

# Disposal Schedules (GDS & RDS)

## Information Management Services Fact Sheet

### References

- Guideline – Sentencing
- AGD Records Disposal Schedules listing
- GDS30
- Procedure – Temporary Records Storage
- Procedure – Permanent Records Storage

### What is a disposal schedule?

A disposal schedule is a listing of official records that states how long different classes of records must be kept for.

It defines the business functions and activities and the transactions undertaken within them and determines the retention periods and disposal actions of those transactions.

It ensures that inactive official records are disposed of in accordance with legislative, evidential, financial, social and historical requirements.

### Types of disposal schedules

- General Disposal Schedule (GDS) – covers functions and activities common across all government agencies (i.e. employee management, strategic management, work health & safety).
- The relevant GDS documents to be aware of within AGD include:
  - GDS30 – general administrative records for state government agencies
  - GDS16 – documents relevant to native title claims
  - GDS18 – records created and received by any Ministerial Office (used in conjunction with GDS30)
  - GDS26 – records commonly created or received as evidence of the functions and activities of Royal Commissions and Commissions of Inquiry
  - GDS27 – records required for legal proceedings relating to alleged abuse of former children in state care
  - GDS32 – records of relevance to the Royal Commission into Institutional Responses into Child Sexual Abuse
- Records Disposal Schedule (RDS) – a disposal schedule specific to an agency that covers functions and activities that are unique to that agency (i.e. Forensic Science of SA have a RDS that covers crime scene investigations and post mortem examinations).

### Using a disposal schedule

Records are assessed against a relevant disposal schedule. This involves matching the record to a disposal class. The disposal class describes the record and provides the disposal action. For example:

Disposal Class – 'Records relating to travel arrangements for employees'

Disposal Action – 'Temporary – destroy 7 years after action completed'

For more detailed information on using a disposal schedule please refer to 'Guideline – Sentencing'.

For more information, support or training please contact [AGD Information Management Services](#).