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STATE RECORDS

of South Australia

General Disposal Schedule No. 45

Identity Verification Documents

Effective from 7 January 2026 to 7 January 2036

Version 1

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

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Disposal Authority Number	GDS 45 Version 1
Disposal Authority Type	General Disposal Schedule
Organisation/s	State and local government agencies and Universities
Disposal Authority Scope	Management of identity verification documents <i>'Documents' is used throughout this GDS and in this context also refers to records. Documents can refer to originals, certified copies or copies.</i>
Records Coverage Dates	From 1 January 1980 onwards
Effective Dates	7 January 2026 to 7 January 2036
Disposal Authority Status	Determined by Director and approved by State Records Council 9 December 2025
Exclusions	Not to be used by agencies that create identity verification documents or agencies that have recordkeeping requirements under relevant legislation.
Associated Disposal Authorities	This GDS needs to be used in conjunction with GDS 30 (as amended) for state government agencies administrative/common functions, GDS 40 for local government authorities and GDS 50 for ministerial offices, and agency records disposal schedules.



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Introduction

Scope

This GDS applies to records received by relevant agencies in South Australia and applies to hardcopy and digital formats.

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

Other disposal schedules applicable

Administrative/common functions to state government agencies are included in GDS 30 (as amended), GDS 40 (as amended) for local government authorities and GDS 50 (as amended) for ministerial offices. Agency records disposal schedules will also be applicable.

Interpretation

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

Compliance with the Determination

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

For more information

Refer to State Records website at www.archives.sa.gov.au.

Contact details

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General Disposal Schedule 45 - Identity Verification Documents (GDS 45)

No	Function / Activity	Description (including record examples)	Status	Disposal Action
1	Identity Verification Management	<p><i>The function of managing the identity verification documents provided to agencies, from individuals to verify their identity.</i></p> <p><i>Not to be used for:</i></p> <ul style="list-style-type: none"> • identity verification documents created as part of the agency's functions • identity verification documents controlled by legislative requirements • for any records covered by the agency's RDS. 		
1.1	Identity Verification Documents	<p><i>The activity of managing identity verification documents in agencies.</i></p> <p><i>Includes, but is not limited to, the system known as '100 points of identification'.</i></p> <p><i>Appendix 1 provides a non-exhaustive list of the different types of identity verification documents agencies may receive from individuals to prove their identity when accessing agency services.</i></p>		
1.1.1	Identity Verification	Identity verification documents provided to an agency to verify the identity of an individual and no longer required for an ongoing business need or legal purpose.	TEMPORARY	Retain until verification, business need or legal purpose is complete, then destroy as soon as possible.

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Appendix 1

Various types of identity verification documents an agency may use to verify an individual's identity (in alphabetical order). This list is not exhaustive.

Aboriginal Community letter	Letter (from Minister of Religion)
Account statement	Letter (from authorised officer in agency)
ADF (card)	Licence (occupational)
Apprenticeship papers	Licence SA (with photo)
Armed Services Discharge	Licence or permit (AUS)
ATO (Letter)	Licence with photo issued by CBS
ATO Tax Assessment	Life Insurance policies
Australia Post issued keycard pass	Lands Title Office records
Australian firearms licence	Maritime security identification card
Aviation Security Identification Card	Marriage Certificate
Bank Statement	Medicare card
Banking details	Medicare Letter
Birth Certificate	Mortgage Documents
Birth Certificate extract	Motor Registration Documents
Birth Certificate copy certified by a JP	Passport (AUS, NZ, OS, expired, diplomatic/refugee)
Centrelink concession card	
Centrelink letter	
Centrelink pensioner concession card	
Certificate – Aboriginal Population record (NT)	
Certificate of identity or a UN Convention Travel Document (Titre de Voyage) issued by the Australian Passport Office	Pensioner Card
Certificate of Naturalisation	Photograph
Change of name certificate	Police ID
Citizen Certificate (AUS)	Prison discharge certificate
Citizenship by Descent extracts	Private Health Insurance card
Concession Card (SA)	Letter (from employer)
Contact Information	Letter (from legal practitioner)

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Council rates	Letter (from medical practitioner)
Credit/Debit card	Letter (from support worker)
	Power of attorney document (medical, financial)
Crowd controller Licence with photo	Professional association card
Current licence or permit issued under Australian law	Proof of Age card (AUS, govt issued, interstate)
Declaratory Certificate of Australian Citizenship	
Defence Housing Agreement	Property lease/Rental Agreement
Divorce papers	Reference (from a medical practitioner)
Document for travel to Australia issued by the Department of Home Affairs	Registration card issued by Consumer and Business Services
Driver's Licence/Permit (AUS)	Rent record
Driver's Licence (OS)	School record
Electoral Enrolment card/Enrolment to vote (AEC)	School reports or exam certificate
Employee ID card (AUS)	Security Guard Licence with photo (AUS)
Employee ID (Government issued)	Seniors card
Employer/Referee letter	Statement from employer or referee
Evidence of authority – Power of Attorney/Executor of estate	Student card
Firearms Licence (AUS)	Student identity document (AUS)
Health Care Card	Superannuation Fund Statement
ID Tertiary Education	Teachers' Registration card
ID Public Service employee/with photo (government-issued)	Trade association cards
ID issued by Government authorities	Tradesperson certificate
IMMICARD	University Transcript
Immigration documents	Utility/Phone account
Insurance (property papers)	Veterans Affairs card
Insurance Documents	Veterans Affairs Gold card
Insurance renewal documents	Visa (Immigration) (AUS)
Land Valuation Notice	Working with Children Check
Lease/tenancy documents	Will (legal)