

# State Records Office Guideline

## **Resentencing records: Implementing a revised retention and disposal authority**

An Information Management Guideline  
for State Organisations

Revised January 2024



**PURPOSE**



In these cases, the organisation **must** ensure these records are resentedenced to reflect the longer retention period.

When a revised RDA specifies that certain records previously identified as temporary must now be retained as State archives, those records **must** be resentedenced, as shown in the example below:

Superseded RDA	Revised RDA
'Reports relating to strategic direction' – Destroy 20 years after last action	'Reports relating to strategic direction' – Archive 5 years after last action <i>[example only]</i>

In these cases, the organisation **must** ensure these records are no longer identified as temporary and are instead sentenced as State archives.

#### **4.2 Retention period reduced State archives**

When a revised RDA requires records previously identified as State archives are to be sentenced as temporary records, unless the SRO advises otherwise, those records **must** be resentedenced, as shown in the example below:

Superseded RDA	Revised RDA
'Legal advice – all' Required as State archives	'Legal advice – other' Destroy 7 years after last action <i>[example only]</i>

In these cases, the organisation **must** ensure these records are no longer identified for permanent retention as State archives and are instead sentenced as temporary records.

**Note:** This does not apply to State archives already in the c/F3 1 81.2q79ef\$ does n5wf04 Tf1 0 0



All documentation recording the disposal of records must note the RDA reference number under which the records were sentenced. This provides evidence that records have been disposed of in accordance with an approved RDA.