

# Guidelines for Revised Retention & Disposal Schedules

## Purpose

The purpose of this guideline is to assist government organisations to revise their Retention and Disposal Schedules (R&Ds) by setting out the requirements for information that is to be included in revised R&Ds. The guideline aims to promote consistency and uniformity in the R&Ds of government organisations.

This guideline provides an update of the requirements for revised R&Ds for government organisations.

## Rationale

The R&D is the retention and disposal component of the Recordkeeping Plan. It identifies those government records that will be State archives (i.e. records that are to be kept permanently), the retention period for those government records that are not State archives (i.e. those records that may be destroyed), and associated matters such as those State archives that will be restricted access archives and the ages at which they will cease to be restricted access archives.

Government organisations are to submit a fully revised R&D to the State Records Office (SRO) within five years of the current R&D's date of approval. The SRO encourages organisations to review and submit their revised R&D before the expiration date.

The revised R&D will supersede the previous R&D.

It is quite likely that in the five years since the approval of an organisation's R&D and its revision, that the organisation has undergone changes in functions and practices to varying degrees. It is therefore expected that a revised R&D will be somewhat different from the previous R&D.

This guideline and the associated templates will assist organisations to review and prepare the revised R&D. Also, in order to expedite the evaluation of revised R&Ds by the SRO, organisations are required to provide certain information, or present the revised R&D in such a way, that any and all changes from the previous R&D are clearly identified and explained.

## Scope

This guideline is to be used by government organisations for reviewing and submitting a revised R&D.

## Application

A revised R&D is to comprise three basic parts:

- A table of contents and an Introduction to the R&D;
- Body of the R&D (the part that sets out the organisation's records and the retention and disposal decisions for those records); and
- An index (optional).

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Templates for the Introduction and the Body of the R&D are provided to assist organisations. The templates include instructions for use.

For purposes of uniformity and consistency in R&Ds, certain categories of information are required to be included in the Introduction to the R&D in a preferred order.

The following are some examples of possible changes that may have arisen in the time between the approval of the current R&D and its revision, and how these changes should be dealt with in the revised R&D:

1. A revised R&D is to only deal with the functional records of the organisation. Organisations whose previous R&D contained records series that are now covered by the General Disposal Authority for: Administrative Records; Human Resource Management Records; or Financial and Accounting Records are to amend the revised R&D in accordance with the guidance provided in the templates.
2. Where the organisation has implemented a new thesaurus / business classification scheme / file plan, the revised R&D is to be aligned with the new and the old schema. The revised R&D is to include an extra column in the Body of the R&D, which is to provide a cross-reference to the records in the previous R&D (under the old schema).
3. Any changes to the retention and disposal decisions from the previous R&D must be clearly identified as indicated in item 2 above. This is to include a cross-reference to the reference number of the records in the previous R&D, the retention and disposal decision for those records and an explanation for the change.
4. Where the organisation has created new series of records, these are to be included in the revised R&D and **clearly identified as a new entry**.
5. Where a record series has become defunct (for instance, if an organisation no longer performs a certain function or activity) and the records remain in the custody of the organisation, these records should not be included in the Body of the R&D, but should be included as an annexe called 'Defunct records' or similar. The retention and disposal decisions from the previous R&D are to be included, or if the organisation wishes to change the decisions then follow item 3 above.
6. Should a record series that was in the previous R&D not be included in the revised R&D, the organisation is to provide an explanation for the omission, except in the case of records now covered by the GDAs (in which case see point 1 above).

Should an organisation come across circumstances or situations not dealt with in this guideline or the templates or have other queries regarding the revised R&D, please contact the State Records Office.

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