

Operational Records Disposal Schedule

Department of the Premier and Cabinet

Information and Communications Technology, Cyber Security and Digital (Including Office of the Chief Information Officer)

RDS 2024/03 Version 1

Effective Dates: 12 July 2024 to 12 July 2034

This operational records disposal schedule (RDS) 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*.

OFFICIAL

RDS No	RDS 2024/03 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Department of the Premier and Cabinet Information and Communications Technology, Cyber Security and Digital (Including Office of the Chief Information Officer)
Records Scope	Records documenting the function/s of Technology Delivery and Support
Records Coverage Dates	1988 - ongoing
Effective Dates	12 July 2024 to 12 July 2034
Status	Determined by Director State Records and approved by State Records Council 28 May 2024
Exclusions	<ul style="list-style-type: none"> • One Stop Shop for Government Services – deletion of user profiles • SA Government Central Logging Strategy – records relating to log audit data for OCIO owned applications and systems • M365 Central Tenancy - records relating to the M365 central tenancy SharePoint documents, OneDrive documents, Team chats and channel messages.
Associated RDS	There is no associated RDS. Previous RDS 2007/08 v1 Government ICT Services expired 30 June 2018.
Associated Document	Use the RDS in conjunction with its RDS Context Statement

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Introduction

Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on paper, film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions, please contact State Records for advice.

Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the *State Records Act 1997* including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as State archives) in accordance with State Records appraisal criteria and
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period.

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://www.archives.sa.gov.au/managing-information/general-disposal-schedules-gds>.

Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody.

Status/Disposal action definitions

- **Permanent – retain as State archives**
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- **Temporary – retain for the minimum period of time, identified below, after action completed, then destroy.**
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

Retain a record of records destroyed under this RDS

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 *Destruction of Official Records Guideline* issued by State Records of South Australia.

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*.

For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at www.archives.sa.gov.au.

State Records Contact Details

Contact details

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RDS 2024/03 Version 1 - Department of the Premier and Cabinet

Information and Communications Technology, Cyber Security and Digital (Including Office of the Chief Information Officer)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	TECHNOLOGY DELIVERY AND SUPPORT	The function of delivering digital innovation, online services, technology, cyber security, digital leadership and services for the South Australian Government, industry and citizens. This includes assisting agencies with the provision of ICT, digital and cyber security policies, guidelines, standards and toolkits.		
1.1	Application Development	The activities associated with developing software and programming codes to run business applications. Includes specification, testing, pilots, prototyping and metadata requirements. <i>See also GDS 30 v2 (as amended) Item 10.1 INFORMATION TECHNOLOGY – Application Development various for internal application development records.</i>		
1.1.1		Records relating to the development or modification of across-government applications that become operational. Record examples include: <ul style="list-style-type: none"> • surveys • status reports • pilot documentation • proofs of concept e.g. SAGOV Services Portal • specifications • roadmaps e.g. onboarding of services to the One Stop Shop dashboard • operational specifications e.g. One Stop Shop initiative. 	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.1.2		Records relating to the development or modification of across-government applications that do NOT proceed. Record examples include: <ul style="list-style-type: none"> • surveys • status reports • pilot documentation • specifications. 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2	Exemptions	The activity of processing applications by agencies for exemptions to policy for digital applications/systems.		
1.2.1		Records relating to applications for systems that are outside of the digital framework policy. Includes: <ul style="list-style-type: none"> • application • assessment • response • Summary of Exemptions (report) (includes those exemption applications that are granted, denied or revoked). 	PERMANENT	Retain as State archives.
1.3	Maintenance (IT)	The activities associated with keeping IT applications and systems in effective operation on a daily basis. (KAAA)		
1.3.1		Records relating to the management of application, software and system issues. For example, job ticketing system (currently Marvel, FrontRange)	TEMPORARY	Retain for a minimum of 10 years after action completed, then destroy. (If not migrated retain in readable and searchable format.)
1.4	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (KAAA)		
1.4.1		Master copy of across government policy and strategy for Technology Delivery and Support.	PERMANENT	Retain as State archives.
1.4.2		Records relating to the development of across government policies and strategies for Technology Delivery and Support.	TEMPORARY	Retain for a minimum of 5 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.5	Procurement (Across Government)	<p>The activities involved in arranging, assessing, procuring and managing the performance of work or the provision of goods and services by an external contractor or consultant.</p> <p><i>See also GDS 30 v2 (as amended) 6.10 FINANCIAL MANAGEMENT – Procurement (Goods & Services) various for internal agency procurement.</i></p>		
1.5.1		Summary records of across-government procurement/contracts undertaken directly by OCIO.	PERMANENT	Retain as State archives.
1.5.2		<p>Records relating to receipt and assessment of across-government tenders.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • statement of requirements • expressions of interest • specifications • submissions • evaluations. 	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.
1.5.3		<p>Records relating to the management of across-government contracts that are significant and/or have created major public interest or created controversy.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • contracts • agreements • terms and conditions • guarantees and undertakings • contract performance records • contract variations • related correspondence. 	PERMANENT	Retain as State archives.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.5.4		<p>Records relating to the management of across-government contracts that are not significant and/or are not of major public interest or controversy.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • contracts • agreements • terms and conditions • contract performance • contract variations. 	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy.
1.6	Product Support and Management	<p>The activities associated with support and management of IT systems and applications.</p> <p><i>See also GDS 30 v2 (as amended) 10.4 INFORMATION MANAGEMENT – System Management.</i></p>		
1.6.1		<p>Summary technical and action records relating to management of products. Includes job tickets, requests, tasks, updates, status, system release info, testing scripts. (Currently Jira previously FogBugz used for sa.gov.au)</p> <p><i>See Item 1.12.2 for information and reference records relating to products.</i></p> <p><i>Note: This record class relates to all instances of Jira</i></p>	TEMPORARY	Retain a minimum of 2 years after product discontinued then destroy data.
1.6.2		<p>Summary information and reference records relating to management of products. Includes designs, plans, knowledge sharing documents, reflections, spike stories, user flows and stories. (Currently Confluence and Miro)</p> <p><i>See Item 1.12.1 for technical and action records relating to products.</i></p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6.3		Working documents and drafts supporting the activities relating to product support and development.	TEMPORARY	Retain a minimum of 12 months after action completed, then destroy.
1.7	Program Management	The activities associated with the coordination and management of an ongoing series of actions to respond to a need to achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs.		
1.7.1		<p>Records relating to the management of significant Technology Delivery and Support programs.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • scope of program • communication action plans • funding approvals • budgets • planning documents. <p>A significant program is defined as a program of work that is driven from SA Government strategies, priorities and initiatives. Examples include:</p> <ul style="list-style-type: none"> • Connectivity Program • Cyber Hazard Risk Reduction Program • Glenside Hosting Facility Exit Program • development of cyber school curriculum. 	PERMANENT	Retain as State archives.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7.2		<p>Records relating to the management of Technology Delivery and Support programs, for example cyber trainee program, Better Together, YourSAy.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • scope of program • communication action plans • funding approvals • budgets • planning documents. <p><i>See also GDS 30 v2 (as amended) 5.3.2 EMPLOYEE MANAGEMENT- Case Management for personnel records for trainees.</i></p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.8	Project Management	<p>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</p> <p><i>See Item 1.1 (various) for records relating to application development.</i></p>		
1.8.1		<p>Records relating to the management of significant Technology Delivery and Support projects.</p> <p>A significant project is defined as a project that is driven from SA Government strategies, priorities and initiatives. Examples include:</p> <ul style="list-style-type: none"> • Cloud Governance Framework project • Software Defined Wide Area Network (SDWAN) project. 	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.8.2		<p>Records relating to Technology Delivery and Support projects. For example, Glenside Datacentre decommissioning, changeover of IT ticketing system, sa.gov.au website.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • project brief • change management plans • communications and engagement plans • project implementation plans • key decisions • meetings • monitoring • lessons learnt • closure report • risk management plans. <p><i>See also GDS 30 v2 (as amended) 9.3 INFORMATION MANAGEMENT – Data Administration for the migration of data.</i></p>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.9	Risk Assessments	The activity of processing third party risk assessments for third parties to access government systems.		
1.9.1		<p>Records relating to applications by agencies for third party suppliers to access their systems.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • application by agency • submission by supplier • assessment • response. 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

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1.10	Security	The activities associated with measures to protect people, information and assets from accidental or intentional damage or from unauthorised access.		
1.10.1		Records relating to breaches of security across-government systems that result in the laying of charges or where sabotage is suspected. <i>See also GDS 30 v2 (as amended) 9.11 INFORMATION MANAGEMENT – Security various for breaches of security of internal agency systems.</i>	PERMANENT	Retain as State archives.
1.10.2		Records relating to other breaches of security. Record examples include: <ul style="list-style-type: none"> • security alerts/incidents • watch desk incident reporting. 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.10.3		Records relating to system generated alerts for across-government applications and systems. <i>See Item 1.10.2 for records relating to incidents arising from alerts.</i>	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.11	Submissions	The activity of managing submissions by agencies for the installation/implementation of digital applications/systems.		
1.11.1		Records relating to agency submissions for installation/implementation of a digital application or system. Record examples include: <ul style="list-style-type: none"> • submission • design • proposed approach • evaluation • responses. 	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.12	System Management	<p>The activities associated with the building, prototyping, accessing and testing of IT systems and applications. Includes the management of regular programs of backups and journals and monitoring usage and response times. Also includes management of security restrictions such as user rules, passwords. (KAAA)</p> <p><i>See also GDS 30 v2 (as amended) 10.4 INFORMATION TECHNOLOGY – Application Development various for internal system management records.</i></p>		
1.12.1		<p>Records relating to the development, modelling and implementation of across-government systems and applications. For example:</p> <ul style="list-style-type: none"> • M365 central tenancy • M365 operating model • One Stop Shop initiative. <p>Record examples include:</p> <ul style="list-style-type: none"> • development Plans • modelling • implementation plans • handover plans • agreements. 	TEMPORARY	Retain a minimum of 2 years after the lifespan of the system.
1.12.2		<p>Records relating to security restrictions applied to across-government systems.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • lists of licences for agencies • assessments of capacity within licences 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.12.3		Network Attached Storage Devices and Hard Disk Drive Storage of state government agency emails (2009-2018).	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.12.4		Physical back up tapes of state government agency emails (pre-2015). (Closed series)	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.12.5		Records relating to implementation and ongoing management of across-government applications and systems. Record examples include evidence of decisions.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.12.6		Records (emails and attachments) relating to the M365 central tenancy Exchange Online that users have deleted and are in a users' deleted items (Recoverable Items) folder.	TEMPORARY	Retain a minimum of 2 years from the original send/receive date.
1.12.7		System records relating to the creation and submission of agency applications (forms) and citizen completed forms through iApply.	TEMPORARY	Retain a minimum of 14 days from creation of form in iApply unless exemption sought by relevant agency. In this timeframe, the data is transferred to the relevant agency for retention.
1.13	Training (external)	The activities associated with all aspects of training (external/internal) provided to agencies. <i>See also GDS 30 v2 (as amended) 5.17 EMPLOYEE MANAGEMENT – Training various for internal training for employees.</i>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.13.1		<p>Records relating to the development and delivery of training relating to Technology Delivery and Support to state government agencies. For example, Better Together, YourSAy security awareness, induction.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • handouts • training materials • workshop notes • attendance sheets. <p>See also GDS 30 v2 (as amended) 5.17 EMPLOYEE MANAGEMENT – TRAINING various for training for employees.</p>	TEMPORARY	Retain a minimum for 7 years after action completed, then destroy.
1.14	COVID-19 Applications	The activities associated with collecting and managing information relating to emergency management responses e.g. COVID-19.		
1.14.1		<p>Records relating to the development, modelling and implementation of across-government COVID-19 (or in response to Emergency Management) systems and applications. For example:</p> <ul style="list-style-type: none"> • COVID-19 Safe Check-in app • COVID-19 testing booking system • COVID-19 Home Quarantine SA app • Health Check SA app • Entry Check SA border application online form (iApply) (developed and modelled only) 	PERMANENT	Retain as State archives.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		Record examples include: <ul style="list-style-type: none"> • development Plans • modelling • implementation plans • handover plans • scope of program • communication action plans • funding approvals • budgets • planning documents. 		
1.14.2		Records relating to COVID-19 Safe Plans collected through the online forms platform (iApply).	TEMPORARY	Retain for a minimum of 14 days and destroy once data transferred to the Office for Data Analytics (DPC).