



## **Local Government – Destruction of Temporary Records**

The following provides basic steps for destroying temporary records that have reached their minimum retention period. For detailed information about disposal practices, refer also to the *SRO Guideline: Retention and Disposal Instructions*.

1. Apply the retention and disposal decisions as per the *General Disposal Authority for Local Government* (GDALG) to relevant records. The GDALG is available from the State Records Office (SRO) website in the following formats: Print (PDF), Spreadsheet (xls) and XML.
2. Identify records that have exceeded their minimum retention period and are due for destruction.
3. Generate a list of these records for review.

The SRO recommends that the following information is listed for each record:

- File information – file title, file number, date range;
  - Disposal authority information – which edition of the GDALG is being used, specific category reference, retention and disposal action; and
  - Other reference information as required – date due for destruction, storage location, box number, notes field, etc.
4. Refer the list for review by the appropriate business area / unit / senior officer with knowledge of the subject matter or functions documented in the records. Appropriate officer/s are to indicate their approval (or otherwise) of the proposed destruction.
  5. Documentation is then to be referred to the CEO (or approved delegate) for final written authorization of the records destruction.
  6. Destroy those documents authorized for destruction. The destruction of State records must be done completely so that no information is retrievable.
  7. If a third party is responsible for the destruction of local government records, a 'Certificate of destruction' is to be obtained.
  8. Retain the list of destroyed records and certificates of destruction as evidence of the destruction. If the local government uses an electronic records management system, the records metadata must reflect the destruction and be retained.

### **Notes:**

- i) The State Records Office (SRO) does not need to be notified of the destruction of local government records where destruction is conducted in accordance with the GDALG.
- ii) However, if records have been damaged beyond recovery (e.g. due to fire, flood, mould, pest damage etc.) and require destruction prior to the expiration of their minimum retention period, the SRO **must** be contacted, prior to any disposal.

**Further information:** Please contact the Records Manager within your organization **OR** contact the State Records Office on (08) 9427 3661 or via email at [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au).