

STATE RECORDS

of South Australia

GENERAL DISPOSAL SCHEDULE NO. 41 BURIAL AND CREMATION RECORDS

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

Disposal Schedule No	GDS 41 Version 1
Disposal Schedule Type	General Disposal Schedule
Agency/ies	Cemetery authorities, local councils, cemetery trusts and other State and local agencies responsible for disposal of human remains by burial, cremation or other means.
Disposal Authority Scope	Records documenting the function of disposing of human remains by burial and cremation and managing cemeteries and natural burial grounds.
Records Coverage Dates	Records created or received from 1 January 1901
Effective Dates	6 October 2020 to 31 December 2030
Disposal Authority Status	Determined by Director of State Records and approved by State Records Council
Associated Disposal Authorities	This GDS replaces the General Disposal Schedule for Local Government Records (GDS 20 v5) in relation to burial and cremation records which expired 31 January 2020, as well as replacing RDS 2007/11 V1 Adelaide Cemeteries Authority which expired 30 June 2018.



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TABLE OF CONTENTS

Introduction.....	4
Scope.....	4
Objectives	4
Other disposal schedules applicable	5
Interpretation	6
Implementation.....	8
Acknowledgements	10
Burial and cemetery management	11
Cremation and crematoria management.....	18
Asset / Physical Resource Management (Unique State assets and properties)	21

Introduction

SCOPE

This General Disposal Schedule applies to records made and received by the relevant agencies in South Australia.

This GDS applies to official records in all formats including those that were born digital in databases, email systems, office applications, digital cameras and video as well as to records on film, tape and other analogue media.

This GDS 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 GDS.

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

OBJECTIVES

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

- identifying as State archives those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference to ensure that members of the public have access to them (identified as permanent - Retain as State archives). These records will eventually be transferred to State Records custody in accordance with the Transfer of Official Records Standard.
- identifying records as temporary, those records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account (identified as Temporary— retain for a specific minimum period of time then destroy).

- authorising the destruction of records not of enduring evidential or information value (identified as Temporary) after they have been retained a minimum period
- to reduce risks from not having records as evidence, whilst allowing agencies to determine how long the records should be retained to meet their specific circumstances
- providing agencies with greater flexibility in how they classify and manage records in the digital and physical environments
- replacing superseded General Disposal Schedules from the date the GDS was approved by State Records Council.

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

One exception is the destruction of records as part of normal administrative practices (known as NAP). NAP is primarily intended to permit disposal of ephemeral records that might technically be official records under the State Records Act definition but that have no ongoing value to agencies and where policies, procedures and experience suggest that the document does not need to be saved into a records system.

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

OTHER DISPOSAL SCHEDULES APPLICABLE

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

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

INTERPRETATION

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

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* and may be considered by ICAC as misconduct or maladministration.

Retain a record of records destroyed under this GDS

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

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

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

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

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

Retention periods should be extended when necessary

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

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

Temporary records may be retained within agency run local history collections

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

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

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

Records can be organised to suit business needs

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

Disposal periods can be used to guide recordkeeping practices

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

Use the longest retention period rather than culling files

Where a file comprises records with different retention periods, it is generally appropriate to select the longest retention period rather than disturb the integrity of the file. However, if only one document needs to be retained permanently on a file comprising 10 volumes, agencies should re-consider how the records are organised and improve their recordkeeping systems for efficient storage and management.

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

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

again. A new or related matter should not be added to an existing file, including where a person requests access to or copies of an existing record. Instead a new file should be created for each new or related matter, and cross references used to link the records.

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

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

Dispose of records based on records contents not titles

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

Records not covered must not be destroyed without authorisation

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

Permanent value applies regardless of the age of the records

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

IMPLEMENTATION

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

Records in Electronic Document and Records Management Systems (EDRMS)

Agencies with an EDRMS can import the GDS into the 'disposal schedule' function of the application so that it can be applied to records saved into the EDRMS. Generally disposal schedules in an EDRMS are applied to containers for records rather than individual items.

The source of every disposal schedule in the EDRMS should be included so it can be traced back to a specific entry in the GDS. The GDS items should be made inactive in the EDRMS, rather than deleted, as they may provide important evidence of the justification for prior disposal of records.

Records in Business Systems

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

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

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

Physical records

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

Damaged or inaccessible records

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

For more information

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

ACKNOWLEDGEMENTS

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- Adelaide Cemeteries Authority
- Attorney General's Department (Legislative Services; Special Counsel to the Chief Executive)
- Centennial Park
- City of Victor Harbor / Sutherland Archival
- District Council of Lower Eyre Peninsula
- Docs-in-the-box
- Doxlite
- Heritage SA, Department for Environment and Water
- Info-Osmosis
- Lutheran Archives
- Office of Australian War Graves
- Helen Perry
- Port Augusta City Council
- Registrar, Registration Branch, Consumer and Business Services
- Renmark Paringa Council
- SA Health (Health Regulation and Protection)
- The Rural City of Murray Bridge
- Yorke Peninsula Council.

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General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description (including record examples)	Status	Disposal Action
1	<p>BURIAL AND CEMETERY MANAGEMENT</p>	<p>Management of burials, and management of cemeteries and natural burial grounds including sites and memorials under the <i>Burial and Cremation Act 2013</i> and earlier legislation. Also includes placement of bodily or cremated remains at memorial sites including in a mausoleum or vault or other structure, and management of public mortuaries.</p> <p>Note: State Government agencies should see ASSET / PHYSICAL RESOURCE MANAGEMENT (UNIQUE STATE ASSETS AND PROPERTIES) (function 3 below) for records of unique vehicles and properties.</p> <p>See GDS 30 as amended for State Government agencies for records not covered in this schedule including:</p> <ul style="list-style-type: none"> • Item 1 Asset / Physical Resource Management for records of assets, equipment, vehicles or property not unique to the agency • Item 3.10 Community Relations – Public Reaction for complaints e.g. regarding damage to memorials • Item 6.10 Financial Management – Procurement (Goods and Services) for tenders and contracts • Item 13.2.1 Strategic Management – Agreements for agreements with the Office of Australian War Graves (OAWG) relating to the burial and commemoration of veterans in war graves • Item 13.16 Strategic Management - Planning for management plans • Item 13.23 Strategic Management - Research for research into new methods of disposal of human remains. <p>See GDS 40 as amended for Local Councils and Local Governing Bodies and Authorities for records not covered in this schedule including:</p> <ul style="list-style-type: none"> • 5 Strategic Management for management plans • 9 Land Management for acquisition of land, and regulation of parking • 10 Roads Management for records of traffic management • 14 Procurement for tenders and contracts • 41 Heritage for protection and management of specific heritage places 		

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
		<ul style="list-style-type: none"> • 80 Agreements for agreements with the Office of Australian War Graves (OAWG) relating to the burial and commemoration of veterans in war graves • 82 Asset Management for records of management of assets, including heritage sites and structures. 		
1.1		<p>Summary records required under the Act and regulations of:</p> <ul style="list-style-type: none"> • interment rights and grants issued, including space sold, location, owner details and proof of payment, as well as transfer, surrender and relinquishment of rights • instructions and authorisations for disposal of human remains • burials performed of bodily or cremated remains including site locations, and any exhumations or removal of bodily remains (includes repatriation of remains) • inventory of graves and memorials, including inscriptions and photographs, of those demolished or removed. <p>Records may comprise:</p> <ul style="list-style-type: none"> • register books of interment rights granted, memorials erected, interments, reinterments, and exhumations • index cards e.g. burial cards • summary data in business systems • forms documenting the required information, where a register book or database is not maintained. <p>See 1.6 for detailed records of the granting and management of interment rights, and see 1.8 for detailed records of the burial of human remains.</p>	PERMANENT	Retain as State archives

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
1.2		<p>Records of the establishment and use of the layout of the cemetery and sections / areas, including:</p> <ul style="list-style-type: none"> • master maps and plans of cemeteries and burial grounds showing the site of human remains (bodily or cremated remains) and identification of sections, areas, sites, interment rights, interments or memorials • superseded master maps and plans. 	PERMANENT	Retain as State archives
1.3		<p>Records of the establishment, closure, conveyance, and transfer of cemeteries and natural burial grounds including:</p> <ul style="list-style-type: none"> • council establishment of public mortuaries • closure of cemeteries or natural burial grounds • dedication of cemeteries as park lands • conveyance of land held on trust to councils • councils assuming administration if there is no authority responsible for the cemetery or natural burial ground • selling, granting a lease or licence, entering a partnership with respect to a cemetery or disposing of surplus cemetery land. 	PERMANENT	Retain as State archives
1.4		<p>Records of applications, warrants, consents, notifications, consultation and approvals or prohibitions to:</p> <ul style="list-style-type: none"> • inter bodily remains outside of a cemetery or natural burial ground, or at sea (approved by the Attorney-General) • inter bodily remains in a prescribed area on land outside a cemetery or natural burial ground (approved by owner of land and council) • dispose of bodily remains without required documents • open interment sites, exhume bodily remains or re-inter remains (approved by the Attorney-General) • carry out work on a cemetery or natural burial ground that is in a neglected condition (notified by council or Minister) • appeals and reviews of decisions. 	PERMANENT	Retain as State archives

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
1.5		<p>Records of the design of sections of cemeteries and burial grounds where:</p> <ul style="list-style-type: none"> • the information is duplicated in master maps and plans • the design was not proceeded with. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy
1.6		<p>Records of the granting and management of interment rights, which proceed, including:</p> <ul style="list-style-type: none"> • applications and renewals • quotes accepted • evidence of full payment • leases, licences, grants and agreements • lost grant declarations • transfers of interment rights • packaged areas • purchase contracts • repurchased, surrendered or relinquished rights • correspondence e.g. change of right holder, change of contact details • notifications e.g. imminent expiry • public notices and statements • discharge of unexercised interment rights • lift and deepen requests • agreements to maintain the memorial. <p>See 1.1 for those records used to comply with requirements to keep prescribed registers and records under the Act and regulations.</p>	TEMPORARY	Retain a minimum of 6 years after rights expire, are surrendered or are relinquished, then destroy

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
1.7		<p>Records of applications and time payments which do not proceed to the granting of interment rights including:</p> <ul style="list-style-type: none"> • applications • quotes • cancellations. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy
1.8		<p>Records of the burial of human remains including:</p> <ul style="list-style-type: none"> • work orders for collection of bodies from funeral directors • medical certificate of cause of death • partial certificate of cause of death (form 6) • disposal authorisation (by Minister or Registrar) • certificate of identification of deceased (form 7) • certificate of doctor dispensing with (visual) identification of deceased (form 8) • record of particulars set out in certificate of identification and fact that identification of the bodily remains has been confirmed • copies of written notice to the Attorney-General and Registrar of the removal of bodily remains to an ossuary • cemetery return forms. <p>See 1.1 for those records used to comply with requirements to keep prescribed registers and records under the Act and regulations.</p>	TEMPORARY	Retain a minimum of 15 years after burial is completed, then destroy
1.9		<p>Records of design, construction, inscription and maintenance of privately owned memorials, monuments, mausolea, crypts, vaults, niche walls including:</p> <ul style="list-style-type: none"> • applications • designs and specifications • approvals • agreements • location details • photographs. 	TEMPORARY	Retain a minimum of 6 years after disposal of memorial or monument, then destroy.

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
1.10		<p>Records of enquiries, bookings and arrangements regarding funeral services including:</p> <ul style="list-style-type: none"> • bookings e.g. for funerals, use of chapels, cemetery services, cremation • packaged services (excluding interment rights) • grave reservation • lowering the flag • obituaries • plaque orders and installation • work orders for operational staff e.g. tree and rose garden plantings, site digging • disposal of name plates etc. from coffins • public notifications • catering. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
1.11		<p>Records of enforcement of regulations relating to cemeteries and natural burial grounds including:</p> <ul style="list-style-type: none"> • notifications to interment right holders to clean, upkeep, restore, maintain memorials, etc. • notifications by the authority of cleaning, restoration, etc. undertaken • appeals against authority decisions • inspections, photos, and audio or video recordings • copies or extracts of documents produced • fines • disposal of unattached ornaments, empty flower containers, broken masonry, decayed or broken wreaths, dead flowers • notices e.g. to take remedial action • notifications regarding removal and disposal of unclaimed memorials • undertaking work and recovering costs from interment right holder. <p>See 1.1 for prescribed records required to be kept in relation to disposal of unclaimed memorials.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
1.12		<p>Records of traffic management and parking on State Government managed cemetery land including:</p> <ul style="list-style-type: none"> • blocking roads for roadwork • parking arrangements • issuing fines. <p>See GDS 40 (as amended) for records of traffic management and parking on local government managed cemetery land.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
1.13		Records of soil and ground water testing etc. to determine suitability of site and ongoing management of environmental impact.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
1.14		Records of marketing and sales of produce and products such as olive oil, jam, ornaments, urns, etc.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
1.15		<p>Records of enquiries regarding memorials, location of graves, copies of the registers, etc. and visits by people to the cemetery including:</p> <ul style="list-style-type: none"> • guided and self-guided tours. 	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
1.16		Records of authorisation of monumental masons to undertake construction, alteration and installation of memorials, including: <ul style="list-style-type: none"> • applications • correspondence • proof of insurance. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
1.17		Records of programs for maintenance of graves by third parties e.g. Adopt-a-Grave.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
2	CREMATION AND CREMATORIA MANAGEMENT	Reduction of bodily remains through cremation and management of crematoria under the <i>Burial and Cremation Act 2013</i> , <i>Cremation Act 2000</i> (repealed), <i>Cremation Act 1891</i> (repealed) and regulations under these Acts. See GDS 30 as amended for State Government agencies for records not covered in this schedule including: <ul style="list-style-type: none"> • Item 1 Asset / Physical Resource Management for records of assets, equipment, vehicles or property not unique to the agency • Item 3.10 Community Relations – Public Reaction for complaints e.g. regarding crematoria operation and air quality • Item 6.10 Financial Management – Procurement (Goods and Services) for tenders and contracts • Item 13.2.1 Strategic Management – Agreements for agreements with the Office of Australian War Graves (OAWG) relating to the burial and commemoration of veterans in war graves • Item 13.16 Strategic Management - Planning for management plans • Item 13.23 Strategic Management - Research for research into new methods of disposal of human remains. 		

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
		<p>See GDS 40 as amended for Local Councils and Local Governing Bodies and Authorities for records not covered in this schedule including:</p> <ul style="list-style-type: none"> • 5 Strategic Management for management plans • 9 Land Management for acquisition of land, and regulation of parking • 10 Roads Management for records of traffic management • 14 Procurement for tenders and contracts • 41 Heritage for protection and management of specific heritage places • 80 Agreements for agreements with the Office of Australian War Graves (OAWG) relating to the burial and commemoration of veterans in war graves • 82 Asset Management for records of management of assets, including heritage sites and structures. 		
2.1		<p>Records of the establishment and approval of crematoria including:</p> <ul style="list-style-type: none"> • applications • site and plans • approvals • licences. 	PERMANENT	Retain as State archives
2.2		<p>Summary records providing evidence of authorisation and cremation of human remains (other than by burial), including</p> <ul style="list-style-type: none"> • registers of cremations • index cards • summary data in business systems • forms documenting the required information, where a register book or database is not maintained. <p>See 2.3 for detailed records of applications and approvals for cremations.</p>	PERMANENT	Retain as State archives

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
2.3		<p>Records of applications and approvals or prohibitions for cremations including:</p> <ul style="list-style-type: none"> • applications for cremation • cremation permits and authorisations by the Registrar of Births Deaths and Marriages • certificate of identification of deceased (form7) • death from natural causes certificates (forms 3, 4 and 5) • record of particulars set out in certificate of identification and fact that identification of the bodily remains has been confirmed • objections to cremation by relatives • disputes regarding disposal of bodies • prohibitions on cremation (by the Attorney-General, the State Coroner or a magistrate) • authorisations to release cremated remains • authorisations to dispose of bodily remains without required documents. <p>See 2.2 for those records used to comply with requirements to keep prescribed registers and records under the Act and regulations.</p>	TEMPORARY	Retain a minimum of 15 years after interment or collection of cremated remains, then destroy
2.4		<p>Records of the management and operation of cremators including:</p> <ul style="list-style-type: none"> • inspections • operational logs • calibration • air quality testing. 	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
2.5		Records of requests to scatter ashes where approval is required.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
2.6		Records certifying: <ul style="list-style-type: none"> • that there are no explosives or articles in a coffin or body due for cremation • coffin name plaques match documents issued by funeral director. 	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy.
3	ASSET / PHYSICAL RESOURCE MANAGEMENT (UNIQUE STATE ASSETS AND PROPERTIES)	The function of supplying, maintaining, repairing and disposing of unique equipment, stores and vehicles used by the agency; the construction, fitting-out, managing, maintaining, protecting and disposing of unique properties; and the management of land and working, storage or living space within the agency's premises. Note: This function applies to State Government agency unique vehicles and properties only. Local Councils and Local Governing Bodies and Authorities should use GDS 40 for these records.		
3.1		Records of the design, construction, maintenance, repairs, conservation, restoration and disposal of unique State owned properties and assets, including vehicles, of National or State significance. Unique properties and assets include: <ul style="list-style-type: none"> • mausoleums • crematoria • hearses. 	PERMANENT	Retain as State archives
3.2		Records of design, construction, planned and reactive maintenance and repairs, conservation and restoration of non-heritage properties and assets which are required for ongoing management of the asset throughout its life.	TEMPORARY	Retain a minimum of 6 years after the asset has been renewed or replaced, then destroy.

General Disposal Schedule Burial and Cremation Records (GDS 41)

No	Function/Activity	Description	Status	Disposal Action
3.3		Records of management or removal of asbestos or other hazardous materials.	TEMPORARY	Retain a minimum of 45 years after action completed, then destroy.
3.4		Records of design, construction, planned and reactive maintenance and repairs, conservation and restoration of non-heritage properties and assets which are not required for ongoing management of the asset throughout its life.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
3.5		Records of allocation, use and disposal of assets and properties including arrangements and management of damage.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.