

STATE RECORDS

of South Australia

General Disposal Schedule No. 50 Version 1

Minister's Offices

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 50 Version 1
Disposal Schedule Type	General Disposal Schedule
Agency/ies	Minister's Offices - A Minister of the Crown is an agency under the Act.
Disposal Authority Scope	Minister's Offices function and activities
Records Coverage Dates	Records created or received from 1 January 1901
Effective Dates	15 June 2021 – 15 June 2031
Disposal Authority Status	Determined by Director State Records and approved by State Records Council
Associated Disposal Authorities	This GDS needs to be used in conjunction with GDS 30 (as amended) for Ministerial administrative/common functions.
Exclusions	GDS 50 does not apply to records of Ministers as: <ul style="list-style-type: none"> • Members of Parliament (MP) • Members of political parties • Private individuals



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Contents

Introduction.....	5
Scope.....	5
Objectives	5
Other Disposal Schedules Applicable.....	6
Interpretation	7
Compliance with the Determination.....	7
Use of term State Significance.....	7
Retain a record of records destroyed under this GDS.....	8
Records do not have to be destroyed once retention periods are reached.....	8
Retention periods are minimum only, and can be extended to meet identified risks.....	8
Retention periods should be extended when necessary	8
Temporary records may be retained within agency run local history collections.....	8
There is no requirement to create records identified, if not needed.....	9
Records can be organised to suit business needs	9
Disposal periods can be used to guide recordkeeping practices	9
Use the longest retention period rather than culling files	9
Completing actions and matters is generally the trigger for starting the retention periods	9
Records should be resentenced when due for review, destruction or transfer.....	10
Dispose of records based on records contents not titles	10
Records not covered must not be destroyed without authorisation	10
Permanent value applies regardless of the age of the records.....	10

Implementation..... 11

 Records in Electronic Document and Records Management Systems (EDRMS)..... 11

 Records in Business Systems..... 11

 Physical records 11

 Damaged or inaccessible records..... 12

 For more information 12

List of Function and Activities in GDS 50 Version 1 13

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). Applying the NAP rule should be used carefully, as what constitutes an ephemeral record can vary depending on the business process. It 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 common sense suggests 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. Minister's Offices may have specific records that are unique to their portfolio, these records are not covered by GDS50 and will require a separate RDS briefing.

Minister's Officers must only dispose of official records in accordance with a determination made by the Director of State Records with the approval of State Records Council.

Other Disposal Schedules Applicable

Administrative/common functions to Ministerial Offices are covered in GDS30 (as amended).

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 v5 (as amended) are met.

State Records also issues general disposal schedules to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction, see State Records website www.archives.sa.gov.au for further information.

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.

Use of term State Significance

State significance involves matters generating public interest or controversy and may include cases where there was extensive parliamentary debate and/or coverage in the media.

Matters could include but are not limited to those of:

- economic impact (eg COVID-19, major government contracts)
- environmental impact (eg closure of mouth of Murray River, drought, salinity, genetically modified crops, heritage buildings and places, world heritage listings, proclamation of national parks and reserves)
- extent of profound changes to lives of individuals, families or communities
- affecting a large proportion of the population
- government expenditure or commitment (eg Government Radio Network, Australian Submarine Project (ASC), Adelaide Hills tunnel, Olympic soccer stadium, new Royal Adelaide Hospital)
- international reaction
- political or legal ramifications (eg law suits in which one of the parties is the State of South Australia, dismissal of a Minister)
- public reaction or sensitivity (eg voluntary assisted dying, extension of Adelaide Airport, Pelican Point, Grand Prix, Adelaide 500)
- significance to defence and national security
- social impact
- sale of government assets and corporate privatisations.

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 website at www.archives.sa.gov.au.

Contact Details

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Function and Activities in GDS 50 Version 1

1. Ministerial Relations	14
1.1 Agreements and Contracts	14
1.2 Briefings – (Ministers)	15
1.3 Cabinet Relations	16
1.4 Collaboration/Joint Ventures	18
1.5 Enquiries.....	19
1.6 Event Management.....	20
1.7 Grants and Community Funding	21
1.8 Legislative Development and Administration.....	22
1.9 Lobbying	23
1.10 Parliamentary Committees and Royal Commissions.....	23
1.11 Portfolio and Agency Establishment.....	24

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
1	Ministerial Relations	<p>The function of a Minister establishing and maintaining rapport with the community and managing the Minister's portfolio profile, consistent with Ministerial responsibility. Also includes a Minister's relationship with professional bodies and industry, handling reactions by the public to Government policies and practices and community consultation and feedback.</p> <p>Also includes fulfilling Ministerial responsibility of government business in respect of the Minister's Office, Cabinet, Parliament and other Governments (whether Federal, State, local or overseas), as required by the Minister's portfolio. Includes Cabinet relations, Parliamentary Committees and Royal Commissions, portfolio and agency establishment.</p>	
1.1	Agreements and Contracts	<i>The activity involving the Minister agreeing to or contracting to an arrangement on behalf of his/her portfolio, across government or on behalf of the State of South Australia with another Minister or Government at a Local, State, Federal or international level.</i>	
1.1.1	Agreements and Contracts	<p>Master summary record of documents executed under Common Seal. Also includes records relating to:</p> <ul style="list-style-type: none"> • contracts dealt with by the Minister's Office that are of State or National significance. • negotiation and review of industrial agreements or awards affecting employees and where the Minister's Office has substantial input. <p>See GDS30 (various) for records not under seal (simple contracts)</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
1.1.2	Agreements and Contracts	<p>Other speciality (under seal) contracts under dealt with by the Minister's Office. Also includes records relating to:</p> <ul style="list-style-type: none"> • other simple (ordinary) contracts dealt with by the Minister's Office. • negotiation and review of other industrial agreements or awards 	<p>TEMPORARY</p> <p>Retain a minimum of 17 years after action completed, or expiry of contract whichever is later, then destroy</p>

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
		See GDS30 (various) for records not under seal (simple contracts)	
1.2	Briefings – (Ministers)	<p><i>The activities associated with Ministers seeking and receiving submissions, advice, responses to representations and briefings from their portfolio agencies, including:</i></p> <ul style="list-style-type: none"> • <i>receipt of submissions of a formal statement supporting a case or opinion held by the agency that is submitted to the Minister for the purpose of either gain or support</i> • <i>receiving opinions as to an action or judgement and receipt of briefings by the Minister on aspects of portfolio agency policies, procedures, obligations and liabilities</i> • <i>receiving responses to the questions raised in Parliament and elsewhere by Members of Parliament on behalf of their constituents</i> • <i>receiving responses to community-based representations from a portfolio agency as requested by the Minister (Ministerial responses)</i> <p><i>Also includes provision of briefings and petitions from the Minister to the Governor.</i></p>	
1.2.1	Briefings – (Ministers)	<p>Records relating to:</p> <ul style="list-style-type: none"> • portfolio or across government business of a significant nature of which generates significant public and/or media interest • portfolio business which originate in a portfolio or its supporting agency annotated but result in annotation and addition by the Minister • portfolio business that originates in the Minister’s Office without referral to the portfolio agency • Petitions to the Governor. 	<p>PERMANENT</p> <p>Retain as State Archives</p>

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
1.2.2	Briefings – (Ministers)	Records relating to other briefings which cover minor portfolio specific issues, which do not require a significant degree of financial input or which do not generate significant public interest.	TEMPORARY Retain a minimum of 8 years after action completed, then destroy
1.2.3	Briefings – (Ministers)	Drafts and copies of Parliamentary Briefings held for reference purposes within the Minister's Office.	TEMPORARY Retain a minimum of 2 years after action completed, then destroy
1.2.4	Briefings – (Ministers)	Records of the Parliamentary Questions process including: <ul style="list-style-type: none"> • Questions On Notice (QON) • Questions Without Notice (QWN) • Prepared Questions. 	TEMPORARY Retain a minimum of 2 years after action completed, then destroy
1.3	Cabinet Relations	<p><i>The activity of interacting with Cabinet in order to seek direction, to seek approval or to inform. Cabinet is the main forum where Ministers meet to discuss, analyse and make decisions of fundamental importance to the State.</i></p> <p><i>Includes matters brought to Cabinet in full Cabinet submissions, Cabinet Sub-committee matters and material that could be contained in Cabinet notes or referred to Cabinet committees or task forces, eg strategic policy, legislation, financial matters, intergovernmental matters, significant administrative matters, appointments.</i></p> <p><i>Includes all Cabinet documents prepared or intended for Cabinet and classified according to the South Australian Protective Security Policy Framework (as amended), i.e Sensitive: SA Cabinet.</i></p>	
1.3.1	Cabinet Relations	Cabinet documents held and prepared by a Minister's Office (or prepared by a portfolio agency on the Minister's behalf). Includes:	PERMANENT

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
		<ul style="list-style-type: none"> • '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 & returned to Minister by Cabinet Office • Cabinet Submissions & supporting attachments • Cabinet Notes ('Pinks') • Cabinet comments & annotations by the Premier as Chair of Cabinet • Decision Extracts • Approval for overseas travel by a Minister including applications to the Premier and copy of Cabinet Sub-Committee submission. 	Transfer to the custody of the Office of the relevant Chief Executive or to State Records prior to each State Election.
1.3.2	Cabinet Relations	<p>Copies, working papers, supplementary records and drafts relating to:</p> <ul style="list-style-type: none"> • Committees of Cabinet • Cabinet documents held or prepared by a Minister's Office • Comments on Cabinet Submissions, and the summary 'Blue' • Pre 2009 decisions for Cabinet decisions, Sub-Committee submissions (including recommendations) and Cabinet Notes 	<p>TEMPORARY</p> <p>Destroy when administrative use ceases or immediately prior to each State Election, whichever occurs first.</p>

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
		<ul style="list-style-type: none"> Cabinet Submissions, Sub-Committee Submissions and Cabinet Notes. 	
1.3.3	Cabinet Relations	<p>Records of Cabinet and Committee coordination and logistics including:</p> <ul style="list-style-type: none"> Authorities to bring forward Invitations to present Requests for topics to be discussed Requests for late items. 	<p>TEMPORARY</p> <p>Retain a minimum of 8 years after action completed, then destroy</p>
1.4	Collaboration/Joint Ventures	<i>The activities involved in managing or participating in collaborative/joint venture 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. Includes National Partnerships.</i>	
1.4.1	Collaboration/Joint Ventures	Records documenting meetings of Ministerial Councils across the Australian States where the State Ministers meet on matters of national curriculum, such as health, Murray-Darling Commission etc. Includes National Cabinet, Council of Australian Government (COAG), National Federation Reform Council (NFRC), Leaders Forums for Premiers, Treasurers Forums and Police Forums.	<p>PERMANENT</p> <p>Retain as State archives</p>
1.4.2	Collaboration/Joint Ventures	<p>Records relating to participation in joint ventures or collaborative activities that:</p> <ul style="list-style-type: none"> are of State significance require a major investment by the Minister or their portfolio agency or widespread public and/or media interest. 	<p>PERMANENT</p> <p>Retain as State archives</p>

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
		Includes Joint Ventures with the private sector and collaborative activities with other Governments (local, interstate, Commonwealth, overseas).	
1.4.3	Collaboration/Joint Ventures	Records relating to participation in other joint ventures or collaborative activities.	TEMPORARY Destroy 8 years after action completed (simple contract) or 17 years after contract (under seal) has expired, whichever is later
1.5	Enquiries	<i>The activity involving enquiries to the Minister from the community related to portfolio issue or enquiries between the Minister and the Premier, other Ministers or Members of Parliament (whether State, Federal or International).</i>	
1.5.1	Enquiries	Records relating to enquiries that: <ul style="list-style-type: none"> • result in reversal of a government decision and therefore form a precedent or • are of State significance or • require considerable investigation and a specific response or • occasion widespread public and/or media interest. 	PERMANENT Retain as State archives
1.5.2	Enquiries	Records relating to other enquiries, examples may include but not limited to: <ul style="list-style-type: none"> • a standard or routine response • no or little investigation was required • it does not relate to portfolio business 	TEMPORARY Retain a minimum of 8 years after action completed, then destroy

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
1.6	Event Management	<p><i>The activities involved in arranging an event, i.e meeting, visit or function with or by the Minister to other governments, organisations or the public with a view to represent, inform, educate or promote the services, operations and role of the Minister and/or his or her portfolio. Includes local, national and international events.</i></p> <p><i>Also includes the delivery of speeches by a Minister or presentations on portfolio business for professional, governmental or community relations purposes.</i></p>	
1.6.1	Event Management	Diaries, appointment books and electronic calendars of the Premier and Ministers which have been used to record detailed information concerning significant matters that are not recorded elsewhere.	<p>PERMANENT</p> <p>Retain as State archives</p>
1.6.2	Event Management	<p>Master copy of speeches and presentations that relate to the portfolio of the Minister.</p> <p>Includes speeches & presentations given at conferences or events for either government bodies, community engagements or professional organisations.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
1.6.3	Event Management	<p>Records relating to events of State significance attended by the Minister or an official representative of the Minister. Includes dignitaries or delegations from International, Commonwealth or State Government. Includes:</p> <ul style="list-style-type: none"> • attendance at government or community events • briefing notes/daily papers • master copy of photographs & audio-visual material of an event attended by a Minister • travel itineraries. 	<p>PERMANENT</p> <p>Retain as State archives</p>
1.6.4	Event Management	Records relating to other events attended by the Minister or an official representative of the Minister.	TEMPORARY

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
			Retain a minimum of 4 years after action completed, then destroy
1.6.5	Event Management	Records of travel itineraries approved for the purposes of visits. Includes application and supporting information, travel details.	TEMPORARY Destroy 7 years after authority expires.
1.6.6	Event Management	Records of travel itineraries not approved for the purposes of visits.	TEMPORARY Destroy 3 months after visit
1.6.7	Event Management	Supplementary records relating to events including declined invitations to attend or speak at events.	TEMPORARY Retain a minimum of 2 years after action completed, then destroy
1.7	Grants and Community Funding	<i>The activity of providing funding to the community for approved nominated projects and initiatives. Includes receiving funding applications, granting funds and dispersing funds to community applicants.</i>	
1.7.1	Grants and Community Funding	Master summary record maintained in a Minister's Office of applications from the community for grants for specific purposes. Also includes decisions of Ministers to allocate grants.	PERMANENT Retain as State archives
1.7.2	Grants and Community Funding	Records relating to applications from the community for grants.	TEMPORARY

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
			Retain a minimum of 10 years after action completed, then destroy
1.8	Legislative Development and Administration	<i>The activity of developing or amending legislation and undertaking legislative responsibilities and administration.</i>	
1.8.1	Legislative Development and Administration	Records that relate to: <ul style="list-style-type: none"> • Bills of the Minister's portfolio which have been passed through all three readings & that have received the Royal Assent to become an Act of Parliament • the amendment of legislation specific to the Minister's portfolio responsibilities • the Minister's legislative responsibilities e.g. high-level approvals or where the Minister is the last point of appeal under legislation and the records are not duplicated elsewhere. 	PERMANENT Retain as State archives
1.8.2	Legislative Development and Administration	Supplementary records relating to the development and amendment of legislation specific to the Minister's portfolio responsibilities. Includes: <ul style="list-style-type: none"> • records relating to other legislative responsibilities of the Minister e.g. low-level approvals by the Minister under legislation and where records are duplicated elsewhere/held by the portfolio agency 	TEMPORARY Retain a minimum of 8 years after action completed, then destroy

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
		<ul style="list-style-type: none"> records relating to the administration of specific Acts that provide continuing authority for the payment of salaries and allowances to the Governor, Ministers, Judges and Members of Parliament 	
1.9	Lobbying	<i>The activity of members of the community or government attempting to influence the Government through representations to the Minister.</i>	
1.9.1	Lobbying	Records relating to lobbying of the Minister which are of State significance or of widespread public and/or media interest.	PERMANENT Retain as State archives
1.9.2	Lobbying	Records relating to other lobbying of the Minister.	TEMPORARY Retain a minimum of 4 years after action completed, then destroy
1.10	Parliamentary Committees and Royal Commissions	<i>The Minister's activities in relation to Parliamentary Committees and Royal Commissions, including (but not limited to) their membership, or evidence before, or any other association. Includes Royal Commissions, Commissions or Committees of Inquiry, Standing Committees, Select Committees, Joint Committees, Statutory Committees, Estimates Committee.</i> <i>Includes State and National Inquiries and Royal Commissions.</i>	
1.10.1	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. Includes State Inquiries/Royal Commissions and National Inquiries/Royal Commissions.	PERMANENT Retain as State archives

General Disposal Schedule Ministerial Office records (GDS 50 v1)

No	Function / Activity	Description (including record examples)	Disposal Action
1.10.2	Parliamentary Committees and Royal Commissions	Other records relating to Committees, Royal Commissions or Commissions/Committees of Inquiry.	TEMPORARY Retain a minimum of 8 years after action completed, then destroy
1.11	Portfolio and Agency Establishment	<i>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.</i>	
1.11.1	Portfolio and Agency Establishment	Records documenting official assignments from the Premier that are outside the Minister's current portfolio. Also includes records relating to: <ul style="list-style-type: none"> • assignments that may be expected to lead to the creation of new agencies • changes to portfolio responsibilities or changes to the functions of an agency within the portfolio of a Minister. 	PERMANENT Retain as State archives
1.11.2	Portfolio and Agency Establishment	Records of delegations of authority from a Minister to Junior Ministers.	PERMANENT Retain as State archives
1.11.3	Portfolio and Agency Establishment	Other delegations of authority from the Minister including 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 8 years after expiry