

STATE RECORDS

of South Australia

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1

MINISTER'S OFFICES

MAPPING DOCUMENT/COMPARISON TABLE

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---------------------------------------|--|--|--|--|
| 1 | BOARD AND COMMITTEE MANAGEMENT | The function of managing Boards and Committees established or appointed by a Minister. It includes advice provided to a Minister by a Board or Committee. It also includes a Minister's representation on a Board or Committee. Includes establishment, appointment and retirement of Members and Deputies, terms of reference, proceedings, minutes, reports and agenda. Appointments may require approval by the Cabinet or may be authorised by the Minister. | | See GDS 30 v2.2 2 BOARD & COMMITTEE MANAGEMENT (various activities) | |
| 1.1 | Establishment | The activity of creating and establishing the Board or Committee, setting its decision making processes and terms of reference, and changes through time. Includes appointment and retirement of Board and Committee Members. | | See GDS 30 v2.2 2 BOARD & COMMITTEE MANAGEMENT (various activities) | |
| 1.1.1 | Establishment | Records relating to Boards and Committees specific to the Minister's portfolio, which result in a Cabinet Submission, eg to make and terminate appointments to statutory bodies, Boards, Commissions, Councils and tribunals. | PERMANENT | See GDS 30 v2.2 2 BOARD & COMMITTEE MANAGEMENT (various activities) | Various |
| 1.1.2 | Establishment | Records relating to high level Ministerial office committees, specific to the Minister's portfolio, eg strategic management or policy, established to formulate policy and determine major Ministerial programs. | PERMANENT | See GDS 30 v2.2 2 BOARD & COMMITTEE MANAGEMENT (various activities) | Various |

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|----------------|--------------------------------|---|---|--|--|
| 1.1.3 | Establishment | Non-strategic Ministerial Boards or Committees or work groups, specific to the Minister's portfolio, established for operational or administrative purposes. | TEMPORARY Retain a minimum of 10 years after last action | See GDS 30 v2.2 2 BOARD & COMMITTEE MANAGEMENT (various activities) | Various |
| 1.2 | Proceedings | The activity of documenting the proceedings of the Board or Committee. | | See GDS 30 v2.2 2.6 BOARD & COMMITTEE MANAGEMENT- Proceedings (various) | |
| 1.2.1 | Proceedings | Copies of minutes and agenda of Boards and Committees within portfolios held by the Minister's Office for reference purposes. | TEMPORARY Destroy 3 months after meeting date | NAP | TEMPORARY |
| 2 | FINANCE MANAGEMENT | The function of managing the organisation's financial resources. See also GDS 30 (as amended): 6 FINANCIAL MANAGEMENT | | See GDS 30 v2.2 6 FINANCIAL MANAGEMENT (various activities) | |
| 2.1 | Accounting | The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls. | | See GDS 30 v2.2 6.1 FINANCIAL MANAGEMENT Accounting (various) | |

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|-----------------------|---------------------------------------|---|---|---|---|
| 2.1.1 | Accounting | Records relating to accounting and reconciliations relating to overseas visits. | TEMPORARY Destroy 5 years after last action. | See GDS 30 v2.2 6.1.6 FINANCIAL MANAGEMENT - Accounting | TEMPORARY Destroy 5 years after action completed |
| 2.2 | Budgeting | The function of managing the organisation's financial resources. See also GDS 30 (as amended): 6 FINANCIAL MANAGEMENT | | See GDS 30 v2.2 6.4 FINANCIAL MANAGEMENT – Budgeting (various) | |
| 2.2.1 | Budgeting | Master of Whole of Agency annual budget estimates submitted by the Chief Executive Officer to the Minister for approval. Includes revised estimates. | PERMANENT | See GDS 30 v2.2 6.4.2 FINANCIAL MANAGEMENT Budgeting | PERMANENT Retain as State archives |
| 2.2.2 | Budgeting | Copies of Whole of Agency annual budget estimates submitted by the Chief Executive Officer to the Minister for approval. Includes revised estimates. | TEMPORARY Destroy 3 months after last action | NAP | TEMPORARY |
| 2.2.3 | Budgeting | Master records documenting the budgeting of substantial new policy proposals or programs including detailed justification and substantive background information. | PERMANENT | See GDS 30 v2.2 6.4.1 FINANCIAL MANAGEMENT Budgeting | PERMANENT Retain as State archives |

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|----------------|--------------------------------|--|--|---|--|
| 2.2.4 | Budgeting | Copies of records documenting the budgeting of substantial new policy proposals or programs including detailed justification and substantive background information. | TEMPORARY Destroy 3 months after last action | NAP | TEMPORARY |
| 2.2.5 | Budgeting | Supplementary records relating to development of agency budget submitted to the Minister's Office, including working papers, calculations and costing of ongoing programs. Includes periodic returns to Treasury and budget reviews. | TEMPORARY Destroy 10 years after last action. | See GDS 30 v2.2 6.4.3 FINANCIAL MANAGEMENT - Budgeting | TEMPORARY Destroy 7 years after action completed. |
| 2.3 | Community Funding | The activity of providing funding to the community for approved nominated projects and initiatives. Includes receiving funding applications, granting funds and disbursing funds to community applicants. | | See GDS 50 v1 1.7 Grants and Community Funding (various) | |
| 2.3.1 | Community Funding | Register of applications from the community for grants for specific purposes. | PERMANENT | See GDS 50 v1 1.7.1 Grants and Community Funding | PERMANENT Retain as State archives |

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|----------------|--------------------------------|--|--|--|---|
| 2.3.2 | Community Funding | Records relating to successful applications from the community for grants for specific purposes. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.7.2 Grants and Community Funding | TEMPORARY Retain a minimum of 10 years after action completed, then destroy. |
| 2.3.3 | Community Funding | Records relating to unsuccessful applications from the community for grants for specific purposes. | TEMPORARY Destroy 2 years after last action | See GDS 50 v1 1.7.2 Grants and Community Funding | TEMPORARY Retain a minimum of 10 years after action completed, then destroy. |

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|----------------|--|---|--|---|--|
| 3 | INFORMATION RESOURCE MANAGEMENT | <p>The function of managing the organisation’s information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.</p> <p>See also GDS 30 (as amended): 9 INFORMATION MANAGEMENT</p> | | See GDS 30 v2.2 9.2 INFORMATION MANAGEMENT (various activities) | |
| 3.1 | Control | The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. | | See GDS 30 v2.2 9.2 INFORMATION MANAGEMENT (various activities) | Various |
| 3.1.1 | Control | Master Control Records, e.g. Registers or Indexes (both paper and their electronic equivalent), maintained within the Minister’s Office. | PERMANENT | See GDS 30 v2.2 9.2.1 INFORMATION MANAGEMENT - Control | PERMANENT Retain as State archives |

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|----------------|--------------------------------|--|--|--|--|
| 3.1.2 | Control | Records relating to the planning and coordination of information systems in the Minister’s Office. Includes migration of data to successor systems. | PERMANENT | See GDS 30 v2.2 9.3.2 INFORMATION MANAGEMENT - Data Administration | TEMPORARY Destroy 20 years after action completed. |
| 3.1.3 | Control | Records of documents executed under Common Seal. | PERMANENT | See GDS 50 v1 1.1.1 Agreements and Contracts | PERMANENT Retain as State archives |
| 3.1.4 | Control | Records relating to the determination of access conditions relating to the release of Minister’s Office records held by State Records to the public. <u>Excludes</u> access under FOI legislation - see item 3.2 INFORMATION RESOURCE MANAGEMENT – Freedom of Information (FOI). | TEMPORARY Destroy 10 years after procedure revoked or superseded. | See GDS 30 v2.2 9.4.2 INFORMATION MANAGEMENT - Disposal | TEMPORARY Retain for life of agency. Upon cessation of agency refer to Managing Records During Administrative Change Guideline. |

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|----------------|--------------------------------|---|---|---|---|
| 3.1.5 | Control | Authorised classification systems used by the Minister's Office, eg thesauri, numbered systems. | PERMANENT | See GDS 30 v2.2 9.2.4 INFORMATION MANAGEMENT – Control | TEMPORARY Destroy 10 years after action completed. |
| 3.1.6 | Control | Minor control records relating to creation, movement, distribution and maintenance of records, such as lists maintained by the Minister's Personal Assistant, as opposed to what is kept by the Minister's central registering system. | TEMPORARY Destroy when ceases to be of administrative use. | See GDS 30 v2.2 9.2.3 INFORMATION MANAGEMENT - Control | TEMPORARY Destroy 2 years after action completed. |
| 3.2 | Freedom of Information | Freedom of Information (FOI) case files where a number of activities are kept together on one file. The process of obtaining access to information held as records by government agencies, government ministers and other public bodies in accordance with FOI legislation. Includes appeals to external authorities. | | See GDS 30 v2.2 9 INFORMATION MANAGEMENT (various activities) See GDS 30 v2.2 13.22.5 STRATEGIC MANAGEMENT – Reporting | |
| 3.2.1 | Freedom of Information | Records relating to the management by the Minister's Office of precedent-setting FOI cases or cases generating substantial public interest, eg relating to FOI appeals to external authorities, eg Ombudsman, Police Complaints Authority or a Court of Law. | PERMANENT | See GDS 30 v2.2 9.1.1 INFORMATION MANAGEMENT - Case Management (FOI) | PERMANENT Retain as State archives |

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| 3.2.2 | Freedom of Information | Records of legal opinions from the Crown concerning FOI cases. | PERMANENT | See GDS 30 v2.2 9.1.1 INFORMATION MANAGEMENT - Case Management (FOI) | PERMANENT Retain as State archives |
| 3.2.3 | Freedom of Information | Records relating to the management of contentious FOI cases in the Minister’s Office involving recurring or protracted requests, withheld access, amendments to records and internal reviews. | TEMPORARY Destroy 10 years after action completed. | See GDS 30 v2.2 9.1.2 INFORMATION MANAGEMENT - Case Management (FOI) | TEMPORARY Destroy 10 years after action completed. |
| 3.2.4 | Freedom of Information | Records relating to the management of routine FOI cases in the Minister’s Office involving one-off applications of a non-contentious nature. | TEMPORARY Destroy 5 years after last action | See GDS 30 v2.2 9.1.3 INFORMATION MANAGEMENT - Case Management (FOI) | TEMPORARY Destroy 5 years after action completed. |
| 3.2.5 | Freedom of Information | Records relating to the management of withdrawn FOI applications in the Minister’s Office, or applications referred to other agencies. | TEMPORARY Destroy 2 years after last action | See GDS 30 v2.2 9.1.4 INFORMATION MANAGEMENT - Case Management (FOI) | TEMPORARY Destroy 2 years after action completed. |

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| 3.2.6 | Freedom of Information | Documents subject to applications under the FOI Act dealt with by the Minister's Office including withheld and amended documents. | Retain original documents until all action completed and FOI appeal period has expired. Then dispose in accordance with relevant disposal schedule and disposal action. | See GDS 30 v2.2 9.1 INFORMATION MANAGEMENT - Case Management (FOI) – see note | Various |
| 3.2.7 | Freedom of Information | Notifications from the supporting Agency to the Ministerial Office, of FOI requests and determinations. | TEMPORARY Destroy 2 years after last action | See GDS 30 v2.2 13.22.5 STRATEGIC MANAGEMENT - Reporting | TEMPORARY Destroy 2 years after action completed. |
| 3.2.8 | Freedom of Information | Monthly report from the supporting Agency to the Ministerial Office, of FOI activity in the Agency. | TEMPORARY Destroy 1 year after last action. | See GDS 30 v2.2 13.22.5 STRATEGIC MANAGEMENT - Reporting | TEMPORARY Destroy 2 years after action completed. |

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|----------------|--------------------------------|---|--|---|--|
| 3.3 | Records Conservation | The activities involved in the preservation, protection, maintenance, restoration and enhancement of information resources and artefacts. | | See GDS 30 v2.2 13.16 STRATEGIC MANAGEMENT – Planning (various) | |
| 3.3.1 | Records Conservation | Records relating to the implementation of disaster recovery plans after disasters, such as fire, flood, etc affecting the Minister’s Office. | PERMANENT | See GDS 30 v2.2 13.16.1 STRATEGIC MANAGEMENT - Planning | PERMANENT Retain as State archives |
| 3.3.2 | Records Conservation | Records relating to disaster preparedness and recovery plans by the Minister’s Office, including plans for protection and re-establishment of data in case of disaster. | PERMANENT | See GDS 30 v2.2 13.16.1 STRATEGIC MANAGEMENT - Planning | PERMANENT Retain as State archives |
| 3.4 | Records Disposal | The process of disposing of records no longer required by the agency. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into low-cost or archival storage. | | See GDS 30 v2.2 9.4 INFORMATION MANAGEMENT – Disposal (various) | |

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| 3.4.1 | Records Disposal | Records relating to transfers of records and copies of lists from the Minister's Office to State Records (prepared by the Minister's Office) of records transferred to State Records storage. | PERMANENT | See GDS 30 v2.2 9.4.2 INFORMATION MANAGEMENT - Disposal | TEMPORARY Retain for life of agency. Upon cessation of agency refer to Managing Records During Administrative Change Guideline. |
| 3.4.2 | Records Disposal | Records relating to the development of records disposal schedules specific to the operations of the Minister's Office. Also includes appraisal reports and Ministerial copies of schedules. | TEMPORARY Destroy 10 years after schedule superseded or revoked. | See GDS 30 v2.2 9.4.3 INFORMATION MANAGEMENT - Disposal | TEMPORARY Destroy 20 years after action completed. |
| 3.4.3 | Records Disposal | Records relating to the destruction of inactive, non-permanent records by the Minister's Office, including authorised destruction in the agency. | TEMPORARY Destroy 10 years after records destroyed. | See GDS 30 v2.2 9.4.1 INFORMATION MANAGEMENT - Disposal | PERMANENT Retain as State archives |

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|----------------|--------------------------------|--|---|---|---|
| 3.4. | Records Disposal | Correspondence regarding transfer and retrieval of records to and from State Records. | TEMPORARY Destroy when reference ceases – should be retained for the life of the records transferred | See GDS 30 v2.2 9.4.2 INFORMATION MANAGEMENT - Disposal | Retain for life of agency. |
| 3.4.5 | Records Disposal | Copies of General Disposal Schedules, guidelines, and other information in the Minister’s Office used for the disposal of records. | TEMPORARY Destroy when reference ceases. | See GDS 30 v2.2 9.4.3 INFORMATION MANAGEMENT - Disposal | TEMPORARY Destroy 20 years after action completed. |
| 3.5 | Privacy | The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information. | | See GDS 30 v2.2 9 INFORMATION MANAGEMENT – (various activities) | |

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|----------------|--|--|--|---|---|
| 3.5.1 | Privacy | Records relating to the ongoing protection of data to ensure privacy within the Minister’s Office. Includes special procedures for management of personal information. | TEMPORARY Destroy 10 years after procedure revoked or superseded | See GDS 30 v2.2 9.10.2 INFORMATION MANAGEMENT - Privacy | TEMPORARY Destroy 10 years after action completed. |
| 3.5.2 | Privacy | Records relating to provision of ongoing protection of information in the Minister’s Office. Includes security arrangements for sensitive information. | TEMPORARY Destroy 10 years after procedure superseded or revoked. | See GDS 30 v2.2 9.11.3 INFORMATION MANAGEMENT - Security | TEMPORARY Destroy 5 years after action completed. |
| 4 | MINISTERIAL COMMUNITY RELATIONS | The function of establishing and maintaining rapport with the community and managing the Minister’s portfolio profile, consistent with Ministerial responsibility. Includes speeches & presentations, enquiries management, joint venture management, lobbying, media liaison, and visits. Also includes relationships with professional bodies and industry, handling reactions by the public to Government policies and practices and community consultation and feedback. (Adapted from Keyword AAA). | | See GDS 50 v1 1.5 Enquires | |

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| 4.1 | Enquiries Management | The activity involving enquiries to the Minister from the community related to portfolio issues, or enquiries between the Minister and the Premier, other Ministers or Members of Parliament (whether State, Federal or international). Correspondence to Ministers is a primary means by which South Australians have direct recourse to government to have issues or personal cases addressed. Ministerial correspondence also allows some feedback to Government on, for example, the impact of its policies and programs. Enquiries Management is not related to Parliamentary matters – see item 5.11 MINISTERIAL GOVERNMENT RELATIONS – Parliamentary Relations. | | See GDS 50 v1 1.5 Enquires See GDS 30 v2.2 3.6.1 COMMUNITY RELATIONS Greetings | |
| 4.1.1 | Enquiries Management | Records relating to the management of community enquiries or public reaction resulting in reversal of a government decision and therefore form precedent cases. | PERMANENT | See GDS 50 v1 1.5.1 Enquires | PERMANENT Retain as State archives |
| 4.1.2 | Enquiries Management | Records relating to enquiries or public reaction of State significance requiring considerable investigation and a specific response (see Introduction on page 7 for definition of ‘state significance’). | PERMANENT | See GDS 50 v1 1.5.1 Enquiries | PERMANENT Retain as State archives |

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| 4.1.3 | Enquiries Management | Records relating to enquiries or public reaction not of State significance requiring considerable investigation and a specific response (see Introduction on page 7 for definition of 'non-state significance'). | TEMPORARY Destroy 10 years after last action. | See GDS 50 v1 1.5.2 Enquiries | TEMPORARY Retain a minimum of 8 years after action completed, then destroy. |
| 4.1.4 | Enquiries Management | Records relating to routine enquiries concerning the Minister's portfolio or responsibilities from members of the public including constituents. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.5.2 Enquires | TEMPORARY Retain a minimum of 8 years after action completed, then destroy. |
| 4.1.5 | Enquiries Management | Records relating to Minister's briefing notes/daily papers relevant to enquiries from Community bodies or individual members of the public. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.5.2 Enquires | TEMPORARY Retain a minimum of 8 years after action completed, then destroy. |

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| 4.1.6 | Enquiries Management | Records relating to the preparation and sending of greetings. Also includes greetings received by the Minister's Office (includes letters of appreciation or thanks, condolences or introductions). | TEMPORARY Destroy 5 years after last action | See GDS 30 v2.2 3.6.1 COMMUNITY RELATIONS – Greetings | TEMPORARY Destroy 1 year after action completed. |
| 4.1.7 | Enquiries Management | Address list kept for sending of Government greetings. | TEMPORARY Destroy when updated | See GDS 30 v2.2 3.6.1 COMMUNITY RELATIONS – Greetings | TEMPORARY Destroy 1 year after action completed. |
| 4.2 | Joint Venture Management | The activities involved in managing or participating in joint operations between Ministers, Ministerial offices and other Government entities whether State, Interstate, Federal, International, or the non-government sector, where there is a contract, joint contribution of funds and/or time. See also Item 5.5 MINISTERIAL GOVERNMENT RELATIONS – Joint Venture Management | | See GDS 50 v1 1.4 Collaboration/Joint Ventures | |
| 4.2.1 | Joint Venture Management | Records relating to participation in joint ventures with the private sector that are of major significance to the State. Includes joint ventures requiring a major investment by the agency, and/or occasioning widespread public interest (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.4.2 Collaboration/Joint Ventures | PERMANENT Retain as State archives |

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| 4.2.2 | Joint Venture Management | Records relating to participation in joint ventures with the private sector that are not significant, e.g. that does not generate significant funds or are not of substantial public interest (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 10 years after last action or after contract has expired, whichever is later. | See GDS 50 v1 1.4.3 Collaboration/Joint Ventures | TEMPORARY Destroy 8 years after action completed (simple contract) or 17 years after contract (under seal) has expired, whichever is later. |
| 4.3 | Lobbying | The activity of members of the community or government attempting to influence the Government through representations to Ministers. See also Item 5.8 MINISTERIAL GOVERNMENT RELATIONS Lobbying | | See GDS 50 v1 1.9 Lobbying | Various |
| 4.3.1 | Lobbying | Records relating to lobbying by a member of the community where the matter is of State significance (see Introduction on page 7 for definition of 'non-State significance'). | PERMANENT | See GDS 50 v1 1.9.1 Lobbying | PERMANENT Retain as State archives |

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| 4.3.2 | Lobbying | Records relating to lobbying by a member of the community where the matter is not of State significance (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.9.2 Lobbying | TEMPORARY Destroy 4 years after action completed. |
| 4.4 | Media Liaison | The activity of monitoring media coverage (whether television, radio, print or any other media) of portfolio issues. The activity of dealing with media enquiries (whether television, radio, print, or other media), including requests to interview the Minister. Media liaison activities may be performed by the Minister's Office or a public affairs unit and includes advice and support given by such a unit to a Minister who does not have his or her own media adviser. | | See GDS 30 v2.2 3.9 COMMUNITY RELATIONS - Media Relations | |
| 4.4.1 | Media Liaison | Final versions of media and press releases that relate specifically to the portfolio of the Minister, prepared by or for the Premier or Office of the Minister. | PERMANENT | See GDS 30 v2.2 3.9.1 COMMUNITY RELATIONS - Media Relations | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|---|--|--|
| 4.4.2 | Media Liaison | Newspaper clippings and journal articles specific to the Minister's portfolio, maintained within the Minister's Office for reference purposes. | TEMPORARY Destroy 12 months after publication | See GDS 30 v2.2 3.9.2 COMMUNITY RELATIONS - Media Relations | TEMPORARY Destroy 5 years after action completed. |
| 4.4.3 | Media Liaison | Records relating to the preparation of all other media/publicity material. | TEMPORARY Destroy 12 months after release. | See GDS 30 v2.2 3.9.3 COMMUNITY RELATIONS - Media Relations | TEMPORARY Destroy 2 years after action completed. |
| 4.4.4 | Media Liaison | Drafts and copies of records relating to media and press releases held for reference purposes within the Minister's Office. | TEMPORARY Destroy 12 months after publication. | See GDS 30 v2.2 3.9.3 COMMUNITY RELATIONS - Media Relations | TEMPORARY Destroy 2 years after action completed. |
| 4.4.5 | Media Liaison | Media or press releases not specific to the Minister's portfolio retained for reference purposes. Includes electronic News Summary Service from the Premiers Media Unit. | TEMPORARY Destroy 3 months after publication. | See GDS 30 v2.2 3.9.3 COMMUNITY RELATIONS - Media Relations | TEMPORARY Destroy 2 years after action completed. |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|-----------------------------------|--|--|---|--|
| 4.5 | Speeches and Presentations | The activity of Ministers delivering speeches in respect of their portfolio for professional, governmental or community relations purposes. Includes speeches and multi-media presentations and addresses given at conferences, celebrations, ceremonies and social functions run by the community. Also includes addresses to State, Federal and International audiences. See also Item 5.12 MINISTERIAL GOVERNMENT RELATIONS Speeches and Presentations | | See GDS 50 v1 1.6 Event Management (various) | Various |
| 4.5.1 | Speeches and Presentations | Records relating to keynote speeches and presentations given to the community including functions and occasions of State significance or promotion of portfolio services (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.6.2 Event Management | PERMANENT Retain as State archives |
| 4.5.2 | Speeches and Presentations | Records relating to speeches and presentations that relate to the portfolio of the Minister given by the Minister at conferences or events arranged by professional associations. | PERMANENT | See GDS 50 v1 1.6.3 Event Management | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|-----------------------------------|--|--|---|--|
| 4.5.3 | Speeches and Presentations | Records relating to Minister's briefing notes or daily papers relevant to speeches and presentations to community bodies. | TEMPORARY Destroy 5 years after last action. | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy. |
| 4.5.4 | Speeches and Presentations | Audio, video or other recordings used as working notes only, relating to speeches by the Minister to the community. | TEMPORARY Destroy 12 months after last action | See GDS 50 v1 1.6.7 Event Management | TEMPORARY Retain a minimum of 2 years after action completed, then destroy. |
| 4.6 | Visits and Functions | The activities involved in arranging visits by the Minister to other governments, organisations, the public and students, with a view to inform, educate or promote the services, operations and role of the Minister or his/her portfolio. Includes attendances and functions in Australia and internationally. See also Item 5.13 MINISTERIAL GOVERNMENT RELATIONS – Visits and Functions | | See GDS 50 v1 1.6 Event Management (various) | |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|---|---|--|
| 4.6.1 | Visits and Functions | Records relating to functions of State significance. Such functions may be significant because of degree of financial input, scale of scope or statewide, national or international recognition (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.6.3 Event Management | PERMANENT Retain as State archives |
| 4.6.2 | Visits and Functions | Records relating to visits of State significance by the Minister to dignitaries or delegations from nongovernment organisations (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.6.3 Event Management | PERMANENT Retain as State archives |
| 4.6.3 | Visits and Functions | Records relating to visits that are not significant by the Minister to non-government organisations in South Australia, nationally and internationally (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 5 years after last action. | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy. |
| 4.6.4 | Visits and Functions | Records relating to Minister's briefing notes and daily papers relevant to visits to and functions for community bodies. | TEMPORARY Destroy 5 years after last action. | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy. |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|---|---|--|
| 4.6.5 | Visits and Functions | Records relating to visits by the Minister to members of the public and people from non-government organisations (excludes constituency business). | TEMPORARY Destroy 5 years after last action. | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy. |
| 4.6.6 | Visits and Functions | Drafting notes and working papers relating to visits and functions by the Minister to the community. | TEMPORARY Destroy 12 months after last action. | See GDS 50 v1 1.6.7 Event Management | TEMPORARY Retain a minimum of 2 years after action completed, then destroy. |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---|--|--|---|--|
| 5 | MINISTERIAL GOVERNMENT RELATIONS | <p>The function of fulfilling Ministerial responsibility in respect of relations between the Minister’s Office, Cabinet, Parliament and other Governments (whether Federal, State, Local or overseas), as required by the Minister’s portfolio.</p> <p>Includes Agency Relations and Responsibilities, Agreements and Contract Management, Legislative Administration, Legislation Development, Cabinet Relations, Enquiries Management, Joint Ventures, Lobbying, Parliamentary Committees and Royal Commissions, Parliamentary Relations, Portfolio and Agency Establishment, Speeches and Presentations and Visits and Functions. Also includes the support provided by the agency to the Minister with regard to his/her interactions with Government. (Adapted from Keyword AAA).</p> | | <p>See GDS 50 v1 1.2 Briefings (Ministers)</p> <p>See GDS 50 v1 1.5 Enquires</p> <p>See GDS 50 v1 1.8 Legislative Development and Administration</p> <p>See GDS 50 v1 1.11 Portfolio and Agency Establishment</p> | Various |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--|--|--|--|--|
| 5.1 | Agency Relations and Responsibilities | The activity of dealing with portfolio business where the issue or matter may originate either within the portfolio or agency and is referred to the Minister, or is dealt with directly by the Minister's Office without referral to the portfolio or agency. | | See GDS 50 v1 1.2 Briefings (Ministers) See GDS 50 v1 1.5 Enquires See GDS 50 v1 1.8 Legislative Development and Administration See GDS 50 v1 1.11 Portfolio and Agency Establishment | |
| 5.1.1 | Agency Relations and Responsibilities | Records relating to portfolio business which originate in a portfolio or its supporting agency, but result in annotation or addition by the Minister and are incorporated into the recordkeeping system of the Minister's Office. | PERMANENT | See GDS 50 v1 1.2.1 Briefings (Ministers) | PERMANENT Retain as State archives |
| 5.1.2 | Agency Relations and Responsibilities | Records relating to portfolio business that originates in the Minister's Office without referral to the portfolio agency. | PERMANENT | See GDS 50 v1 1.2.1 Briefings (Ministers) | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--|--|--|---|--|
| 5.1.3 | Agency Relations and Responsibilities | Ministerial briefings from the supporting Agency. | PERMANENT | See GDS 50 v1 1.2.1 Briefings (Ministers) | PERMANENT Retain as State archives |
| 5.1.4 | Agency Relations and Responsibilities | Records of opinions received from the Crown relating to portfolio operations where legislation is to be interpreted. | PERMANENT | See GDS 50 v1 1.8.1 Legislative Development and Administration | PERMANENT Retain as State archives |
| 5.1.5 | Agency Relations and Responsibilities | Records of delegations of authority from the Minister to officers for the business of the Agency eg payments, travel. Authorities include appointment of officers pursuant to an Act, to grant access to land, buildings or property, or to delegate responsibilities for finance, health and environment. | TEMPORARY Destroy 5 years after expiry. | See GDS 50 v1 1.11.3 Portfolio and Agency Establishment | TEMPORARY Destroy 8 years after expiry. |
| 5.1.6 | Agency Relations and Responsibilities | Records of routine enquiry, contact or correspondence between officers of the supporting Agency and a Minister's Office. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.5.2 Enquires | TEMPORARY Retain a minimum of 8 years after action completed, then destroy. |
| 5.1.7 | Agency Relations and Responsibilities | Copies of records created by an agency relating to portfolio business that are maintained in the Minister's Office as reference material. | TEMPORARY Destroy 2 years after last action | NAP | TEMPORARY |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---------------------------------|---|--|---|--|
| 5.2 | Agreements and Contracts | The activity involving the Minister agreeing to or contracting to an arrangement on behalf of his/her portfolio area or on behalf of the State of South Australia, with another Minister or Government at a State, Federal or international level. | | See GDS 50 v1 1.1 Agreements and Contracts | |
| 5.2.1 | Agreements and Contracts | Records relating to contracts under seal (Specialty Contracts) of State significance dealt with by the Minister's Office, eg Privatization/Sale of major assets, outsourcing of core Government functions, etc (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.1.1 Agreements and Contracts | PERMANENT Retain as State archives |
| 5.2.2 | Agreements and Contracts | Records relating to negotiation and review of industrial agreements or awards affecting employees and where the Minister's Office has substantial input, eg matters resulting in substantial changes by the Minister's Office to the policy and procedures of industrial relations. Includes all agreements with the Commonwealth and other States. | PERMANENT | See GDS 50 v1 1.1.1 Agreements and Contracts | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---------------------------------|---|---|---|---|
| 5.2.3 | Agreements and Contracts | Records relating to contracts under seal (Speciality Contracts) not of State significance dealt with by the Minister's Office, eg concerning minor or routine matters or not resulting in significant change of policy (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 17 years after action completed. | See GDS 50 v1 1.1.2 Agreements and Contracts | TEMPORARY Retain a minimum of 17 years after action completed, or expiry of contract whichever is later, then destroy. |
| 5.2.4 | Agreements and Contracts | Industrial agreements or awards where the Minister's Office has little or no input, eg copies of drafts received for information and/or comment. | TEMPORARY Destroy 10 years after last action. | See GDS 50 v1 1.1.2 Agreements and Contracts | TEMPORARY Retain a minimum of 17 years after action completed, or expiry of contract whichever is later, then destroy. |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---------------------------------|--|--|---|---|
| 5.2.5 | Agreements and Contracts | Records relating to ordinary contracts (Simple Contracts) not of State significance (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 8 years after action completed. | See GDS 50 v1 1.1.2 Agreements and Contracts | TEMPORARY Retain a minimum of 17 years after action completed, or expiry of contract whichever is later, then destroy. |
| 5.3 | Cabinet Relations | The activity of interacting with Cabinet in order to seek direction, to seek approval or to inform. Cabinet records are those designated as belonging to the Cabinet Paper System. They are circulated by Cabinet Office to a limited number of authorised recipients, mainly Ministers and their immediate advisers. Matters dealt with or referred to Cabinet may include nominations to Boards or Committees, the drafting, amendment and/or review of legislation or policy decisions. Matters may also include court cases where one of the parties is the State of South Australia. See also Item 5.1 MINISTERIAL GOVERNMENT RELATIONS – Agency Relations and Responsibilities | | See GDS 50 v1 1.3 Cabinet Relations | |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|---|--|---------------------------------|--|
| | | <p>See also Item 5.7 MINISTERIAL GOVERNMENT RELATIONS – Legislative Development Note – items 5.3.4 and 5.3.8 have been included for context to show where certain Cabinet records are held in Cabinet Office.</p> <p>Note: In accordance with Cabinet Guides (as amended) Ministers are responsible to the Premier for the safe keeping and retention of original Cabinet documents. Cabinet Office returns the version tabled in Cabinet (which includes the decision and any annotations by the Premier as Chair of Cabinet) to Ministers to be stored with the original documents. This is despite the electronic lodgement of submission copies via the Electronic Cabinet Online (ECO) system. The master copy of Cabinet documents (including ‘Sensitive: SA Cabinet’ documents, Submissions to Cabinet or Cabinet Sub-committee, Cabinet matters for noting, Board or Committee appointments requiring approval by Executive Council, Version tabled in Cabinet and returned to Minister by Cabinet Office) should be held by Ministers’ Offices and then transferred to the custody of the Office of the relevant Chief Executive or to State Records immediately prior to each State Election.</p> | | | |
| 5.3.1 | Cabinet | Original Cabinet Submissions and Cabinet Sub- | PERMANENT | See GDS 50 v1 | PERMANENT |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|--|--|--|
| | Relations | Committee submissions <u>held within Ministerial Offices</u> , and original Premiers' Cabinet Submissions, Sub-Committee submissions held within <u>Cabinet Office</u> . | | 1.3.1 Cabinet Relations | Retain as State archives Transfer to the custody of the Office of the relevant Chief Executive or to State Records prior to each State Election. |
| 5.3.2 | Cabinet Relations | Original Cabinet Agenda (including drafts), Cabinet Notes and Sub-Committee Summaries <u>held within either Cabinet Office (pre-2009) or Ministerial Offices (post-2009)</u> . | PERMANENT | See GDS 50 v1 1.3.1 Cabinet Relations | PERMANENT Retain as State archives Transfer to the custody of the Office of the relevant Chief Executive or to State Records prior to each State Election. |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|---|--|--|
| 5.3.3 | Cabinet Relations | Copies of post-1993 Cabinet Submissions, Sub-Committee submissions, Cabinet agenda (including drafts), Cabinet Notes and Sub-Committee Summaries <u>held in Ministerial Offices.</u> | TEMPORARY Destroy immediately after each State Election [NOTE: records 1993 and earlier must be transferred to State Records]. | See GDS 50 v1 1.3.2 Cabinet Relations | TEMPORARY Destroy when administrative use ceases or immediately prior to each State Election, whichever occurs first. |
| 5.3.4 | Cabinet Relations | Copies of Cabinet Submissions and Sub-Committee Submissions <u>held in Cabinet Office.</u> | PERMANENT | <u>Held in Cabinet Office</u> | <u>Held in Cabinet Office</u> |
| 5.3.5 | Cabinet Relations | Working papers and drafts of Cabinet Submissions, Sub-Committee Submissions and Cabinet Notes <u>held in Ministerial Offices</u> | TEMPORARY Destroy immediately after each State Election | See GDS 50 v1 1.3.2 Cabinet Relations | TEMPORARY Destroy when administrative use ceases or immediately prior to each State Election, whichever occurs first. |
| 5.3.6 | Cabinet Relations | Originals, copies, working papers and drafts of Cabinet Submissions, Sub Committee Submissions and Cabinet Notes <u>held in Agencies.</u> | See GDS 15: 7.99 | <u>Held in Agencies</u> | <u>Held in Agencies</u> |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|--|---------------------------------------|--|
| 5.3.7 | Cabinet Relations | Original comments on Cabinet Submissions, held in <u>Ministerial Offices</u> | PERMANENT | See GDS 50 v1 1.3.1 Cabinet Relations | PERMANENT Retain as State archives Transfer to the custody of the Office of the relevant Chief Executive or to State Records prior to each State Election. |
| 5.3.8 | Cabinet Relations | Originals and copies of comments on Cabinet Submissions <u>held in Cabinet Office</u> , including the summary of all comments on the Submission (known as the 'blue'). | PERMANENT | <u>Held in Cabinet Office</u> | <u>Held in Cabinet Office</u> |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|---|---|--|---|
| 5.3.9 | Cabinet Relations | Copies of comments on Cabinet Submissions, and the summary 'blue', <u>held in Ministerial Offices.</u> | TEMPORARY Destroy immediately after each election. | See GDS 50 v1 1.3.2 Cabinet Relations | TEMPORARY Destroy when administrative use ceases or immediately prior to each State Election, whichever occurs first |
| 5.3.10 | Cabinet Relations | Originals or copies of decisions for Cabinet decisions, Sub-Committee submissions (including recommendations) and Cabinet Notes <u>held by either Cabinet Office (pre-2009) or Ministerial Offices (post 2009).</u> | PERMANENT Cabinet Office - Originals or copies of decisions for Cabinet decisions, Sub-Committee submissions (including recommendations) and Cabinet Notes <u>held by Cabinet Office (pre-2009).</u> | See GDS 50 v1 1.3.1 Cabinet Relations | PERMANENT Retain as State archives Transfer to the custody of the Office of the relevant Chief Executive or to State Records prior to each State Election |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|---|--|---|
| 5.3.11 | Cabinet Relations | Copies of decisions for Cabinet decisions, Sub-Committee submissions (including recommendations) and Cabinet Notes <u>held by Ministerial Offices (pre-2009)</u> . | TEMPORARY Destroy immediately after each election. | See GDS 50 v1 1.3.2 Cabinet Relations | TEMPORARY Destroy when administrative use ceases or immediately prior to each State Election, whichever occurs first |
| 5.3.12 | Cabinet Relations | Originals or copies of papers for Committees of Cabinet <u>held by Agencies</u> . See GDS 15: 7.99 | | <u>Held in agencies</u> | <u>Held in agencies</u> |
| 5.3.13 | Cabinet Relations | Originals or copies of papers for Committees of Cabinet <u>held by Ministerial Offices</u> . | TEMPORARY Destroy immediately after each election. | See GDS 50 v1 1.3.2 Cabinet Relations | TEMPORARY Destroy when administrative use ceases or immediately prior to each State Election, whichever occurs first |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|--|---|--|
| 5.4 | Enquiries Management | <p>The activity involving enquiries to the Minister from the community related to portfolio issues, or enquiries between the Minister and the Premier, other Ministers or Members of Parliament (whether State, Federal or international). Correspondence to Ministers is a primary means by which South Australians have direct recourse to government to have issues or personal cases addressed. Ministerial correspondence also allows some feedback to Government on, for example the impact of its policies and programs.</p> <p>Enquiries Management is not related to Parliamentary matters –see item 5.10 MINISTERIAL GOVERNMENT RELATIONS – Parliamentary Relations.</p> | | <p>See GDS 50 v1 1.5 Enquires</p> <p>See GDS 50 v1 1.6 Event Management</p> <p>See GDS 30 v2.2 11.1.1 LEGAL SERVICES - Advice</p> | |
| 5.4.1 | Enquiries Management | Records relating to the representations from Government bodies and which form precedent cases (see Introduction on page 7 for definition of ‘State significance’). | PERMANENT | See GDS 50 v1 1.5.1 Enquires | PERMANENT Retain as State archives |
| 5.4.2 | Enquiries Management | Records relating to Native Title matters specific to the Minister’s portfolio (see also GDS16). | PERMANENT | See GDS 50 v1 1.5.1 Enquiries | PERMANENT Retain as State archives |

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| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|---|---|--|---|
| 5.4.3 | Enquiries Management | Diaries and appointment books relating to the Minister’s portfolio that have been used by the Minister to record basic information such as dates and times of meetings and other appointments specific to Government enquiries. | PERMANENT If digital, actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes. | See GDS 50 v1 1.6.1 Event Management | PERMANENT Retain as State archives |
| 5.4.4 | Enquiries Management | Records of legal opinions from the Crown concerning individual and specific issues to provide a balanced view for the Minister. | PERMANENT | See GDS 30 v2.2 11.1.1 LEGAL SERVICES - Advice | PERMANENT Retain as State archives |
| 5.4.5 | Enquiries Management | Records relating to representations not resulting in changes to Government or agency policy. | TEMPORARY Destroy 10 years after last action | See GDS 50 v1 1.9.2 Lobbying | TEMPORARY Retain a minimum of 4 years after action completed, then destroy |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|---|---|--|
| 5.4.6 | Enquiries Management | Records relating to Minister’s briefing notes or daily papers relevant to enquiries from Government bodies. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.5.2 Enquiries | TEMPORARY Retain a minimum of 8 years after action completed, then destroy |
| 5.4.7 | Enquiries Management | Records relating to requests for meetings visits or functions with no briefing for the events. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy. |
| 5.4.8 | Enquiries Management | Preparation and sending of Government greetings. Also includes Government greetings received by the Minister’s Office. | TEMPORARY Destroy 5 years after last action. | See GDS 30 Item 3.6.1 COMMUNITY RELATIONS – Greetings | TEMPORARY Retain a minimum of 1 year after action completed, then destroy |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---------------------------------|---|---|--|--|
| 5.4.9 | Enquiries Management | Records relating to research material supplied to or obtained by the Minister's Office specific to Government enquiries to the Minister, for reference purposes. | TEMPORARY Destroy 1 year after last action | See GDS 30 v2.2 (various functions) | TEMPORARY |
| 5.4.10 | Enquiries Management | Drafts and copies of records relating to Government enquiries held for reference purposes within the Minister's Office. | TEMPORARY Destroy 1 year after last action | Drafts - See GDS 30 v2.2 (various functions) Copies – NAP | TEMPORARY |
| 5.4.11 | Enquiries Management | Address list kept for sending of Government greetings. | TEMPORARY Destroy when Updated. | See GDS 30 v2.2 3.6.1 COMMUNITY RELATIONS – Greetings | TEMPORARY Destroy 1 year after action completed |
| 5.5 | Joint Venture Management | The activities involved in managing or participating in joint operations between Ministers, Ministerial offices and other Government entities whether State, Interstate, Federal, International, or the non-government sector, where there is a contract, joint contribution of funds and/or time. See also Item 4.2 MINISTERIAL COMMUNITY RELATIONS – Joint Venture Management | | See GDS 50 v1 1.4 Collaboration/Joint Ventures | |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---------------------------------|--|--|---|--|
| 5.5.1 | Joint Venture Management | Records relating to participation in joint ventures with other Government agencies that are of major significance. Includes joint ventures requiring a major investment by the Minister's Office and/or occasioning widespread public interest. Includes joint ventures with other SA Government agencies, the Commonwealth, other States and Local Government, also overseas Governments (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.4.2 Collaboration/Joint Ventures | PERMANENT Retain as State archives |
| 5.5.2 | Joint Venture Management | Records documenting meetings of Ministerial Councils across the Australian States, where the State Ministers meet on matters of national curriculum, health, Murray-Darling Commission etc. Includes Leaders Forums for Premiers, Council of Australian Governments (COAG), Treasurers Forums and Police Forums. | PERMANENT | See GDS 50 v1 1.4.1 Collaboration/Joint Ventures | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|-----------------------------------|--|--|--|---|
| 5.5.3 | Joint Venture Management | Records relating to participation in joint ventures with government agencies that are not major, eg that do not generate significant funds or are not of substantial public interest (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 8 years after last action | See GDS 50 v1 1.4.3 Collaboration/Joint Ventures | TEMPORARY Destroy 8 years after action completed or 17 years after contract has expired, whichever is later. |
| 5.6 | Legislative Administration | The activity of administering legislation that involved the Minister on behalf of his/her portfolio. (This activity also includes litigation in relation to the administered legislation in which the State was a party). See also Item 5.7 MINISTERIAL GOVERNMENT RELATIONS – Legislative Development Item 5.3 MINISTERIAL GOVERNMENT RELATIONS – Cabinet Relations | | See GDS 50 v1 1.8 Legislative Development and Administration See GDS 30 v2.2 11.2 LEGAL SERVICES - Litigation | |
| 5.6.1 | Legislative Administration | Records relating to the Minister's legislative responsibilities arising from portfolio responsibilities, eg where the Minister is the last point of appeal under legislation and the records are not duplicated or held elsewhere. | PERMANENT | See GDS 50 v1 1.8.1 Legislative Development and Administration | PERMANENT |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|-----------------------------------|--|--|--|---|
| 5.6.2 | Legislative Administration | Records relating to the Minister's legislative responsibilities arising from portfolio responsibilities for low-level approvals where the records are duplicated or held elsewhere. | TEMPORARY Destroy 10 years after last action. | See GDS 50 v1 1.8.2 Legislative Development and Administration | TEMPORARY Retain a minimum of 8 years after action completed, then destroy |
| 5.6.3 | Legislative Administration | Litigation specific to the Minister's portfolio which is of major significance relating to precedent-setting matters; matters generating substantial public interest; or matters resulting in substantial changes to agency policy and procedures (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 30 v2.2 11.2.1 LEGAL SERVICES – Litigation | PERMANENT Retain as State archives |
| 5.6.4 | Legislative Administration | Litigation relating to matters for which the Minister's Office maintains a case file, eg compensation claims, grievance complaints, FOI applications, staff disciplinary cases or properties. | TEMPORARY Destroy 10 years after last action | See GDS 30 v2.2 11.2.2 LEGAL SERVICES - Litigation | TEMPORARY Destroy 10 years after action completed |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|-----------------------------------|--|--|---|---|
| 5.6.5 | Legislative Administration | Records relating to specific Acts that provide continuing authority for the payment of salaries and allowances to the Governor, Ministers of the Crown, Judges or Members of Parliament. These Acts may be amended from time to time by Parliament. | TEMPORARY Destroy 10 years after last action. | See GDS 50 v1 1.8.2 Legislative Development and Administration | TEMPORARY Retain a minimum of 8 years after action completed, then destroy |
| 5.6.6 | Legislative Administration | Implementation of subpoenas and discovery orders, including arrangements for Ministerial Office witnesses to attend court. | TEMPORARY Destroy 10 years after last action. | See GDS 30 v2.2 11.2.3 LEGAL SERVICES – Litigation | TEMPORARY Destroy 8 years after action completed |
| 5.7 | Legislative Development | The activity of developing or amending Bills and/or legislation. Government's legislation program may involve preparation of new primary legislation (Acts of Parliament) and/or legislative amendments. See also Item 5.3 MINISTERIAL GOVERNMENT RELATIONS – Cabinet Relations Item 5.6 MINISTERIALGOVERNMENT RELATIONS - Legislative Administration | | See GDS 50 v1 1.8 Legislative Development and Administration | |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|---|--|---|
| 5.7.1 | Legislative Development | Consolidated records maintained in the Minister's Office that relate to Bills which have passed all three readings and received the Royal Assent to become an Act of Parliament. | PERMANENT | See GDS 50 v1 1.8.1 Legislative Development and Administration | PERMANENT Retain as State archives |
| 5.7.2 | Legislative Development | Records relating to the amendment of legislation specific to the Minister's portfolio responsibilities. | TEMPORARY Destroy 10 years after last action | See GDS 50 v1 1.8.2 Legislative Development and Administration | TEMPORARY Retain a minimum of 8 years after action completed, then destroy |
| 5.7.3 | Legislative Development | Records of submissions to amend legislation by Agencies and portfolio working groups. | TEMPORARY Destroy 10 years after last action | See GDS 50 v1 1.8.2 Legislative Development and Administration | TEMPORARY Retain a minimum of 8 years after action completed, then destroy |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|---|--|--|---|
| 5.7.4 | Legislative Development | Drafts and copies of records relating to Bills and Acts held for reference purposes within the Ministerial Office, not relating to the Minister's portfolio responsibility. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.8.2 Legislative Development and Administration | TEMPORARY Retain a minimum of 8 years after action completed, then destroy |
| 5.8 | Lobbying | The activity of members of the community or government attempting to influence the Government through representations to Ministers. See also Item 4.3 MINISTERIALCOMMUNITY RELATIONS – Lobbying | | See GDS 50 v1 1.9 Lobbying (various) | |
| 5.8.1 | Lobbying | Records relating to lobbying by another Minister or Member of Parliament in which the lobbying is of State significance (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.9.1 Lobbying | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---|--|--|--|---|
| 5.8.2 | Lobbying | Records relating to lobbying by another Minister or Member of Parliament in which the lobbying is not of State significance (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.9.2 Lobbying | TEMPORARY Retain a minimum of 4 years after action completed, then destroy |
| 5.9 | Parliamentary Committees and Royal Commissions | The Minister's activities in relation to Parliamentary Committees and Royal Commissions, including (but not limited to) his or her membership, or evidence before, or any other association. Includes: Royal Commissions, Committees of Inquiry, Standing Committees, Select Committees, Joint Committees, Statutory Committees, Estimates Committee. See also Item 5.3 MINISTERIAL GOVERNMENT RELATIONS – Cabinet Relations Item 5.10 MINISTERIAL GOVERNMENT RELATIONS – Parliamentary Relations Item 1.0 BOARDS AND COMMITTEE MANAGEMENT | | See GDS 50 v1 1.10 Parliamentary Committees and Royal Commissions (various) | |
| 5.9.1 | Parliamentary Committees and Royal Commissions | Records relating to Committees, Royal Commissions or Commissions/ Committees of Inquiry where the Minister has been a member or required to give evidence or had any other association. | PERMANENT | See GDS 50 v1 1.10.1 Parliamentary Committees and Royal Commissions | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---|---|---|---|---|
| 5.9.2 | Parliamentary Committees and Royal Commissions | Records relating to Select Joint, Sessional, Administrative and Standing Committee enquiries which contain the report, minutes of proceedings and minutes of evidence. | Retained by Parliament House | <u>Retained by Parliament House</u> | <u>Retained by Parliament House</u> |
| 5.9.3 | Parliamentary Committees and Royal Commissions | Records relating to Committee Secretariat Files which contain all briefings, agenda, correspondence and financial records. | Retained by Parliament House | <u>Retained by Parliament House</u> | <u>Retained by Parliament House</u> |
| 5.9.4 | Parliamentary Committees and Royal Commissions | Drafts and copies of records relating to Committees, Royal Commissions or Commissions/Committees of Inquiry held for reference purposes within the Minister's Office. | TEMPORARY Destroy 10 years after action completed | See GDS 50 v1 1.10.2 Parliamentary Committees and Royal Commissions | TEMPORARY Retain a minimum of 8years after action completed, then destroy |
| 5.10 | Parliamentary Relations | The activity of dealing with the Premier, other Ministers and other Members of Parliament on matters relating to the Minister's portfolio or Ministerial responsibilities. Parliamentary relations include the seeking of specific information on a policy, program or issue, particularly one that is the subject of current action, public or Parliamentary interest. See also Item 1.0 BOARDS AND COMMITTEE MANAGEMENT | | See GDS 50 v1 1.2 Briefings (Ministers) (various) | |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|--|--|---|
| 5.10.1 | Parliamentary Relations | Records relating to Parliamentary Briefings that cover significant portfolio-specific issues and 'Whole of Government' issues (see Introduction on page 7 for definition of 'State significance') | PERMANENT | See GDS 50 v1 1.2.1 Briefings (Ministers) | PERMANENT Retain as State archives |
| 5.10.2 | Parliamentary Relations | Records relating to Parliamentary Briefings which cover minor portfolio specific issues, eg which do not require a significant degree of financial input or which do not generate significant public interest (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 10 years after last action. | See GDS 50 v1 1.2.2 Briefings (Ministers) | TEMPORARY Retain a minimum of 8 years after action completed, then destroy |
| 5.10.3 | Parliamentary Relations | Questions On Notice or Without Notice, including prepared Questions. | TEMPORARY Destroy 2 years after last action. | See GDS 50 v1 1.2.4 Briefings (Ministers) | TEMPORARY Retain a minimum of 2 years after action completed, then destroy |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---|--|---|--|---|
| 5.10.4 | Parliamentary Relations | Drafts and copies of Parliamentary Briefings held for reference purposes within the Minister’s Office. | TEMPORARY Destroy 2 years after last action | See GDS 50 v1 1.2.3 Briefings (Ministers) | TEMPORARY Retain a minimum of 2 years after action completed, then destroy |
| 5.10.5 | Parliamentary Relations | Copies of Hansard and other published Parliamentary information kept in the Ministerial Office. | TEMPORARY Destroy 12 months after publication. | NAP | TEMPORARY |
| 5.11 | Portfolio and Agency Establishment | The activity of creating new agencies or of changing the responsibilities of a portfolio or changing the functions of an agency within the portfolio of a Minister. | | See GDS 50 v1 1.11 Portfolio and Agency Establishment | |
| 5.11.1 | Portfolio and Agency Establishment | Records documenting official assignments from the Premier that are outside the Minister’s current portfolio but may be expected to lead to the creation of new agencies. | PERMANENT | See GDS 50 v1 1.11.1 Portfolio and Agency Establishment | PERMANENT Retain as State archives |
| 5.11.2 | Portfolio and Agency Establishment | Records relating to changes to portfolio responsibilities or changes to the functions of an agency within the portfolio of a Minister. | PERMANENT | See GDS 50 v1 1.11.1 Portfolio and Agency Establishment | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|---|--|--|--|--|
| 5.11.3 | Portfolio and Agency Establishment | Records of delegations of authority from the Minister to Junior Ministers. Authorities include appointment of officers pursuant to an Act, to prosecute, to grant access to land, buildings or property, or to delegate responsibilities for finance, health and environment | PERMANENT | See GDS 50 v1 1.11.2 Portfolio and Agency Establishment | PERMANENT Retain as State archives |
| 5.12 | Speeches and Presentations | The activity of Ministers delivering speeches in respect of their portfolio for professional, governmental or community relations purposes. Includes speeches and multi-media presentations and addresses given at conferences, celebrations, ceremonies and social functions run by the community. Also includes addresses to State, Federal and International audiences. See also Item 4.5 MINISTERIAL COMMUNITY RELATIONS – Speeches and Presentations | | See GDS 50 v1 1.6 Event Management | Various |
| 5.12.1 | Speeches and Presentations | Records relating to keynote speeches and presentations given to governmental events including functions and occasions of State significance or promotion of portfolio services (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.6.3 Event Management | PERMANENT Retain as State archives |
| 5.12.2 | Speeches and Presentations | Records relating to speeches and presentations that relate to the portfolio of the Minister given by the Minister at government events or to government organisations. | PERMANENT | See GDS 50 v1 1.6.3 Event Management | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|-----------------------------------|---|--|---|---|
| 5.12.3 | Speeches and Presentations | Records relating to Minister’s briefing notes and daily papers relevant to speeches and presentations from Government bodies. | TEMPORARY Destroy 5 years after last action. | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy |
| 5.12.4 | Speeches and Presentations | Audio, video or other recordings used as drafts or working notes relating to speeches by the Minister. | TEMPORARY Destroy 12 months after last action | See GDS 50 v1 1.6.7 Event Management | TEMPORARY Retain a minimum of 2 years after action completed, then destroy |
| 5.12.5 | Speeches and Presentations | Records declining invitations to attend or speak at functions and events. | TEMPORARY Destroy 3 months after last action | See GDS 50 v1 1.6.7 Event Management | TEMPORARY Retain a minimum of 2 years after action completed, then destroy |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|---|--|---|--|
| 5.13. | Visits and Functions | The activities involved in arranging visits by the Minister to other governments, organisations, the public and students, with a view to inform, educate or promote the services, operations and role of the Minister or his/her portfolio. Includes attendances and functions in Australia and internationally. See also Item 4.6 MINISTERIAL COMMUNITY RELATIONS – Visits and Functions | | See GDS 50 v1 1.6.3 Event Management | |
| 5.13.1 | Visits and Functions | Reports relating to official visits in Australia or overseas, of State significance. Includes detailed itinerary for the visit, the roles and functions of the facility, any current major issues at the site and short details on the people that the visitor will be meeting (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.6.3 Event Management | PERMANENT Retain as State archives |
| 5.13.2 | Visits and Functions | Records relating to attendance at functions of State significance (see Introduction on page 7 for definition of 'State significance'). | PERMANENT | See GDS 50 v1 1.6.3 Event Management | PERMANENT Retain as State archives |
| 5.13.3 | Visits and Functions | Ministers' diaries or diary pages which document involvement of the Minister in activities concerning official business | PERMANENT | See GDS 50 v1 1.6.1 Event Management | PERMANENT Retain as State archives |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|---|--|---|---|
| 5.13.4 | Visits and Functions | Records relating to official visits within Australia or overseas, not considered to be significant, eg not generating much public interest (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy |
| 5.13.5 | Visits and Functions | Records relating to functions which are not of major significance, eg routine or minor functions (see Introduction on page 7 for definition of 'non-State significance'). | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy |
| 5.13.6 | Visits and Functions | Records relating to Minister's briefing notes and daily papers relevant to visits and functions from Government bodies. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.6.4 Event Management | TEMPORARY Retain a minimum of 4 years after action completed, then destroy |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|---|--|---|--|
| 5.13.7 | Visits and Functions | Records of travel itineraries approved for the purposes of visits. Includes application and supporting information, travel details. | TEMPORARY Destroy 7 years after authority expires. | See GDS 50 v1 1.6.5 Event Management | TEMPORARY Destroy 7 years after authority expires. |
| 5.13.8 | Visits and Functions | Records of travel itineraries not approved for the purposes of visits. | TEMPORARY Destroy 3 months after visit | See GDS 50 v1 1.6.6 Event Management | TEMPORARY Destroy 3 months after visit |
| 5.13.9 | Visits and Functions | Drafts and copies of records relating to visits held for reference purposes within the Minister's Office. | TEMPORARY Destroy 5 years after last action | See GDS 50 v1 1.6.7 Event Management | TEMPORARY Retain a minimum of 2 years after action completed, then destroy |

GENERAL DISPOSAL SCHEDULE 18 V4.2 AND GENERAL DISPOSAL SCHEDULE NO. 50 VERSION 1 – MAPPING DOCUMENT

| GDS 18 v4.2 No | GDS 18 v 4.2 Function/Activity | GDS 18v 4.2 Description | GDS 18 v4.2 Status and Disposal Action | GDS 50 v1/GDS 30 v2.2 reference | GDS 50 v1/30 v2.2 Status and Disposal Action |
|----------------|--------------------------------|--|--|---|--|
| 6 | PERSONNEL | <p>The function of managing all employees in the organisation.</p> <p>Employees include Ministerial, permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations. Also includes arrangements for staff travel and provision of childcare by the agency (from Keyword AAA).</p> <p>See GDS 30 (as amended) – Item 5 EMPLOYEE MANAGEMENT.</p> | <p>See GDS 30 (as amended) – Item 5 EMPLOYEE MANAGEMENT (VARIOUS).</p> | <p>See GDS 30 v2.2 5 EMPLOYEE MANAGEMENT (Various activities)</p> | <p>Various</p> |