



DISTRICT COUNCIL OF LOXTON WAIKERIE

Destruction of Official Records Procedure

Procedure Identification:	Administration procedure
Approval Date:	Senior Management Team meeting 30 May 2016
Last Review:	
Next Review Date:	
Responsible Officer(s):	Chief Executive Officer
Relevant Delegations:	
Council File GDS Reference:	13.87.1
Other Relevant Procedures:	
Related Policies:	Records Management Policy
Related Documents:	State Records of South Australia General Disposal Schedules(GDS): Attachment 1 – Approval Process Checklist Attachment 2 – Destruction Approval Memo and Destruction Report
Relevant Legislation:	State Records Act
File Path:	

1. Background

The requirement for agencies to notify State Records of the pending destruction of official records through the completion of the Intention to Destroy Records Report ceased on 30 June 2015.

To meet legislative and business requirements an internal agency approval process should as a minimum, include the requirement details in the Destruction of Official Records – Agency Approval Process Guideline and Checklist prepared by State Records.

2. Overview

This procedure sets out the approval process for the destruction of temporary value hardcopy and electronic official records of the District Council of Loxton Waikerie. It sets out factors to consider prior to seeking approval to destroy official records, the internal review and approval process to be followed and approved methods of destruction. The procedure is to be read in conjunction with Council's Records Management Policy.

Records of an ephemeral or transitory nature that can be destroyed under Normal Administrative Practices (NAP) are excluded from this procedure.

The destruction of source records covered by GDS 21 are also excluded from this procedure.

3. Procedure

The Records Officer/s will prepare a destruction report as per the Destruction Report Template (Attachment 2) listing hardcopy records stored at the NRM Repository or have been sentenced as due for destruction as part of a backlog sentencing project.

The records will be assessed against the Destruction Approval Process Checklist (Attachment 1). The records listed must be assessed against all items on the checklist prior to final approval being sought from the Chief Executive Officer.

4. Review

Review Officers are responsible for assessing the listed records for destruction against the Approval Process Checklist items relevant to their area and in particular that there is no ongoing business or legal need to retain any of the records listed for an extended retention period.

Review Officers will include staff responsible for business areas as well as legal or Freedom of Information matters and may include where relevant to the records listed:

- Director Corporate and Community Services
- Director Infrastructure Services
- Governance Officer

A review officer may delegate responsibility to a staff member for reviewing records directly relevant to their area.

5. Approval

Once all relevant review officers or delegates have reviewed the list and any amendments have been made by the Records Officer/s the destruction report will be submitted to the Chief Executive Officer to review the listed records for destruction against the checklist and issue final approval for destruction.

6. Destruction

Approved methods of destruction of hardcopy records are shredding, pulping or other means that are environmentally friendly undertaken by an approved contractor. Destruction must be secure and confidential and evidence that confidential destruction has taken place must be obtained in the form of a Confidential Destruction Certificate provided by the approved contractor.

Authorised destruction reports are the agency's evidence that legal destruction has taken place and will support the agency's response under Freedom of Information, a discovery order, legal case, Government Inquiry or Commission regarding the availability of official records. As such destruction lists are to be retained permanently.

7. Normal Administrative Practice (NAP)

Normal Administrative Practice provides for the routine destruction of drafts, duplicates and publications with the test that is obvious that no information of more than a transitory or ephemeral value to the Council will be destroyed. Material that can be disposed of under

Normal Administrative Practice comprises items of an ephemeral or transitory nature created, acquired or collected by Council staff or Elected members in the course of their official duties. Such material has no ongoing value and is not usually incorporated into the Council's recordkeeping system and is not considered destruction of official records.

8. Responsibilities

Council is an agency under the State Records Act, the approval for destruction of official records is the responsibility of agencies.

Agencies are responsible for ensuring that official records are retained in accordance with an approved and current disposal schedule and in line with defined business requirements. The General Disposal Schedule 20 is used by Council to determine the required retention periods of official records.

Approval for destruction of official records resides with the Chief Executive Officer or a delegate.

9. Document history and version control

Date	Version	History	Summary
30/05/2016	1.0	First version	The procedure provides internal agency approval process for the destruction of official records..

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Attachment 1 – Approval Process Checklist

The following checklist details the minimum requirements to consider in seeking authorisation to destroy official records.

Activity	Responsibility	Completed
Verify official records have been sentenced appropriately under the current approved version of GDS 20 for Local Government Records	Records Officer	
Verify records are due for destruction	Records Officer	
Verify records due for destruction have been listed on the agency's internal destruction report (see Attachment 2 for example) or on a report from Councils EDRMS	Records Officer	
Records have been assessed against: <ul style="list-style-type: none"> • GDS 16 and do not relate to Native Title Issues; • GDS 27 and do not relate to the Alleged Abuse of Former Children Whilst in State Care; • GDS 32 and do not contain information relevant to the Royal Commission in to Institutional Responses to Child Sexual Abuse. • GDS 36 and do not contain Records of Relevance in relation to Child Abuse or Alleged Child Abuse 	Records Officer	
Confirm records do not relate to Recommendation 21 of the National Inquiry in the Separation of Aboriginal and Torres Strait Islander Children from their Families.	Records Officer	
Confirm that records are NOT: <ul style="list-style-type: none"> • Subject to a disposal freeze • Dated pre 1901 • Older than 50 years • Damaged beyond repair, totally destroyed by an incident or rendered inaccessible by an incident or technological obsolescence. 	Records Officer	
Confirm records are not required for any additional length of time as determined by agency legislation or policies; as evidence for any current discovery process or legal case, inquest, FOI application, Government Inquiry or Commission	Review Officers CEO DCCS DIS Governance/ FOI Officer	
Confirm records are no longer required for business purposes	Review Officers CEO DCCS DIS Governance/ FOI Officer	

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Attachment 2 – Destruction Approval Memo and Destruction Report

Internal Approval Memo	
To:	
Position:	
From:	
Position:	
Subject:	
Date:	
<p>Attached is a list of records due for destruction.</p> <p>These records have been assessed for destruction against the Checklist (attachment 1).</p> <p>Please check the list and confirm that your area has no ongoing business or legal need to retain the record for an extended retention period.</p> <p>Please sign the form below to indicate your approval to destroy the records listed.</p>	
Approvals required from:	
Records Officer	Name: Signature:
DCCS	Name: Signature:
DIS	Name: Signature:
Governance/ FOI Officer	Name: Signature:
CEO/ approved delegate	Name: Signature: Date: