



Destruction of Temporary Hardcopy Records

Introduction

The following provides basic steps for destroying temporary records that have reached their minimum retention period. For guidance on specific disposal practices, refer to the *SRO Guideline: Records Retention, Disposal and Destruction*

1. Apply the retention and disposal decisions to relevant records as per the relevant General Retention and Disposal Authority (GRDA), Sector Disposal Authority (SDA) or agency specific Retention and Disposal Authority (RDA). The GRDAs and SDAs are available from the State Records Office website. Organisations with a functional (agency specific) RDA can download copies from the Online Recordkeeping and Disposal Application (ORDA).

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 State Records Office recommends that the following information is listed for each record:

- File information – file title, file number, date range;
- Retention and disposal authority information – which GRDA, SDA or RDA 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/Principal Officer (or approved delegate) for final written authorisation of the records destruction.

6. Destroy those documents authorised 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 the organisation's 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. The records metadata must reflect the destruction and be retained in the relevant records management or business information system.

Notes:

The State Records Office does not need to be notified of the destruction of an organisation's records where destruction is conducted in accordance with a RDA, GRDA or SDA.

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 State Records Office **must** be contacted prior to any disposal.

Further information or advice

Please contact the State Records Office:

Email at sro@sro.wa.gov.au