Operator Compliance	Records documenting rejected applications for moorings along the metropolitan coastline. Includes application, plans, specification, photographs and refusal notice.	<b>TEMPORARY</b> Destroy 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
6.4.16	Operator Compliance	Route maps, Interim and Compliance Certificates managed by the Intelligent Access Program, which monitors heavy vehicle road route compliance.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
6.4.17	Operator Compliance	Records of vehicles, and Operator applications and enrolments in the Intelligent Access Program for monitoring heavy vehicle route compliance.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
6.4.18	Operator Compliance	Records documenting maps and spatial data for the management of programs, including Intelligent Access and heavy vehicle permits.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.4.19	Operator Compliance	Records of statistical and management reports of Intelligent Access Conditions, Interim Conditions and cancellations.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.4.20	Operator Compliance	Records of Mass Management Accreditation, vehicle registration and Operator's drivers' details.	<b>TEMPORARY</b> Destroy 10 years after action completed If digital, maintain and reformat as required for 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
6.4.21	Operator Compliance	Summary audit reports of Operator and heavy vehicle data for road route compliance.	<b>PERMANENT</b>
6.4.22	Operator Compliance	Records of expiation notices issued to heavy vehicles failing to meet minimum travel time.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
6.4.23	Operator Compliance	Records documenting successful and unsuccessful applications for permits from Operators to move oversize and over mass cargo upon heavy vehicles, including cranes and houses.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
6.4.24	Operator Compliance	Records of heavy vehicle applications to access approved routes, movements and renewals.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
6.4.25	Operator Compliance	Records documenting access conditions for oversize and over mass cargo on heavy vehicles.	<b>TEMPORARY</b> Destroy 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
6.4.26	Operator Compliance	Records of personal information, supporting driver and business Operator accreditation applications for taxi passenger, small and large passenger vehicles and horse drawn passenger vehicles. Includes application, drivers licence, National Police clearance, English assessment, medical report, Statement of Achievement from the Registered Training Organisation and Assessment Certificate.	<b>TEMPORARY</b> Destroy 85 years after date of birth
6.4.27	Operator Compliance	Records documenting exemptions to the standards for non-complying heavy vehicles to enable use on roads. Includes trucks that are oversized, over-mass or over-weight. Records include applications, nature of the load, intended route, and assessment against permit guidelines.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.4.28	Operator Compliance	Records documenting inspections of special purpose vehicle, eg specialised drilling rigs.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.4.29	Operator Compliance	Records documenting reports of Heavy Vehicle Operator non-compliance activity and prosecution proceedings when an enrolled Operator uses a non-approved route.	<b>TEMPORARY</b> Destroy 8 years after action completed





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FUNCTION Activity / Process		Description	Disposal Action
6.4.30	Operator Compliance	Records of personal information, including copies, supporting Operator applications for motor cycle passenger vehicle accreditation. Includes drivers licence, application, medical report, 'pass' certificate from driver training, and National Police clearance.	<b>TEMPORARY</b> Destroy 85 years after date of birth
6.4.31	Operator Compliance	Records documenting approved Vessel Operators, including applications forms, Marine Qualifications, training achievements, Certificate of Competency, medical records, character references, statutory declarations of sea time and photographs. Includes audits conducted by the Jurisdictional Regulator and Australian Maritime Safety Association.	<b>TEMPORARY</b> Destroy 85 years after date of birth
6.4.32	Operator Compliance	Records documenting the disqualification of accreditation for passenger vehicles Operators, including notification, correspondence, communication with the Standards Committee, cancellation of the accreditation and advice to the service responsible for the operation of centralised bookings.	<b>PERMANENT</b>
6.4.33	Operator Compliance	Records documenting safety notices sent to mariners advising of any navigational changes.	<b>TEMPORARY</b> Destroy 8 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
6.4.34	Operator Compliance	Records documenting Boat Code Audits of boat builders and dealers.	<b>TEMPORARY</b> Destroy 8 years after action completed
6.4.35	Operator Compliance	Records of vessel sea-worthiness surveys including fees charged, reminder notices and due date of survey.	<b>TEMPORARY</b> Destroy 7 years after action completed If digital, maintain and reformat as required for 7 years after action completed
6.4.36	Operator Compliance	Records documenting the enforcement of regulatory responsibilities for heavy vehicle, marine, and passenger transport, including buses, taxis and hire cars. Includes inspections, notices, reports, photographs, work diary sheets and expiation notices.	<b>TEMPORARY</b> Destroy 6 years after last action
6.4.37	Operator Compliance	Records documenting infringement notices issued for the removal of navigational hazards in river and coastal waters, such as sinking vessels.	<b>TEMPORARY</b> Destroy 6 years after last action
6.4.38	Operator Compliance	Records documenting inspections of passenger vehicles in rural areas other than buses and taxis.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
6.4.39	Operator Compliance	Records from safety cameras (Safe-T-Cam) at State borders used to calculate heavy vehicle travel time.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
6.4.40	Operator Compliance	Records documenting dossiers of vessels used by their owners in activities for commercial reward or profit on dams, rivers and coastal areas – private, company, fishing and passenger vessels. Includes imported vessels, houseboats, Kangaroo Island ferry, dredges, Pop-eye river launch and fishing vessels.	<b>TEMPORARY</b> Destroy 5 years after expiry of survey
6.4.41	Operator Compliance	Records documenting annual survey inspections under the <i>Harbors and Navigation Act 1993</i> for sea-worthiness of passenger vessels including charters, ferries and houseboats. Includes Certificate of Survey, orders of repairs, statutory declarations, photographs and Memorandum of Survey.	<b>TEMPORARY</b> Destroy 5 years after expiry of survey



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FUNCTION Activity / Process		Description	Disposal Action
6.4.42	Operator Compliance	Records documenting bi-annual survey inspections under the <i>Harbors and Navigation Act 1993</i> for sea-worthiness of non-passenger vessels including fishing vessels and dredges. Includes Certificate of Survey, orders of repairs, statutory declarations, photographs and Memorandum of Survey.	<b>TEMPORARY</b> Destroy 5 years after expiry of survey
6.4.43	Operator Compliance	Records documenting survey inspections for sea-worthiness of Safety Emergency Services vessels under the <i>Harbors and Navigation Act 1993</i> . Includes Certificate of Survey, orders of repairs, statutory declarations, photographs and Memorandum of Survey.	<b>TEMPORARY</b> Destroy 5 years after expiry of survey
6.4.44	Operator Compliance	Records of Marine Survey Qualifications of vessel Operator. Includes location of vessel and owner details.	<b>TEMPORARY</b> Destroy 5 years after last action If digital, maintain and reformat as required for 5 years after last action
6.4.45	Operator Compliance	Records documenting boat safety equipment inspections conducted by Agencies such as Water Police. Includes Vessel Check Sheets and reports.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
6.4.46	Operator Compliance	Records documenting driver and Operator accreditation for passenger vehicles. Includes taxis, small and large vehicles, motor cycle passenger vehicles, and horse-drawn vehicles with associated Veterinarian Certificate for the horse's fitness-for-purpose and carriage inspection. Includes temporary accreditation, driving 'Passport' and driving training documentation from Registered Training Organisation.	<b>TEMPORARY</b> Destroy 5 years after expiry of accreditation
6.4.47	Operator Compliance	Records documenting Operator accreditation for motor cycle passenger vehicles, including the vehicle certificate.	<b>TEMPORARY</b> Destroy 5 years after last action
6.4.48	Operator Compliance	Records documenting the approval of taxi passenger vehicle meters and safety cameras, prior to installation in the vehicle.	<b>TEMPORARY</b> Destroy 5 years after last action
6.4.49	Operator Compliance	Records documenting the accreditation of vehicle meter and safety camera installers.	<b>TEMPORARY</b> Destroy 5 years after last action
6.4.50	Operator Compliance	Records documenting inspections of privately owned vehicles for roadworthiness or identification, including certificates, reports, defects notices and infringements issued.	<b>TEMPORARY</b> Destroy 5 years after last action
6.4.51	Operator Compliance	Records documenting applications and approvals for vessels to pass under the Port River Expressway.	<b>TEMPORARY</b> Destroy 2 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
6.4.52	Operator Compliance	Records documenting liaison and advice with other Government Agencies for maritime safety of cruise shipping including anchorages and paths into the Ports.	<b>TEMPORARY</b> Destroy 2 years after last action
6.4.53	Operator Compliance	Vessel Check Sheets provided for statistics and data entry.	<b>TEMPORARY</b> Destroy 3 months after last action
<b>6.5</b>	<b>Project Management</b>	<i>The activities involving a defined process and series of actions including directing, managing, planning, implementing and monitoring infrastructure, transport and non-infrastructure projects, including the final assessment and report at completion.</i>	
6.5.1	Project Management	Database records documenting the progress of projects. Includes data supporting the Initiate – Plan – Implement – Handover phases.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
6.5.2	Project Management	<p>Records that document the progress of <u>significant</u> infrastructure (roads, rail, marine, bridges) and non-infrastructure (administration, IT, regulatory) projects, eg Mass Management Accreditation, which impact on the state and the public, have political or technical risks and is more than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
6.5.3	Project Management	<p>Records that document the progress of <u>non-significant</u> infrastructure and non-infrastructure projects, eg National legislative reviews, where the project does not impact on the public or the State, have political or technical risks and is less than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<b>TEMPORARY</b> Destroy 10 years after action completed





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FUNCTION Activity / Process		Description	Disposal Action
6.5.4	Project Management	Records documenting environmental impact assessment and approvals that concern Native Title. Includes Native Title claims and clearances.	<b>PERMANENT</b>
6.5.5	Project Management	Facilitative project records, including draft agreements, unsuccessful proposals, submissions and registrations of interest, advice letters and project variations.	<b>TEMPORARY</b> Destroy 5 years after last action
<b>6.6</b>	<b>Registration and Licensing</b>	<i>The activity of enforcing compliance with legislation by the public for driving and registering vehicles and vessels. Includes parking permits.</i>	
6.6.1	Registration and Licensing	Records documenting registration, permits, Hull Identification Number and Boat Code Certificates of all recreational vessels. Includes applications.	<b>TEMPORARY</b> Retain for life of vessel If digital, maintain and reformat as required for life of vessel
6.6.2	Registration and Licensing	Applications for the issue, amendment, or Schedule of lifetime licences, eg recreational boating licences.	<b>TEMPORARY</b> Retain until licence holder deceased or 100 years of age, whichever the sooner



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FUNCTION Activity / Process		Description	Disposal Action
6.6.3	Registration and Licensing	Records documenting all vehicle registration, driver and driver instructor licensing, driver history, suspensions, disqualifications and instances of alcohol interlock usage, currently on "TRUMPS" database.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
6.6.4	Registration and Licensing	Records of supporting documentation for lifetime and non-lifetime licence applications, eg identify information, photographs, court convictions, medicals, overseas photo kits, national police checks, resume and character references.	<b>TEMPORARY</b> Retain until licence holder deceased or 100 years of age which ever the sooner  If digital, maintain and reformat as required until licence holder deceased or 100 years of age which ever the sooner
6.6.5	Registration and Licensing	Records documenting non-lifetime driver licence applications, including motor vehicle, instructor, tow-truck, taxi and fire arm.	<b>TEMPORARY</b> Destroy 11 years after action completed
6.6.6	Registration and Licensing	Records documenting non-lifetime licence renewals, including motor vehicle, tow truck, taxi and fire arm.	<b>TEMPORARY</b> Destroy 2 years after last action
6.6.7	Registration and Licensing	Records documenting vehicle registration applications and transfer of ownership.	<b>TEMPORARY</b> Destroy 11 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
6.6.8	Registration and Licensing	Records documenting vehicle registration renewals.	<b>TEMPORARY</b> Destroy 2 years after last action
6.6.9	Registration and Licensing	Records of drug and alcohol assessments of vehicle drivers with multiple offences.	<b>TEMPORARY</b> Destroy 11 years after action completed If digital, maintain and reformat as required for 11 years after action completed
6.6.10	Registration and Licensing	Records documenting parking permits for disabled persons.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
6.6.11	Registration and Licensing	Records documenting successful and unsuccessful parking permit applications for disabled persons, including applications, reviews, correspondence, medical reports, renewals and appeals.	<b>TEMPORARY</b> Destroy 6 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
6.6.12	Registration and Licensing	Records of passenger vehicle inspections. Includes vehicle information and results.	<b>TEMPORARY</b> Destroy 25 years after expiry of accreditation If digital, maintain and reformat as required for 25 years after expiry of accreditation
6.6.13	Registration and Licensing	Records documenting reports of the monitoring from the alcohol interlock systems usage.	<b>TEMPORARY</b> Retain until licence holder deceased or 100 years of age which ever the sooner If digital, maintain and reformat as required until licence holder deceased or 100 years of age which ever the sooner



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FUNCTION Activity / Process		Description	Disposal Action
6.6.14	Registration and Licensing	Records documenting safety programs where attendance is compulsory, including Driver Intervention Program. Includes notification to attend, assessment and results.	<b>TEMPORARY</b> Retain until licence holder deceased or 100 years of age which ever the sooner  If digital, maintain and reformat as required until licence holder deceased or 100 years of age which ever the sooner
6.6.15	Registration and Licensing	Records of expiation notices for non-compliance issued on behalf of the South Australia Police, including failure to attend a compulsory driving program.	<b>TEMPORARY</b> Retain for 85 years after date of birth
6.6.16	Registration and Licensing	Records documenting notification of stolen or vehicles written off by Motor Vehicle Loss Adjusters.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.6.17	Registration and Licensing	Records documenting road worthiness inspections, defect clearances and identity inspections on motor vehicles that are imported from overseas or purchased second-hand interstate. Includes standard motor vehicles, charter and private buses.	<b>TEMPORARY</b> Destroy 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
6.6.18	Registration and Licensing	Records documenting inspections of non-complying vehicles for exemptions to standards, eg left hand drive vehicles, to enable registration for use on roads. Includes applications, correspondence, assessment, statement of requirements, conditions for the vehicles to meet, disputes, Certification by approved Engineer and final report.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.6.19	Registration and Licensing	Records of inspections of non-complying vehicles for exemption to standards.	<b>TEMPORARY</b> Destroy 10 years after action completed  If digital, maintain and reformat as required for 10 years after action completed
6.6.20	Registration and Licensing	Records documenting legal proceedings against the Agency by owners of non-complying vehicles who have been disallowed applications of exemption.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.6.21	Registration and Licensing	Register of Historic Motor Vehicle Car Clubs.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
6.6.22	Registration and Licensing	Records documenting the successful and unsuccessful registration of Historic Motor Vehicle Car Clubs including applications forms, Conditional Codes of Practice inspection books, copy of club constitution, member list and notice of agency decision.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.6.23	Registration and Licensing	Records documenting successful and unsuccessful applications to act as a Motor Vehicle Loss Adjuster including application forms, police check and notice of agency decision.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.6.24	Registration and Licensing	Records documenting police warrants for digital photographs of drivers including discovery orders subpoenaed by the South Australia Police for litigation purposes.	<b>TEMPORARY</b> Destroy 10 years after action completed
6.6.25	Registration and Licensing	Records of recognised Engineers accepted by the Agency as signatories, and published as those who conducted assessments of vehicles. Includes applications from Engineers, personal references and identity information.	<b>TEMPORARY</b> Destroy 5 years after last action
6.6.26	Registration and Licensing	Records of Marine Pilot Licensing, including application form, Certificate of Competency and issue of licence to operate at ports in South Australia.	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
6.6.27	Registration and Licensing	Records relating to personalised and stylised number plates including purchase price, ownership details, schedules of use, correspondence and investigations.	<b>TEMPORARY</b> Destroy 5 years after last action
6.6.28	Registration and Licensing	Records documenting driver-owned taxi passenger vehicle plates.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
6.6.29	Registration and Licensing	Records documenting successful and unsuccessful applications to be an Authorised Boat Agent or Code Examiner, including police clearance, identification and character references. Includes cancellations and annual renewals.	<b>TEMPORARY</b> Destroy 5 years after last action
6.6.30	Registration and Licensing	Records documenting Agency audits of Boat Agents and Boat Code Examiners, including inspections and reports.	<b>TEMPORARY</b> Destroy 5 years after last action
6.6.31	Registration and Licensing	Records of transactions on the Vehicles Securities Register showing financial interests in vehicles. Includes new registrations of interest, modifications and cancellations.	<b>TEMPORARY</b> Destroy 5 years after last action





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FUNCTION Activity / Process		Description	Disposal Action
6.6.32	Registration and Licensing	Records documenting successful and unsuccessful Aquatic Licence applications for events and exclusive use of a defined water space. Includes application, waiver, correspondence and decision.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>7</b>	<b>TRAFFIC MONITORING AND CONTROL</b>	<b>The function of controlling, managing and monitoring road traffic to ensure safety, and to maximise traffic flows. Includes the design and use of traffic management devices and signals, investigating and managing projects.</b>	
<b>7.1</b>	<b>Asset Inventory</b>	<i>The activity of managing an authoritative inventory of physical traffic, fleet and infrastructure assets for life cycle management, valuation, placement, availability, costs and demand.</i>	
7.1.1	Asset Inventory	Records of road lighting assets allocated to intersections and pedestrian crossings. Includes records of replacement lantern technology and generating service provider information.	<b>TEMPORARY</b> Retain for life of asset
7.1.2	Asset Inventory	Records documenting road traffic signal asset valuation reporting.	<b>TEMPORARY</b> Retain for life of asset
7.1.3	Asset Inventory	Records documenting the placement of control devices for each section of arterial road, including intersections and junctions. Includes traffic engineering drawings.	<b>TEMPORARY</b> Destroy 5 years after last action



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FUNCTION Activity / Process		Description	Disposal Action
7.1.4	Asset Inventory	Records and drawings documenting technical profile or "personality" for each set of road traffic signals, including its response to varying traffic circumstances and sequencing.	<b>TEMPORARY</b> Retain for life of asset If digital, maintain and reformat as required for life of asset
<b>7.2</b>	<b>Contract Management</b>	<i>The activity of arranging procuring and managing the performance of work outsourced to an external contractor through service agreement, contract or lease. Includes Agency contracting out services as a Service Provider.</i> <b>See GDS 30 v2 6.5 FINANCIAL MANAGEMENT – Control for Register of Contracts.</b>	
7.2.1	Contract Management	Cancellation of contract for non-compliance and/or precedent setting cases.	<b>PERMANENT</b>
7.2.2	Contract Management	Quality control and compliance in relation to specialty contracts.	<b>TEMPORARY</b> Destroy 17 years after action completed
7.2.3	Contract Management	Quality control and compliance in relation to simple contracts	<b>TEMPORARY</b> Destroy 8 years after action completed
7.2.4	Contract Management	Records documenting contracts and service agreements for managing the collection of road traffic flow data from automatic and manual traffic monitoring devices, including meter detectors, manual survey counts or TIRTL (The Infra-Red Traffic Logger).	<b>TEMPORARY</b> Destroy 8 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
<b>7.3</b>	<b>Design and Construction</b>	<i>The activity of designing, building or assembling property and infrastructure.</i>	
7.3.1	Design and Construction	Records documenting the design of road traffic signals.	<b>PERMANENT</b>
7.3.2	Design and Construction	Records documenting the installation of road traffic signals.	<b>TEMPORARY</b> Retain for life of asset
7.3.3	Design and Construction	Records of road traffic signals installed by the Agency on behalf of Local Government Authorities.	<b>TEMPORARY</b> Destroy 8 years after action completed If digital, maintain and reformat as required for 8 years after action completed
<b>7.4</b>	<b>Investigating</b>	<i>The activity of observing, enquiring or systematically examining and reporting a situation or process, including for the purposes of compliance with the law.</i>	
7.4.1	Investigating	Records documenting road traffic accident investigations and reports. Includes photographs, statistics and measurements.	<b>TEMPORARY</b> Destroy 10 years after action completed
7.4.2	Investigating	Records documenting traffic related investigations and reports conducted by request or complaint.	<b>TEMPORARY</b> Destroy 10 years after action completed
7.4.3	Investigating	Records documenting requests for construction, modification or removal of traffic control devices. Includes investigations, reports, statistics, copies of diagrams, discussions, responses to enquiries and action taken.	<b>TEMPORARY</b> Destroy 10 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
<b>7.5</b>	<b>Liaising</b>	<i>The activity of maintaining communications with other organisations in order to ensure concerted action and cooperation.</i>	
7.5.1	Liaising	Records documenting liaison with Local Government Authorities regarding traffic flow and traffic control. Includes hazardous locations, pedestrian protection, signs and speed zones.	<b>PERMANENT</b>
7.5.2	Liaising	Records documenting applications, notifications and approvals for utility services to affect the road and traffic flow for the purposes of access, eg laying cables, or access to water pipes.	<b>TEMPORARY</b> Destroy 3 years after last action
7.5.3	Liaising	Records documenting successful and unsuccessful applications by the public for the closing and re-opening of arterial roads. Includes approval from the South Australia Police.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>7.6</b>	<b>Maintenance</b>	<i>The activity associated with scheduled and unscheduled maintenance, including response to breakdowns. It includes maintaining mechanical and electrical assets, vehicles and infrastructure.</i>	
7.6.1	Maintenance	Records documenting inspection, maintenance, monitoring and repair of traffic monitoring devices.	<b>TEMPORARY</b> Destroy 5 years after last action
7.6.2	Maintenance	Records documenting the maintenance of traffic signals, including modification for traffic loads.	<b>TEMPORARY</b> Retain for life of equipment



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FUNCTION Activity / Process		Description	Disposal Action
<b>7.7</b>	<b>Monitoring</b>	<i>The activity of observing, measuring and testing environmental or traffic situations for compliance, safety or for any changes which may occur over time.</i>	
7.7.1	Monitoring	Records of road crash information, including date, location of incidents, personal data, outcome of incidents and blood and alcohol statistics.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
7.7.2	Monitoring	Records documenting auditing of the Road Crash Database by the Centre for Automotive Safety Research.	<b>TEMPORARY</b> Destroy 5 years after last action
7.7.3	Monitoring	Records of road traffic information including traffic volumes, flows, type of vehicle, traffic stream composition, give way delays, mass of vehicles, travel times and speeds.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes



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FUNCTION Activity / Process		Description	Disposal Action
7.7.4	Monitoring	Records of spatial data for marine parks, reserves and coastlines, including spatial layers for road crashes. Includes traffic volume and road networks.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
7.7.5	Monitoring	Records of road centreline system, includes spatial data, locating reference data by distance, road name, road number, speed zones, culverts and traffic signals.	<b>PERMANENT</b> If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
7.7.6	Monitoring	Records documenting the planning, installation of and modifications to traffic accessories, including audio and tactile accessories for pedestrian crossings, electronic road signs, speed counters, safety cameras (Safe-T-Cam), red lights cameras and closed circuit television (CCTV). Includes copies of design and site plans.	<b>TEMPORARY</b> Destroy 10 years after action completed
7.7.7	Monitoring	Records documenting the installation of traffic monitoring devices.	<b>TEMPORARY</b> Destroy 8 years after action completed



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FUNCTION Activity / Process		Description	Disposal Action
7.7.8	Monitoring	Records of road traffic signals installed by the Agency on behalf of Local Government Authorities.	<b>TEMPORARY</b> Destroy 8 years after action completed If digital, maintain and reformat as required for 8 years after action completed
7.7.9	Monitoring	Closed circuit television (CCTV) surveillance data monitoring traffic flow for evidence, and for managing varying traffic loads.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>7.8</b>	<b>Operational Policy and Procedures</b>	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
7.8.1	Operational Policy and Procedures	Records documenting specific operational policy and procedures and work instructions.	<b>PERMANENT</b>
<b>7.9</b>	<b>Project Management</b>	<i>The activities involving a defined process and series of actions including directing, managing, planning, implementing and monitoring infrastructure, transport and non-infrastructure projects, including the final assessment and report at completion.</i>	



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FUNCTION Activity / Process		Description	Disposal Action
7.9.1	Project Management	Database records documenting the progress of projects. Includes data supporting the Initiate – Plan – Implement – Handover phases.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes





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FUNCTION Activity / Process		Description	Disposal Action
7.9.2	Project Management	<p>Records that document the progress of <u>significant</u> infrastructure (roads, rail, marine, bridges), eg Safe-T-Cam border monitoring and non-infrastructure (administration, IT, regulatory) projects, which impact on the state and the public, have political or technical risks and is more than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<b>PERMANENT</b>



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FUNCTION Activity / Process		Description	Disposal Action
7.9.3	Project Management	<p>Records that document the progress of <u>non-significant</u> infrastructure, eg traffic signal installation and non-infrastructure projects, where the project does not impact on the public or the State, have political or technical risks and is less than \$2million in value. Includes documentation through the Initiate – Plan – Implement – Handover phases in the Project Management Process.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• performance briefs, risk assessment, feasibility, concept estimates and business cases</li> <li>• project proposals, planning studies, registrations of interest, agreements and project definition reports</li> <li>• environmental assessment and approvals</li> <li>• design and construction</li> <li>• implementation plans, strategies, stakeholder communications, reports and contract management</li> <li>• handover reports and reviews</li> <li>• drawings, plans and photographs.</li> </ul>	<p><b>TEMPORARY</b> Destroy 10 years after action completed</p>



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FUNCTION Activity / Process		Description	Disposal Action
7.9.4	Project Management	Facilitative project records, including draft agreements, unsuccessful proposals, submissions and registrations of interest, advice letters and project variations.	<b>TEMPORARY</b> Destroy 5 years after last action