

Australian Capital Territory

Territory Records Territory Administrative Records Disposal Schedule 2003

Notifiable instrument NI2003—262

made under the

Territory Records Act 2002, s 19

I approve the Territory Administrative Records Disposal Schedule.

David Wardle
Director of Territory Records
1 July 2003



Territory Administrative Records Disposal Schedule

TARDiS

A disposal schedule for records of common administrative functions linked to the Territory Version of Keyword AAA.

The Territory Records Office wishes to thank for their assistance, and acknowledge the permission of, the National Archives of Australia in adapting the Commonwealth Administrative Functions Disposal Authority to create this document. The terms in the business classification scheme, taken from the *Territory Version of Keyword AAA* are produced under a licence agreement between the Territory Records Office and the State Records Authority of New South Wales.

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INTRODUCTION

Background

The Territory Administrative Records Disposal Schedule (TARDiS) authorises the disposal of records, in whatever format, relating to common administrative functions carried out by most Territory agencies. The Schedule is issued in accordance with Section 19 of the *Territory Records Act 2002*. The Schedule has been developed using the methodologies of the Australian Standard AS ISO 15489, *Records Management*, and its functional structure is based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW. In 2001 the Territory Records Office purchased a whole-of-government licence for the Thesaurus for free distribution to all Territory agencies. The relationship between the Thesaurus and the Schedule is explained in this introduction. There have been some modifications to the business classification scheme to suit the Territory environment. Activities have been added and some scope notes varied. The updated business classification scheme is presented at the end of this introduction.

New direction in Territory Recordkeeping

The Australian Standard on Records Management AS ISO 15489 has been adopted as the model for best practice recordkeeping. It promotes consistent management of records and sets out strategies, procedures and practices to ensure that records which provide evidence of business, legal and fiscal activities are captured and managed in an efficient and accountable manner. The Territory Records Office has produced guidelines and standards based on AS ISO 15489 to assist agencies to implement the new recordkeeping strategies. While AS ISO 15489 provides strategic directions for the new focus in Territory recordkeeping, the *Territory Records Act 2002* and other key pieces of legislation provide a legal framework for consistent and accountable recordkeeping practices.

Territory records and the law

The *Territory Records Act 2002* applies to all records owned by the Territory. Territory records are defined in Section 9 of the Territory Records Act as being ‘a record, in written, electronic or any other form, under the control of the agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency’. Records are created and kept as evidence of agencies functions, activities and transactions and can be stored and managed in any format (eg paper, video, microfilm, on computer).

Under Section 23 (1) of the Territory Records Act it is illegal to abandon or dispose of a record, transfer, damage a record or neglect a record in a way that causes, or is likely to cause, damage to the record a Territory record. However, an agency does not contravene this section by doing:

- anything in accordance with the agency’s normal administrative practice;
- anything authorised or required to be done under this Act, or a provision of another Act, or a subordinate law, prescribed under the regulations;
- anything with the written approval of the Director of Territory Records or in accordance with a practice or procedure approved by the Director;
- anything in accordance with a resolution of the Legislative Assembly; or
- anything in accordance with an order or decision of a court or tribunal.

The Territory Records Act also grants a right of free public access to records which survive for more than 20 years. Some records may not be open for public access if they contain material that is still sensitive. As well as the *Territory Records Act 2002*, other general legislation such as the *Freedom of Information Act 1989* also apply to keeping and using Territory records. The access section of the Territory Records Act comes into affect on 1 July 2007.

The *Freedom of Information Act 1989* provides a right of public access to and correction of Territory records. The Act sets out procedures and principles controlling the granting of this access. It states when and how records may be made available, corrected, updated or annotated. If a request for access under the FOI Act has been lodged, all files relevant to the request must be identified and preserved until action on the request, and on any subsequent reviews, is completed.

Purpose and scope of the Territory Administrative Records Disposal Schedule

Purpose

This Records Disposal Schedule allows the disposal of Territory records as required by Section 19 of the *Territory Records Act 2002* and is issued for use across the Territory.

Scope

This Records Disposal Schedule covers the records relating to the administrative functions performed by the Territory and its agencies. It applies to all records regardless of format. It covers the following 17 common administrative functions based on the *Territory Version of Keyword AAA* business classification scheme:

1. Community Relations
2. Compensation
3. Equipment & Stores
4. Establishment
5. Financial Management
6. Fleet Management
7. Government Relations
8. Industrial Relations
9. Information Management
10. Legal Services
11. Occupational Health & Safety (OH&S)
12. Personnel
13. Property Management
14. Publication
15. Staff Development
16. Strategic Management
17. Technology & Telecommunications

More information on the 17 administrative functions and the activities which relate to them is provided in the section on the Business Classification Scheme.

Methodology

This Records Disposal Schedule was produced after a detailed analysis of each administrative function carried out in the Territory. This included examining relevant legislation, regulations and directives from agencies which have ‘lead agency’ responsibilities for administering functions across portfolios. Consultations with stakeholders assisted in identifying recordkeeping

requirements and risk analysis was used to assess how long the records should be retained. The appraisal also identified which records should be retained as Territory Records based on the objectives and criteria set out in *Territory Records Office Standard for Records Management No.2 – Appraisal*.

Some activities covered in this Records Disposal Schedule will occasionally be part of an agency's core functions. In these circumstances agencies should use a functional term that describes their own administrative responsibility rather than the Schedule's functional term.

Records already sentenced under old disposal schedules

After 1 July 2003, sentencing activities undertaken by an agency must use this Records Disposal Schedule for disposing of all common administrative records. If records have been already sentenced for destruction before the issue of this Records Disposal Schedule, the sentences may remain and agencies need not re-sentence those records.

Agency specific Records Disposal Schedules

This Records Disposal Schedule only applies to records created as a result of one of the 17 administrative functions and not to records relating to business activities carried out by agencies to support their core functional responsibilities. Agency-specific Records Disposal Schedules must be developed for these records.

Relationship of the Records Disposal Schedule to the thesaurus

The functional analysis approach cuts across organisational structures, with functions not just seen as belonging to those areas in an agency which may have prime responsibility for their administration. For example, staff development may be managed at an organisational level by the Human Resource area of an agency, but it is probable that most business areas would carry out activities to support the planning of staff development requirements for their own employees.

The outcome of the functional analysis is the business classification scheme which is hierarchical and based on the following three levels:

1. The business function.
2. The activities constituting the function.
3. Further refinements of the activities or groups of transactions which take place within each activity.

According to the classification model of the *Territory Version of Keyword AAA*:

- keywords represent broad business functions of an agency;
- activity descriptors describe the more specific activities taking place within those functions; and
- subject descriptors are added as a means of describing the more specific subjects or topics relating to the matter to be documented within an activity.

In this Records Disposal Schedule the first two levels of the *Territory Version of Keyword AAA* structure have been used: the function and activity levels. The records description covers the third level transactions if they have been identified in the analysis of the function. The class description comprises four components: the function and the activity with their scope notes, the description of the record and the disposal action .

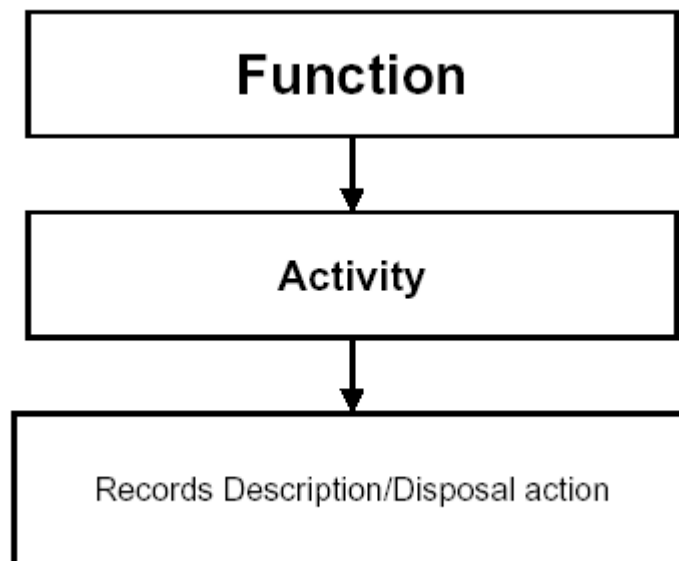


Diagram 1 – Class description

Diagram 2 shows the relationship between the different disposal classes. Each unique function/activity pair can have one or many records descriptions and disposal actions.

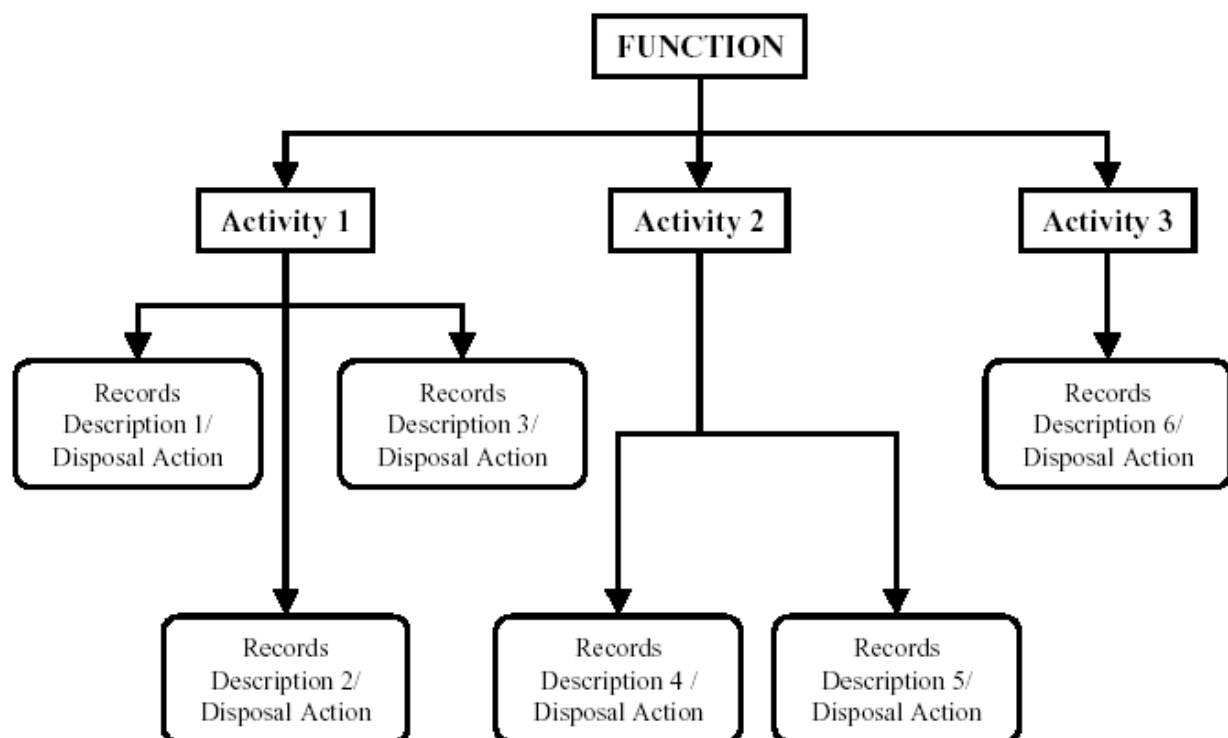


Diagram 2 - Model of disposal classes

Sometimes one class description can look the same as another but have a different retention period. This is because a record's value depends on the context of the functions and activity. For example, the activity 'Policy' in Fleet Management is less important than 'Policy' in Strategic Management.

Layout of the schedule

This Records Disposal Schedule is divided into 20 sections. It begins with an introduction incorporating a glossary and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the 17 functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives' and an index. The functions and activity disposal sets show the following details:

Function	This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique. Specific directions relating to Territory use of a function have occasionally been added to the <i>Territory Version of Keyword AAA</i> scope note.
Activity	Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity 'Distribution' is linked to the functions Equipment & Stores, Information Management and Publication). However, each function and activity set represents a unique unit.
Entry No.	This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.
Description of Records	This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.
Disposal Action	This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.
'For' Statements	'For' statements provide guidance on the inter-related links to other function and activity sets. 'For' statements positioned under the activity scope note belong to the particular function/activity set and all the records descriptions. The 'For' statements underneath a particular description relate to that record description alone.

How to sentence records using the schedule

Sentencing is the process of identifying and classifying records according to a Records Disposal Schedule and applying the disposal action specified in it. In Diagram 2 an overview is presented of sentencing procedures that can be used for:

- records titled using the *Territory Version of Keyword AAA* terms and sentenced from creation using this linked Territory Administrative Records Disposal Schedule;
- records titled using the *Territory Version of Keyword AAA* terms but not sentenced from creation; and
- records where the *Territory Version of Keyword AAA* terms have not been used.

This Records Disposal Schedule can be used on all inactive records.

Sentencing from creation is the process of allocating a disposal action at the point of creating a record. This may mean adding the disposal class number to a paper file, or adding it to the metadata attached to an electronic record.

If you plan to introduce sentencing from creation in your agency you will also need strategies to manage this process. For example, you will need to resolve who will be responsible for making the disposal decisions, either a central records management unit or action officers.

If it is to be the individual action officers, the agency will need to consider training requirements and make sure that responsibilities are clearly defined and allocated. Training should include familiarisation with the scope notes of the 17 functions detailed in this Schedule (see the Business Classification Scheme).

Diagram 3 shows steps that can be followed to sentence all records using this Schedule.

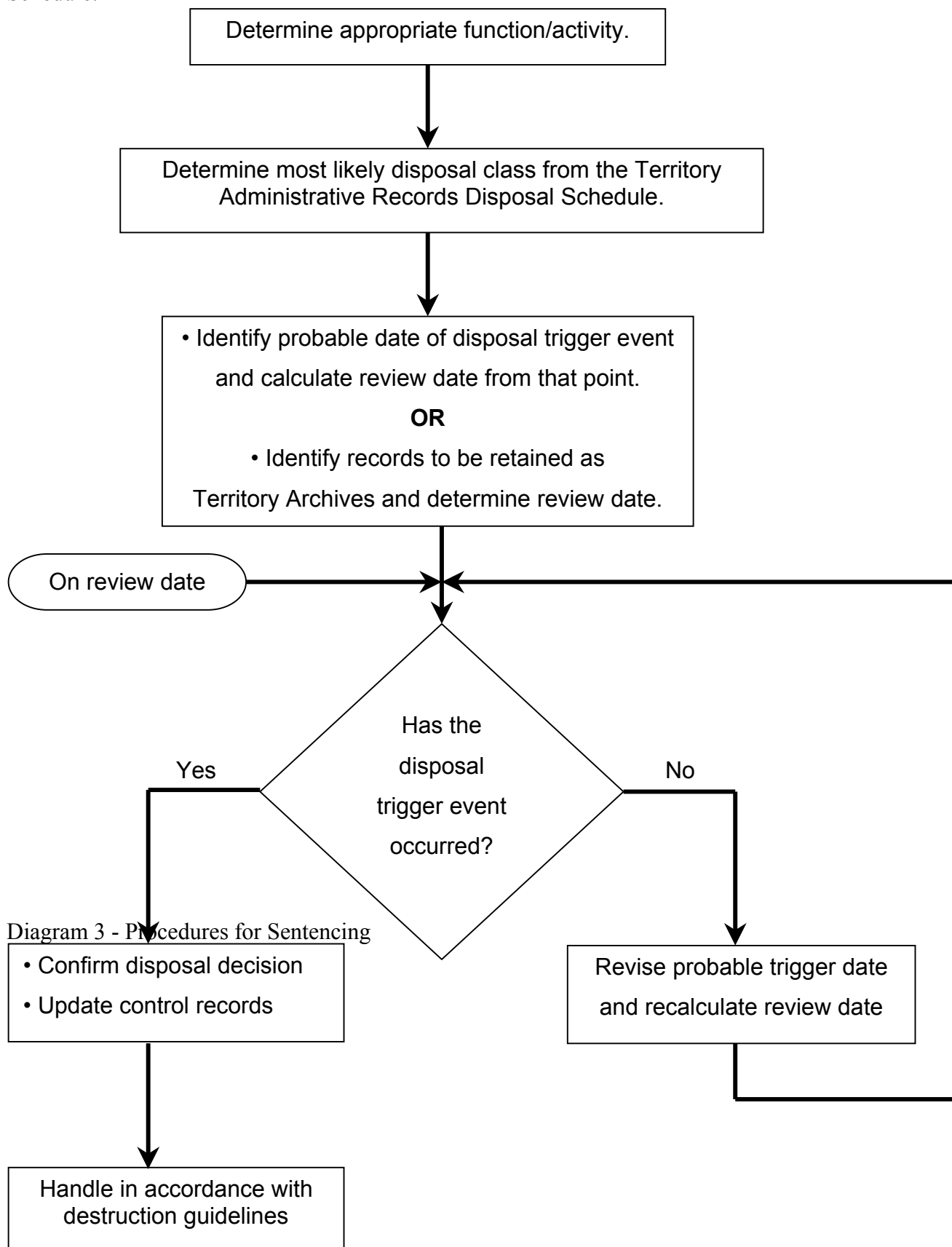


Diagram 3 - Procedures for Sentencing

Determine the appropriate administrative function/activity.

- **Using the Territory Version of Keyword AAA and/or this Records Disposal Schedule, determine the appropriate administrative function and activity** either to sentence a record from creation, or to link the terms to a record created not using these tools. The Index can also assist in identifying the correct function and activity set.
- **Read the scope notes thoroughly** rather than just depend on what is considered to be an appropriate term based on the title of the function and activity.
- Note that **activities are generic and can link to many functions**, with the scope notes reflecting this multi-function relationship.

For example, the scope note for the activity ‘Arrangement’ reads, ‘*The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment of goods and the usage made of facilities, vehicles, equipment and space*’. This activity descriptor is linked to the functions Community Relations; Equipment and Stores; Fleet Management; Personnel; Property Management and Staff Development. The activity scope note uses words relating to the different aspects of each function.

- There are occasions when the activity scope note describes a transaction which is also raised to the level of an independent activity in the business classification scheme. For example, the scope note for the activity ‘Customer Service’ reads ‘*The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency*’ but ‘Planning’ and ‘Evaluation’ are also both separate activity terms in the scheme. In such instances the individual activities ‘Planning’ and ‘Evaluation’ should not be used for records documenting the ‘Customer Service’ activity.

As a general rule, where there is overlap in activity boundaries, **sentencing should be done on the whole activity rather than components of the activity scope**.

- If records to be sentenced have not been titled using the *Territory Version of Keyword AAA* but an agency uses a classification scheme, then **a mapping exercise may assist in linking the agency’s terms to the 17 functional terms**. For example, ‘People Management’ could be linked to ‘Personnel Management’; and ‘Human Resource Management’ may be linked to ‘Personnel’, ‘Compensation’ and ‘Staff Development’.
- **Free text titling will usually have a word(s) that should give some indication of the function**. For example, in the free text title ‘Request for Purchase of Laptops’, ‘purchase’ indicates the activity ‘Acquisition’, and ‘laptops’ the ‘Technology & Telecommunications’ function.

Determine the most likely disposal class in the Territory Administrative Records Disposal Schedule

- **Examine the activities and the classes** available in the Schedule under the relevant function.

To assist with good file management, records documenting the same set of transactions have often been divided into two classes: the key documents, and the general working and administrative records. Often the two classes will have the same retention period, which indicates that the supporting documentation is expected to provide important contextual

information to manage the business activity. In such instances it is still recommended that the records be kept on two files (either ‘paper’ files or electronic ‘containers’) to facilitate retrieval. If an agency decides to raise only one file containing all records, the highest retention period should be used. Agencies may also wish to place all records relating to a function/activity set on one file rather than break them into transaction sets reflected in the ‘Description of Records’. Again, if this decision is made, the highest retention period should be allocated and the appropriate entry number used.

- In sentencing records not titled according to the *Territory Version of Keyword AAA*, or where the initial classification is no longer appropriate, many functions and activities may be found on the one record. In such instances records should not be culled or rearranged; rather, ***nominate the highest retention period for all functions and activities included.***

Identify probable date of a disposal trigger event and calculate review date from that point. Or identify records to be retained as Territory Archives and determine a review date.

- A trigger is ***the point from which the disposal action is calculated.***

Some trigger dates may be easily identified (eg date of separation), but others will be more complex, and it may be necessary to consult the action area or creating officer for advice (eg ‘destroy 5 years after policy is superseded’ or ‘destroy when action completed’). The consultation may provide you with a likely trigger date or assist with a risk assessment to determine a reasonable period.

Some of the triggers in the Schedule include:

- when action is completed
- the last action
- the last entry
- the date the next risk assessment occurs
- an event (eg when property is sold; when separation occurs).

- ***A review date should be added to the record and noted in the control system,*** eg 17.10.4 R2008, to note that disposal class entry number 17.10.4 has been allocated to this record and that it should be reviewed in 2008.

- ***Where sentencing is carried out from creation,*** an agency may choose to ***allocate a review period for all records*** and not attempt to determine a review date for each record at the time of creation (eg review all records after 5 years). In such cases the disposal class entry number (eg 17.10.4 R2008) should be noted on the record and the control system.

- When the review is undertaken, the event or date the trigger is based on may have passed. If this has occurred, the disposal action may be implemented.

- For some inactive records this step may finalise the process, as the trigger date may have been met and the calculated disposal date passed. If this is the case then ***the final disposal date can be entered on the record*** and the control records, eg 17.10.4 D2008 (where D refers to the final disposal date).

- It should be noted ***that the retention periods in the Schedule are only minimum requirements.*** If these periods are too short to meet an agency’s particular business requirements, they should be adjusted accordingly.

On the review date, examine records asking the question: ‘Has the disposal trigger event occurred?’

- For a sentence allocated from creation this may be some years hence, or it may be a shorter time frame for records already in existence.

If the answer is NO, revise probable trigger date and recalculate a review date

- If on review it is determined that the trigger point has not occurred, then the review date should be recalculated and altered on the record and control system.

If the answer is YES, confirm the disposal decision and update the control records

- If on review it is determined that the trigger point has been reached, *the disposal decision should be confirmed*, taking into account any change that may have occurred in the nature of the record since the allocation of the review date. The disposal date should then be entered on the record and in the control system eg 17.10.4 D2010. If the nature of the record has changed, *the record should be re-sentenced* with a new review date.

- Records which relate to any exempt clauses under Section 28 of the *Territory Records Act 2002*, or are subject to a request for access under the *Freedom of Information Act 1989*, the *Territory Records Act 2002* or any other Act should not be destroyed until the action has been completed.

Special notes to the schedule

Establishment and personnel records

A number of agencies manage their establishment structures and employ staff under their own enabling legislation rather than the *Public Sector Management Act 1994*. Such agencies are not excluded from using the sections of the Schedule relating to the Establishment and Personnel functions, but before doing so should check their own enabling legislation and other regulatory directives for major variations in scope and requirements.

In cases where the variations are great, this Schedule is not applicable. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Normal administrative practice (NAP)

Some records may be destroyed without prior authorisation under the 'normal administrative practice' (NAP) provisions of the *Territory Records Act 2002*. Records can be disposed of as a normal administrative practice if they are:

- duplicate (eg an information copy)
- obviously unimportant (eg telephone message slips)
- of short term facilitative value (eg compliment slips)
- a combination of these.

The guiding principle is that agencies should always be sure that destroying the record will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should not be destroyed as NAP unless the reason for their destruction is recorded in full on the relevant control records. NAP can apply to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system). It is designed to allow for sensible business practices.

Further information on NAP can be obtained from the *Territory Records Office Records Advice No.2- Normal administrative practice (NAP)*.

BUSINESS CLASSIFICATION SCHEME

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile.

Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own functional Business Classification Scheme.

Range of Activities

Acquisition	Events	Procedures
Addresses (presentations)	Exhibitions	Public Reaction
Arrangements	Functions (social)	Reporting
Audit	Grant Funding	Representatives
Celebrations	Greetings	Research
Ceremonies	Implementation	Reviewing
Committees	Joint Ventures	Security
Conferences	Liaison	Submissions
Contracting out	Marketing	Suggestions
Customer Service	Media Relations	Tendering
Donations	Meetings	Visits
Enquiries	Planning	
Evaluation	Policy	

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises.

Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Range of Activities

Accidents	Cases	Meetings
Acquisition	Claims	Payments
Advice	Committees	Policy
Agreements	Compliance	Procedures
Appeals (decisions)	Contracting out	Rehabilitation
Audit	Insurance	Reviewing
Authorisation	Leave	Tendering

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency.

Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Range of Activities

Acquisition	Disposal	Meetings
Agreements	Distribution	Policy
Allocation	Evaluation	Procedures
Arrangements	Inspections	Reporting
Audit	Installation	Reviewing
Authorisation	Insurance	Risk Management
Claims	Inventory	Security
Compliance	Leasing	Stocktake
Construction	Leasing-out	Tendering
Contracting out	Maintenance	

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this function, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations are major, an appropriate function should be included in the agency's own functional Business Classification Scheme.

Range of Activities

Advice	Meetings	Restructuring
Audit	Planning	Reviewing
Authorisation	Policy	Vacancies
Committees	Procedures	Variations
Evaluation	Reporting	

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Range of Activities

Advice	Meetings	Restructuring
Audit	Planning	Reviewing
Authorisation	Policy	Vacancies
Committees	Procedures	Variations
Evaluation	Reporting	

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources.

Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Range of Activities

Acquisition	Contracting out	Planning
Advice	Corruption	Policy
Agreements	Donations	Procedures
Allocation	Evaluation	Reporting
Asset Register	Financial Statements	Reviewing
Audit	Fraud	Risk Management
Authorisation	Grant Funding	Salaries
Budgeting	Inventory	Standards
Committees	Meetings	Tendering
Compliance	Payments	Treasury Management

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles.

Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Range of Activities

Accidents	Claims	Leasing
Acquisition	Committees	Maintenance
Agreements	Compliance	Meetings
Allowances	Contracting out	Policy
Arrangements	Disposal	Procedures
Audit	Infringements	Reporting
Authorisation	Insurance	Tendering

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions.

Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Range of Activities

Addresses (presentations)	Inquiries	Representations
Advice	Joint Ventures	Representatives
Agreements	Legislation	Research
Audit	Media Relations	Reviewing
Committees	Meetings	Security
Compliance	Policy	Submissions
Customer Service	Procedures	Visits
Implementation	Reporting	

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace.

Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Range of Activities

Advice	Contracting out	Meetings
Agreements	Disputes	Planning
Allowances	Enterprise bargaining	Policy
Appeals (decisions)	Grievances	Procedures
Audit	Industrial action	Reporting
Claims	Infringements	Research
Committees	Inspections	Tendering
Compliance	Insurance	

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Range of Activities

Advice	Contracting out	Meetings
Agreements	Disputes	Planning
Allowances	Enterprise bargaining	Policy
Appeals (decisions)	Grievances	Procedures
Audit	Industrial action	Reporting
Claims	Infringements	Research
Committees	Inspections	Tendering
Compliance	Insurance	

INFORMATION MANAGEMENT

The function of managing the agency's information resources.

Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Range of Activities

Acquisition	Data Administration	Policy
Advice	Disposal	Privacy
Agreements	Distribution	Procedures
Appeals (decisions)	Donations	Reporting
Audit	Enquiries	Research
Authorisation	Evaluation	Restructuring
Cases	Implementation	Reviewing
Committees	Inspections	Risk management
Compliance	Intellectual property	Security
Conservation	Inventory	Standards
Contracting out	Marketing	Submissions
Control	Meetings	Suggestions
Customer service	Planning	Tendering

LEGAL SERVICES

The function of providing legal services to the agency.

Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Range of Activities

Advice	Infringements	Procedures
Agreements	Inquiries	Reporting
Audit	Intellectual property	Research
Claims	Litigation	Reviewing
Committees	Meetings	Submissions
Compliance	Planning	Tendering
Contracting out	Policy	

OCCUPATIONAL HEALTH & SAFETY

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency.

Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Range of Activities

Accidents	Compliance	Policy
Advice	Contracting out	Procedures
Agreements	Evaluation	Reporting
Appeals (decisions)	Health promotion	Representatives
Audit	Implementation	Research
Authorisation	Inquiries	Reviewing
Cases	Inspections	Risk management
Claims	Meetings	Standards
Committees	Planning	Tendering

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers.

Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly, an appropriate function should be included in the agency's own functional business classification scheme.

Range of Activities

Accidents	Discipline	Procedures
Agreements	Employment Conditions	Recruitment
Allowances	Evaluation	Rehabilitation
Appeals (decisions)	Grievances	Reporting
Arrangements	Infringements	Representatives
Audit	Insurance	Reviewing
Authorisation	Leave	Reviews (decisions)
Cases	Marketing	Salaries
Claims	Meetings	Security
Committees	Moving	Separations
Compliance	Performance Management	Social Clubs
Contracting out	Planning	Suggestions
Counselling	Policy	Tendering

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises.

Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Range of Activities

Acquisition	Construction	Maintenance
Advice	Contracting out	Meetings
Agreements	Disposal	Moving
Appeals (decisions)	Evaluation	Planning
Arrangements	Fit-outs	Policy
Audit	Implementation	Procedures
Authorisation	Inspections	Reporting
Cases	Installation	Reviewing
Claims	Insurance	Risk Management
Committees	Inventory	Security
Compliance	Leasing	Tendering
Conservation	Leasing-out	

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency.

Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Range of Activities

Advice	Drafting	Procedures
Agreements	Enquiries	Production
Audit	Evaluation	Reporting
Committees	Intellectual property	Research
Compliance	Joint ventures	Reviewing
Contracting out	Marketing	Risk management
Corporate style	Meetings	Stocktake
Disposal	Planning	Tendering
Distribution	Policy	

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity.

Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Range of Activities

Acquisition	Committees	Planning
Addresses (presentations)	Compliance	Policy
Advice	Conferences	Procedures
Allowances	Contracting out	Reporting
Arrangements	Evaluation	Reviewing
Audit	Meetings	Tendering
Authorisation	Mentoring	Training

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency.

Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies.

Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Range of Activities

Agreements	Fraud	Quality Assurance
Audit	Grant Funding	Reporting
Committees	Implementation	Research
Compliance	Legislation	Reviewing
Conferences	Meetings	Risk Management
Contracting out	Performance Management	Standards
Corruption	Planning	Tendering
Customer Service	Policy	
Evaluation	Procedures	

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems.

Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Range of Activities

Acquisition	Database Management	Planning
Advice	Disposal	Policy
Agreements	Evaluation	Privacy
Allocation	Implementation	Procedures
Application development	Inspections	Reporting
Audit	Installation	Research
Authorisation	Intellectual property	Restructuring
Committees	Leasing	Reviewing
Compliance	Leasing-out	Risk management
Contracting out	Maintenance	Security
Control	Meetings	Standards
Customer service	Modelling	Tendering
Data Administration	Operations	

GLOSSARY OF TERMS

Active records

Those records regularly required for the day-to-day functioning of an agency. Also referred to as current records.

Activity

A task or operation performed to execute some or all of a *function*. An activity is identified by the name it is given and its scope (or definition). The scope of the activity encompasses all the *transactions* that take place in relation to it. Depending on the nature of the transactions involved, an activity may be performed in relation to one function, or many. See *Function* and *Transaction*.

Business activity

An umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees.

Business Classification Scheme

A description of the functions and activities of the organisation derived from an analysis of business activity. The business classification scheme contains terms and scope notes that represent and describe functions, activities, transactions or other elements and shows their relationships.

The number of levels within the scheme can vary depending on the level of refinement required and how the scheme will be used. The scheme is hierarchical, moving from the general to the specific, eg each function shows the activities that are identified in relation to it, and each activity (linked to the function) would show the categories of transactions that are encountered.

The functional structure of the Territory Administrative Records Disposal Schedule is based on the business classification scheme of *Keyword AAA: A Thesaurus of General Terms*. It has been modified to suit Territory requirements. A copy of the business classification scheme used in this Schedule is reproduced as part of the Introduction.

Territory Version of Keyword AAA

This is a modified version of *Keyword AAA: A Thesaurus of General Terms* which includes changes made by the Territory Records Office to accommodate specific Territory requirements.

Current records

See *Active records*.

Destroy after action completed

A disposal action directing the legal destruction of records documenting a particular set of transactions linked to a function and activity set when all business action has been completed.

Destroy after last action

A disposal action referring to the date of the last recorded action.

Destroy when reference ceases

A disposal action which authorises destruction of records when all business needs to refer to the records have ceased. This is used when there is no identifiable disposal trigger date, and where the loss of information contained in the records would have negligible effects on the business operations of an agency.

Disposal

A range of processes associated with implementing appraisal decisions. These include the retention, deletion, or destruction in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.

Disposal action

The disposal action noted on a disposal Schedule indicating the minimum retention period a record must be kept for and the event from which the disposal date should be calculated.

Disposal class

A description of the characteristics of a group of records documenting similar activities, together with a disposal action to be applied to the group. The description consists of function and activity terms and scope notes, record description and disposal action.

Disposal trigger

The point from which the disposal action is calculated. This can be a date on which action is completed or a date on which an event occurs.

Function

The largest unit of business activity in an organisation or jurisdiction.
See *Activity* and *Transaction*.

Inactive records

Records that are no longer required by an agency for administrative purposes on a regular basis. Also referred to as non-current records.

Lead agency

A Territory agency which has major responsibility for a function within Territory jurisdiction.

Non-current records

See *Inactive records*.

Record

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form. See *Sentencing*.

Records Disposal Schedules

A document approved by the Director of Territory Records, which sets out the types of records an agency should make and how long they must be kept.

Retain as Territory Archives (RTA)

The disposal action for records appraised as having continuing value.

Review date

The date added to the control system as a trigger to review the disposal action. It is a probable date of disposal and can be calculated by risk assessment or through consultation with the action area.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

The Territory Version of Keyword AAA

A thesaurus produced by the Territory records Office. It contains common administrative terms designed for use in classifying, titling and indexing most types of records in most technological environments.

The classification model of the thesaurus has 17 keywords representing broad business administrative functions with linked activity and subject descriptors.

Transaction

The smallest unit of business.

See *Function* and *Activity*.

RECORDS DISPOSAL SCHEDULE


COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 	<p>Records documenting the acquisition of goods and services (eg catering services) required to support the community relations function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).</p> <p><i>[For the acquisition of community relations goods and services through a tender process, use COMMUNITY RELATIONS - Tendering.</i></p> <p><i>For the management of contracted out services, use COMMUNITY RELATIONS - Contracting-out.</i></p> <p><i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i></p>	Destroy 7 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For papers presented by staff at conferences supporting the community relations function, use COMMUNITY RELATIONS - Conferences.

Entry No.	Description of Records	Disposal Action
1.4.1 ■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions. <i>[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses.]</i>	Retain as Territory Archives
1.4.2 ■■■■■■■■■	Final versions of other addresses delivered in the routine promotion of the agency's service or products.	Destroy 2 years after last presentation
1.4.3 ■■■■■■■■■	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 ■■■■■■■■■■	Records detailing arrangements carried out to support the community relations function. Includes arrangements for guest speakers. <i>[For arrangements made to support events hosted by the agency, use COMMUNITY RELATIONS - Functions; COMMUNITY RELATIONS - Celebrations and/or COMMUNITY RELATIONS - Ceremonies. For making travel arrangements for staff to attend promotional activities supporting the community relations function, use PERSONNEL - Arrangements.]</i>	Destroy 1 year after event

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the community relations function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
1.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Celebrations - Continued

The activities associated with arranging and managing festivities to honour a particular activity.

For addresses made at celebrations, use COMMUNITY RELATIONS - Addresses.

For managing financial transactions supporting celebrations activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 ■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency eg a significant anniversary.	Retain as Territory Archives
1.17.2 ■■■■■■■■■■	Records documenting routine arrangements supporting celebrations to honour an event of major importance to an agency. Includes catering, venue bookings and entertainment.	Destroy 2 years after action completed
1.17.3 ■■■■■■■■■■	Records documenting all arrangements for other celebrations of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

For addresses made at ceremonies, use COMMUNITY RELATIONS - Addresses.

For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 ■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion eg the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as Territory Archives
1.18.2 ■■■■■■■■■■	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes catering, venue bookings and entertainment.	Destroy 2 years after action completed
1.18.3 ■■■■■■■■■■	Records documenting all arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the community relations function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 3 years after action completed
1.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the community relations function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
1.22.1 ■■■■■■■■■■	Records documenting arrangements for agency conferences including program development, arranging speakers, promotion, managing registrations and venue bookings.	Destroy 3 years after action completed
1.22.2 ■■■■■■■■■■	Reports assessing the conduct of agency conferences.	Destroy 3 years after action completed
1.22.3 ■■■■■■■■■■	Copies of unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by agency staff. <i>[For the printing and publication of agency conference proceedings and reports, use PUBLICATION - Production.]</i>	Destroy when reference ceases
1.22.4 ■■■■■■■■■■	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases
1.22.5 ■■■■■■■■■■	Copies of published conference proceedings and official reports received at conferences arranged by other organisations.	Destroy when reference ceases
1.22.6 ■■■■■■■■■■	Participants' reports on conferences arranged by other organisations.	Destroy 3 years after action completed


COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 	Records documenting contract management relating to the community relations function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports.	Destroy 7 years after completion or other termination of contract

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Customer Service




The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

This function/activity set should not be used by agencies which have an extensive customer service role. In these instances coverage should be included in the agency's own functional Records Disposal Schedule.

For services provided to government, use GOVERNMENT RELATIONS - Customer Services.

For complaints from the public about customer services, use COMMUNITY RELATIONS - Public Reaction.

For suggestions from the public about customer services, use COMMUNITY RELATIONS - Suggestions.

Entry No.	Description of Records	Disposal Action
1.30.1 	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients.	Destroy 3 years after action completed
1.30.2 	Records documenting the development of service charters and directives relating to the provision of services to the agency's public clients. Includes copies of internal directives and charters. <i>[For the production of a service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>	Destroy 3 years after superseded
1.30.3 	Records documenting the management of specific customer services provided to the public eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services eg carrying out customer surveys.	Destroy 3 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Donations

The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.

This function/activity set should not be used by agencies where public donations provide major support for core functions eg Cultural Facilities Corporation. In these instances coverage should be included in the agency's own functional Records Disposal Schedule.

For managing financial transactions associated with donations received or made by the agency, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

For the general management of monetary donations received or given by the agency, use FINANCIAL MANAGEMENT - Donations.

Entry No.	Description of Records	Disposal Action
1.37.1 ■■■■■■■■■■	Records documenting donations of money and items, artefacts or property that are of long-term value or ongoing benefit to the nation.	Retain as Territory Archives
1.37.2 ■■■■■■■■■■	Records documenting all other donations of money that are of little public interest (ie small amounts).	Destroy 7 years after donation received
1.37.3 ■■■■■■■■■■	Records documenting all other donations of items, artefacts or property that are of little public interest.	Destroy 7 years after disposal of item
1.37.4 ■■■■■■■■■■	Records documenting donations of money and items made by the agency to public organisations and groups, including charities.	Destroy 7 years after donation was made

Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.

Entry No.	Description of Records	Disposal Action
1.40.1 ■■■■■■■■■■	Records documenting the handling of public enquiries about the agency and its programs, products and services.	Destroy 2 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.42.1 ■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of community relations programs and services.	Destroy 5 years after action completed

Events

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.43.1 ■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events, such as: Australia Day Significant community festivals Significant receptions	Retain as Territory Archives
1.43.2 ■■■■■■■■■■	Records relating to administrative arrangements, promotion, displays, community liaison, schedules for all other events, including regular events such as: Open days Community Expo Second Hand Sunday	Destroy 5 years after last action
1.43.3 ■■■■■■■■■■	Records relating to the management of regular and routine events organised by agencies including: Story time Music in the city Ranger walks	Destroy 3 years after last action

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.

This function/activity set should not be used by agencies which mount exhibitions as a core function eg the Cultural Facilities Corporation. In these instances coverage should be included in the agency's own functional Records Disposal Schedule.

For exhibition openings, use COMMUNITY RELATIONS - Functions (Social).

For managing financial transactions supporting the organisation of an exhibition, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.44.1 ■■■■■■■■■■	Records documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display.	Destroy 3 years after action completed

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.

For addresses made at functions, use COMMUNITY RELATIONS - Addresses.

For managing financial transactions supporting functions, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.48.1 ■■■■■■■■■■	Records documenting the organisation and management of an official or formal social occasion. Includes venue bookings, guest lists, invitations and catering.	Destroy 2 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Grant Funding

The activities associated with the application for and receipt of grants.

This function/activity set should not be used by an agency who as part of their core functions manage the distribution of grant funding to the community, or by an agency making an application for a grant from a community based organisation to support a core function. In such cases specific coverage should be included in the agency's own Records Disposal Schedule.

For managing corporate strategies for seeking grant funding, use STRATEGIC MANAGEMENT - Grant Funding.

Entry No.	Description of Records	Disposal Action
1.49.1 ■■■■■■■■■■	Records documenting successful applications made by the agency for grant funding from a non-government source. <i>[For the management of grant money received by the agency, use FINANCIAL MANAGEMENT - Grant Funding.]</i>	Destroy 7 years after action completed
1.49.2 ■■■■■■■■■■	Records documenting unsuccessful applications made by the agency for grant funding from a non-government source.	Destroy 2 years after last action

Greetings

The activities associated with preparing, sending and receiving letters of appreciation or condolences. Includes mailing lists for Christmas cards.

Entry No.	Description of Records	Disposal Action
1.50.1 ■■■■■■■■■■	Records documenting the preparation, dispatch and receipt of letters of introduction, appreciation, condolence and greetings cards. Includes mailing lists.	Destroy when reference ceases

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry No.	Description of Records	Disposal Action
1.53.1 ■■■■■■■■■■	Records documenting the implementation of plans, policies and procedures developed to support the community relations function.	Destroy 3 years after action completed

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

This function/activity set should not be used for joint venture arrangements which support core functions of the agency. In these instances coverage should be included in the agency's own functional Records Disposal Schedule.

Entry No.	Description of Records	Disposal Action
1.62.1 ■■■■■■■■■■	Records documenting the management of joint ventures undertaken to support the community relations function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after termination of arrangement
1.62.2 ■■■■■■■■■■	Signed joint venture contacts under seal and supporting records.	Destroy 7 years after completion or other termination of contract
1.62.3 ■■■■■■■■■■	Signed simple joint venture contracts and agreements and supporting records.	Destroy 7 years after completion or other termination of contract

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.67.1 ■■■■■■■■■■	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation. <i>[For subscriptions to publications of professional bodies where the subscriber does not have to be a member of a organisation, use INFORMATION MANAGEMENT - Acquisitions.]</i>	Destroy 3 years after action completed

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.70.1 ■■■■■■■■■■	Records documenting the marketing of an agency's community relations activities. Includes records covering arrangements for advertising campaigns and promotional photographs. <i>[For the development of a marketing plan, use COMMUNITY RELATIONS - Planning.</i> <i>For media releases relating to marketing activities, use COMMUNITY RELATIONS - Media Relations.]</i>	Destroy 3 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.71.1 ■■■■■■■■■■	Master set of agency media releases.	Retain as Territory Archives
1.71.2 ■■■■■■■■■■	Records documenting administrative arrangements with the media. Includes the issuing of media releases, organising interviews and providing information and assistance to support media coverage of an event or promotion of the agency's services or products.	Destroy 2 years after action completed
1.71.3 ■■■■■■■■■■	Copies of media items specifically relating to the agency's operations. Includes newscuttings, transcripts and electronic items. <i>[For the acquisition of media items through a media monitoring service, use INFORMATION MANAGEMENT - Acquisitions.]</i>	Destroy when reference ceases

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the community relations function. Includes meetings with external agencies.	Destroy 3 years after action completed
1.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the community relations function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.79.1 ■■■■■■■■■■	Final version of agency-wide community relations plans.	Destroy 3 years after plan is superseded
1.79.2 ■■■■■■■■■■	Final version of community relations plans at business unit, state, regional or overseas office level.	Destroy 2 years after plan is superseded
1.79.3 ■■■■■■■■■■	Working papers used to develop all community relations plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1.79.4 ■■■■■■■■■■	Copies of community relations plans.	Destroy when reference ceases

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's community relations policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Destroy 5 years after policy is superseded
1.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide community relations policies.	Destroy 1 year after promulgation of the new policy
1.80.3 ■■■■■■■■■■	Working papers documenting the development of all community relations policies.	Destroy 1 year after promulgation of the new policy
1.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the community relations function.	Destroy when procedures are superseded
1.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the community relations function.	Destroy 1 year after production of procedures
1.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.84.1 ■■■■■■■■■■	Records documenting public reaction and agency responses. <i>[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]</i>	Destroy 6 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.88.1 ■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to the community relations function.	Destroy 5 years after action completed
1.88.2 ■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the community relations function. Includes the collection and reporting of statistical information relating to visits.	Destroy 3 years after action completed
1.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases
1.88.4 ■■■■■■■■■■	Copies of community relations reports.	Destroy when reference ceases
1.88.5 ■■■■■■■■■■	Responses to surveys carried out to support the community relations function.	Destroy 3 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.90.1 ■■■■■■■■■■	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in community organisations. <i>[For the management of agency representatives on government bodies, use GOVERNMENT RELATIONS - Representatives.]</i>	Destroy 3 years after last action

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.91.1 ■■■■■■■■■■	Records documenting detailed research carried out to support the community relations function.	Destroy 5 years after action completed
1.91.2 ■■■■■■■■■■	Records documenting routine research carried out to support the community relations function.	Destroy when reference ceases

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the community relations function. Includes documents establishing the review, final report and action plan.	Destroy 3 years after action completed
1.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the community relations function.	Destroy 1 year after action completed

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.97.1 ■■■■■■■■■■	Records documenting security arrangements made for visits to the agency by dignitaries and the general public. <i>[For general arrangements for visits, use COMMUNITY RELATIONS - Visits. For building security arrangements made for a visit, use PROPERTY MANAGEMENT - Security.]</i>	Destroy 5 years after last action

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

For submissions made within government, use GOVERNMENT RELATIONS - Submissions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.102.1 ■■■■■■■■■■	Final version of successful agency submissions made to community organisations.	Destroy 7 years after action completed
1.102.2 ■■■■■■■■■■	Final version of unsuccessful agency submissions made to community organisations.	Destroy 3 years after action completed
1.102.3 ■■■■■■■■■■	Working papers documenting the development of agency submissions. Includes draft submissions.	Destroy when reference ceases

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.103.1 ■■■■■■■■■■	Suggestions received from the public relating to agency services or products. <i>[For feedback received from the public, use COMMUNITY RELATIONS - Public Reaction.]</i>	Destroy 2 years after action completed

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
1.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
1.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.104.8 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

For visits made by representatives of other agencies and interstate and overseas governments, use GOVERNMENT RELATIONS - Visits.

For security arrangements made for the visits to the agency, use COMMUNITY RELATIONS - Security.

For keeping statistical information relating to visits, use COMMUNITY RELATIONS - Reporting

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.109.1 ■■■■■■■■■■	Records documenting arrangements for visits or tours to the agency by the general public.	Destroy 2 years after last action
1.109.2 ■■■■■■■■■■	Records documenting arrangements for visits made to the agency by important community representatives.	Destroy 5 years after action completed
1.109.3 ■■■■■■■■■■	Records documenting visits by staff to community organisations to promote the image or services of the agency. Includes visit reports.	Destroy 2 years after last action
1.109.4 ■■■■■■■■■■	Public visitor books.	Destroy 5 years after last entry

[For visitor books signed by Royalty or Heads of State, use GOVERNMENT RELATIONS - Visits.]

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.


Accidents - Continued

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

Entry No.	Description of Records	Disposal Action
N/A	<p><i>[For accident reports covering deaths, serious personal injury, incapacity and dangerous occurrences for both employees and members of the public, use OH&S - Accidents.</i></p> <p><i>For accident reports submitted where an employee also submits a compensation claim, use COMPENSATION - Cases.</i></p> <p><i>For accident reports submitted by an employee but where there is no compensation claim submitted, use PERSONNEL - Accident.</i></p> <p><i>For accident reports submitted by members of the public where a compensation claim is lodged, use COMPENSATION - Claims.</i></p> <p><i>For accident reports submitted by members of the public where there is no claim made for compensation, use OH&S - Accidents.]</i></p>	N/A

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Entry No.	Description of Records	Disposal Action
2.3.1 	<p>Records documenting the acquisition of services to support the compensation function (eg employment of rehabilitation providers and case managers).</p> <p><i>[For the acquisition of services through a tender process, use COMPENSATION - Tendering.</i></p> <p><i>For the management of contracted out services, use COMPENSATION - Contracting-out.</i></p> <p><i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i></p>	Destroy 7 years after action completed

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Advice - Continued

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

Entry No.	Description of Records	Disposal Action
2.5.1 ■■■■■■■■■■	Records documenting the receipt and provision of general advice to agency managers and employees on the compensation function. Includes the distribution of advice received from the lead agency responsible for the compensation function in the Territory. <i>[For the provision of advice to an employee relating to a specific compensation case, use COMPENSATION - Cases. For legal advice obtained on the management of specific cases, use LEGAL SERVICES - Advice.]</i>	Destroy 2 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry No.	Description of Records	Disposal Action
N/A	<i>[For the process of forming a return to work plan agreement, use COMPENSATION - Cases. For the legal process of establishing deeds of release and deeds of indemnity and other like agreements relating to the settlement of compensation cases, use LEGAL SERVICES - Agreements.]</i>	N/A

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry No.	Description of Records	Disposal Action
N/A	<i>[For managing records relating to an appeal lodged against any aspect of management of a compensation case, use COMPENSATION - Cases.]</i>	N/A

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the compensation function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
2.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.14.1 ■■■■■■■■■■	Records documenting the delegation of power to the agency to make determinations on compensation claims.	Destroy 2 years after delegation expires
2.14.2 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the compensation function.	Destroy 7 years after delegation expires
2.14.3 ■■■■■■■■■■	Authorisations for administrative action supporting the compensation function.	Destroy 7 years after action completed
2.14.4 ■■■■■■■■■■	Records documenting the granting of licences to agencies to self-insure and/or manage their workers' compensation liabilities.	Destroy 1 year after licence expires

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Cases - Continued

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.16.1 ■■■■■■■■■■	<p>Cases where a compensation claim has been submitted for personal injury, death, or loss or damage to personal property of the employee. Covers claims made under the Safety, Rehabilitation and Compensation Act 1988 and previous legislation. Includes:</p> <ul style="list-style-type: none"> • Accident reports and associated papers such as witness statements • Claims • Determinations • Correspondence and notes of meeting and conversations with the lead agency • Correspondence and notes on meetings or conversations with claimant • Appointment of a case manager or rehabilitation provider • Return to work plan • Progress reports • Assessment reports • Medical reports and certificates • Claim reviews • Appeal records (including reconsideration and appeals to Administrative Appeals Tribunal) • Agreements entered into by the parties • Legal records documenting any legal advice received and action taken in relation to the case. <p><i>[For records relating to claims made by public visitors, use COMPENSATION - Claims.]</i></p>	<p>Destroy 75 years after date of birth of employee or 7 years after last action, whichever is longest If date of birth is unknown assume the person was 15 at the time of the accident</p>

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Entry No.	Description of Records	Disposal Action
2.19.1 ■■■■■■■■■	Records documenting claims for compensation submitted by members of the public managed by an external insurance provider. <i>[For accident reports detailing accident/incidents by members of the public, use OH&S - Accidents. For a claim submitted for compensation by an employee, use COMPENSATION - Cases.]</i>	Destroy 7 years after finalisation of the claim
2.19.2 ■■■■■■■■■	Copies of claim reports submitted to the agency's central office for action or where claims are determined by the lead agency and are held separately to the agency case file.	Destroy when reference ceases

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Entry No.	Description of Records	Disposal Action
2.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the compensation function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 3 years after action completed
2.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the compensation function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Entry No.	Description of Records	Disposal Action
2.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the compensation function.	Destroy 7 years after action completed

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry No.	Description of Records	Disposal Action
2.25.1 ■■■■■■■■■■	Records documenting contract management relating to the compensation function eg for case managers and rehabilitation providers. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

For compensation claims made by employees, use COMPENSATION - Cases.

For compensation claims made by members of the public, use COMPENSATION - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
2.59.1 ■■■■■■■■■■	Compensation insurance policies.	Destroy 1 year after action completed
2.59.2 ■■■■■■■■■■	Records documenting annual renewals and the management of premium payments. Includes salary statements, advice on premiums payable and any review of premiums levied by an insurance provider.	Destroy 10 years after action completed

Leave

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

Entry No.	Description of Records	Disposal Action
N/A	<i>[For compensation leave, use COMPENSATION - Cases.]</i>	N/A

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the compensation function. Includes meetings with external agencies.	Destroy 5 years after action completed
2.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings to support the compensation function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Payments

The activities involved in the preparation and payment of money.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.77.1 ■■■■■■■■■■	Records documenting the managing of payments for any compensation activity. <i>[For managing financial transactions supporting payment activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after action completed

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.80.1 ■■■■■■■■■	Records documenting the development, establishment and review of the agency's compensation policies, including an agency's return to work policy. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Destroy 5 years after policy is superseded
2.80.2 ■■■■■■■■■	Records documenting comments made on the development of government-wide compensation policies.	Destroy 3 years after promulgation of the new policy
2.80.3 ■■■■■■■■■	Working papers documenting the development of all compensation policies.	Destroy 3 years after promulgation of the new policy
2.80.4 ■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the compensation function. Includes procedures supporting the return to work process.	Destroy 5 years after procedures are superseded
2.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the compensation function.	Destroy 1 year after production of procedures
2.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Rehabilitation

The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a rehabilitation coordinator.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<p><i>[For establishing an agency's return to work policy, use COMPENSATION - Policy.</i></p> <p><i>For establishing and implementing an individual employee's return to work plan, use COMPENSATION - Cases.</i></p> <p><i>For rehabilitation carried out not associated with a compensation case, use PERSONNEL - Rehabilitation.]</i></p>	N/A

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For reviewing a compensation case, use COMPENSATION - Cases.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the compensation function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
2.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the compensation function.	Destroy 2 years after action completed

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
2.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
2.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
2.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
2.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
2.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
2.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
2.104.8 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.

Entry No.	Description of Records	Disposal Action
3.3.1 ■■■■■■■■	Records documenting the acquisition of equipment and stores where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> • formal requests for quotes • orders • handover reports • correspondence relating to the acquisition. <p><i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT & STORES - Evaluation.]</i></p>	Destroy 7 years after action completed
3.3.2 ■■■■■■■■	Investigations into acquisition of equipment and stores not proceeded with.	Destroy 1 year after action completed
3.3.3 ■■■■■■■■	Information provided by vendors relating to equipment and stores.	Destroy when reference ceases

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For leasing of equipment and stores, use EQUIPMENT & STORES - Leasing and/or EQUIPMENT & STORES - Leasing-out.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 ■■■■■■■■■■	Final version of agreements with vendors or other agencies to provide equipment and stores (eg Memoranda of Understanding).	Destroy 7 years after expiry or other termination of agreement
3.6.2 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

Allocation

The process of assigning of money, items, or equipment to employees or organisational units.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.7.1 ■■■■■■■■■■	Records held by the area responsible for the management of the function relating to the allocation of equipment or stores to individuals or organisational units. Includes requests for issue of equipment or stores. <i>[For the distribution of equipment and stores, use EQUIPMENT & STORES - Distribution.]</i>	Destroy 2 years after action completed
3.7.2 ■■■■■■■■■■	Records held by the requesting area relating to the allocation of equipment or stores to individuals or organisational units.	Destroy when reference ceases

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For arrangements for the removal and/or storage of personal effects, use PERSONNEL - Moving.

Entry No.	Description of Records	Disposal Action
3.11.1 ■■■■■■■■	Records documenting arrangements for the delivery of equipment and stores to an agency. <i>[For the dispatch of equipment or stores within an agency or from an agency, use EQUIPMENT & STORES - Distribution.]</i>	Destroy when reference ceases
3.11.2 ■■■■■■■■	Records documenting the storage of equipment and stores (excluding hazardous materials) within an agency. Includes location management and stock control.	Destroy when reference ceases
3.11.3 ■■■■■■■■	Records documenting the storage of hazardous equipment and stores (ie unused material) within an agency. Includes location management. <i>[For storage of hazardous waste prior to disposal, use PROPERTY MANAGEMENT - Maintenance.</i> <i>For Hazardous Substance Register, use OCCUPATIONAL HEALTH & SAFETY - Compliance.]</i>	Destroy 5 years after action completed

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.13.1 ■■■■■■■■■■	Final internal and external audit reports relating to the equipment and stores function.	Destroy 5 years after action completed
3.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the equipment and stores function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	Destroy 2 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the equipment and stores function.	Destroy 7 years after delegation expires
3.14.2 ■■■■■■■■■■	Authorisations for administrative action supporting the equipment and stores function.	Destroy 7 years after action completed

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Entry No.	Description of Records	Disposal Action
3.19.1 ■■■■■■■■■■	Records documenting insurance claims for damage and loss incurred to equipment and stores.	Destroy 7 years after finalisation or withdrawal of claim

[For the management of insurance policies, use EQUIPMENT & STORES - Insurance.]

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Entry No.	Description of Records	Disposal Action
3.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or with optional standards or with statutory requirements relating to the equipment and stores function.	Destroy 7 years after action completed

[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Compliance.]

Construction

The process of making or building something.

Entry No.	Description of Records	Disposal Action
3.24.1 ■■■■■■■■■■	Records documenting the in-house construction of equipment and plant.	Destroy 7 years after disposal of asset

[For the design of equipment and plant, use EQUIPMENT & STORES - Evaluation.]

For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.25.1 ■■■■■■■■■	Records documenting contract management relating to the equipment and stores function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.34.1 ■■■■■■■■■	Records documenting the disposal of leased equipment and stores. Includes written notices and correspondence to and from leasing companies in relation to return of equipment and stores, handover reports and notifications that an agency or their nominee wish to purchase equipment and stores.	Destroy 3 years after disposal
3.34.2 ■■■■■■■■■	Records documenting the disposal of Territory-owned equipment and stores. Includes independent valuation certificates verifying that work undertaken on assets was done prior to valuation, written quotes, auction records and routine forms and correspondence relating to the disposal of equipment and stores. [For the disposal of equipment and stores by tender, use <i>EQUIPMENT & STORES - Tendering</i> . For the removal of items from the agency's asset register, use <i>FINANCIAL MANAGEMENT - Asset Register</i> .]	Destroy 7 years after disposal

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Distribution

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.36.1 ■■■■■■■■■■	Records documenting the distribution of equipment and stores within an office of an agency. <i>[For requests for issue of equipment and stores, use EQUIPMENT & STORES - Allocation.]</i>	Destroy when reference ceases
3.36.2 ■■■■■■■■■■	Records documenting the distribution of equipment and stores to other locations (including other offices of the agency). Includes consignment notes. <i>[For arrangements relating to the receipt of equipment and stores, use EQUIPMENT & STORES - Arrangements.</i> <i>For arrangements relating to the distribution of equipment and stores via mail services, use INFORMATION MANAGEMENT - Distribution.</i> <i>For managing financial transactions supporting the distribution activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after action completed

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.42.1 ■■■■■■■■■■	Initial evaluation of equipment and stores requirements. Includes assessment of whole-of-government solutions (ie period contracts, buyers guides, endorsed suppliers). Includes justification of decision not to proceed with such solutions. <i>[For the acquisition of equipment and stores, use EQUIPMENT & STORES - Acquisition.</i> <i>For the re-evaluation of existing equipment and stores, use EQUIPMENT & STORES - Reviewing.]</i>	Destroy 7 years after action completed
3.42.2 ■■■■■■■■■■	Records documenting the development and issue of specifications for equipment and stores (including purpose-built equipment and stores).	Destroy 7 years after action completed

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.57.1 ■■■■■■■■■■	Records documenting inspections of equipment and stores. <i>[For formal audits, use EQUIPMENT & STORES - Audit.</i> <i>For stocktakes, use EQUIPMENT & STORES - Stocktakes.</i> <i>For inspections relating to occupational health and safety, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Inspections.]</i>	Destroy 3 years after action completed

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

Entry No.	Description of Records	Disposal Action
3.58.1 ■■■■■■■■	Records documenting the installation and initial configuration of equipment and plant. <i>[For the installation of equipment and plant within a building, use PROPERTY MANAGEMENT - Installation.]</i>	Destroy 2 years after action completed
3.58.2 ■■■■■■■■	Records documenting the reconfiguration and adjustment of equipment and plant after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

For insurance claims lodged, use EQUIPMENT & STORES - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.


Entry No.	Description of Records	Disposal Action
3.59.1 ■■■■■■■■	Insurance policies covering equipment and stores.	Destroy 7 years after policy expires
3.59.2 ■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.


Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

Entry No.	Description of Records	Disposal Action
3.61.1 	Records documenting the listing of equipment and stores items. <i>[For formal stocktakes of equipment and stores, use EQUIPMENT & STORES - Stocktake.</i> <i>For making subsequent changes to the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]</i>	Destroy when reference ceases

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

Entry No.	Description of Records	Disposal Action
3.63.1 	Records documenting the administration and management of leased equipment. Includes reports received from leasing companies and signed leases. <i>[For the activities associated with acquiring leased equipment, use EQUIPMENT & STORES - Acquisition.</i> <i>For the disposal of leased equipment, use EQUIPMENT & STORES - Disposal.</i> <i>For the maintenance of leased equipment, use EQUIPMENT & STORES - Maintenance.</i> <i>For Fringe Benefit Tax reports received from a leasing company, use PERSONNEL - Salaries.</i> <i>For managing financial transactions supporting leasing activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after lease expires or is terminated

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.64.1 ■■■■■■■■■■	Arrangements for the leasing-out of agency equipment to other bodies. Includes signed leases.	Destroy 7 years after lease expires or is terminated
<i>[For managing financial transactions supporting leasing-out activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>		

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.69.1 ■■■■■■■■■■	Records documenting the maintenance of equipment and stores.	Destroy 3 years after action completed
<i>[For the management of contracts relating to maintenance, use EQUIPMENT & STORES - Contracting-Out.]</i>		

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the equipment and stores function. Includes meetings with external agencies.	Destroy 5 years after action completed
3.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings to support the equipment and stores function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's equipment and stores policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• working papers• results of consultations• supporting reports• major drafts• final policy documents.	Destroy 3 years after policy is superseded
3.80.2 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the equipment and stores function.	Destroy when procedures are superseded
3.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the equipment and stores function.	Destroy 1 year after production of procedures
3.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases
3.82.4 ■■■■■■■■■■	Operating manuals and instructions for equipment, plant and stores.	Destroy when reference ceases or transfer to new owner on disposal of equipment, Plant or stores

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.88.1 ■■■■■■■■■■	Records relating to reporting on activities involved in the equipment and stores function. Includes: <ul style="list-style-type: none"> • working papers • comments received • draft reports • final documents. 	Destroy 2 years after action completed

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.93.1 ■■■■■■■■■	Records documenting a review of agency programs and operations supporting the equipment and stores function. Includes documents establishing the review, final report, action plan and identification of further problems needing rectification.	Destroy 3 years after action completed
3.93.2 ■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the equipment and stores function.	Destroy 1 year after action completed

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

See also the Occupational Health and Safety (OH&S) function.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.95.1 ■■■■■■■■■	Records documenting risk management relating to the equipment and stores function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
3.95.2 ■■■■■■■■■	Equipment and stores risk register.	Destroy 7 years after next risk assessment

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For theft or damage involving agency staff use, PERSONNEL - Discipline.

Entry No.	Description of Records	Disposal Action
3.97.1 ■■■■■■■■■■	Records documenting the management of activities undertaken to protect equipment and stores. Includes investigations into theft or intentional damage and referral of an alleged incident to law enforcement authorities. <i>[For disciplinary action resulting from a breach of the law involving ACTPS employees, use PERSONNEL - Discipline.</i> <i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i> <i>For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]</i>	Destroy 5 years after action completed
3.97.2 ■■■■■■■■■■	Records documenting combinations and/or keys for equipment or plant, such as safes, filing cabinets. Includes key register. <i>[For combinations or keys to security containers which are built into the building, use PROPERTY MANAGEMENT - Security.]</i>	Destroy when reference ceases

Stocktake

The activities associated with the examination, counting and valuing of goods in the agency with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

Entry No.	Description of Records	Disposal Action
3.101.1 ■■■■■■■■■■	Records documenting the stocktake of equipment and stores. <i>[For lists of equipment and stores, use EQUIPMENT & STORES - Inventory.]</i>	Destroy 3 years after action completed

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
3.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
3.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
3.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
3.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
3.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
3.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.104.8 	Contract register.	Destroy 7 years after last entry

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.5.1 ■■■■■■■■■■	Records documenting the receipt and provision of advice on the establishment function.	Destroy 2 years after action completed

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the establishment function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
4.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments 	Destroy 5 years after action completed

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the establishment function.	Destroy 7 years after delegation expires
4.14.2 ■■■■■■■■■■	Authorisations for administrative actions relating to the establishment function.	Destroy 7 years after action completed

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For records of high-level corporate committees responsible for the overall strategic directions of an agency, including establishment structures, use STRATEGIC MANAGEMENT - Committees.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the establishment function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 5 years after action completed
4.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the establishment function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.42.1 ■■■■■■■■■■	Records documenting the evaluation of positions and assigned duties of employees against existing or planned organisational structures to support corporate requirements and resource needs.	Destroy 5 years after last action



ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Meetings - Continued

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.72.1 	Final version of minutes and supporting documents tabled at meetings held to support the establishment function. Includes meetings with external agencies.	Destroy 3 years after action completed
4.72.2 	Working papers documenting the conduct and administration of meetings held to support the establishment function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For corporate plans that include the establishment structure of the agency, use STRATEGIC MANAGEMENT - Planning.

Entry No.	Description of Records	Disposal Action
4.79.1 ■■■■■■■■■■	Final version of agency-wide establishment plans.	Destroy 10 years after plan is superseded
4.79.2 ■■■■■■■■■■	Final version of a section or business unit's establishment plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
4.79.3 ■■■■■■■■■■	Working papers used in developing all establishment plans. Includes draft plans, reports analysing issues, and comments received and input made by other areas of the agency.	Destroy 1 year after adoption of the final plan
4.79.4 ■■■■■■■■■■	Copies of all establishment plans.	Destroy when reference ceases

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's establishment policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Destroy 10 years after policy is superseded
4.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide establishment policies.	Destroy 3 years after promulgation of the new policy
4.80.3 ■■■■■■■■■■	Working papers documenting the development of all establishment policies.	Destroy 3 years after promulgation of the new policy
4.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the establishment function.	Destroy when procedures are superseded
4.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the establishment function.	Destroy 1 year after production of procedures
4.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases





ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.88.1 	Final version of formal internal reports and reports made to external agencies relating to the establishment function.	Destroy 5 years after report is completed
4.88.2 	Final version of periodic reports on general administrative matters used to monitor and document recurring activities to support the establishment function.	Destroy 3 years after report is completed
4.88.3 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after report is completed
4.88.4 	Copies of establishment reports.	Destroy when reference ceases

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Restructuring

The activities involved in the reassessment of the activities, goals and structure of an agency. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.92.1 ■■■■■■■■■■	Records documenting the establishment and development of a new agency structure. Includes: <ul style="list-style-type: none"> • copies of instruments giving effect to the machinery of government changes and details provided to facilitate administrative rearrangements relating to the transfer of functions and employees to other agencies • records documenting an internal restructure <p><i>[For agreements between transferred employees and the receiving agency relating to remuneration and conditions of employment, use PERSONNEL - Agreements.]</i></p>	Destroy 10 years after last action
4.92.3 ■■■■■■■■■■	Records documenting agency adoption of new work level standards.	Destroy 7 years after standards are superseded
4.92.4 ■■■■■■■■■■	Agency-wide organisational charts produced after major restructure eg a machinery of government change or an extensive internal restructure held by the area of the agency responsible for the establishment function.	Retain as Territory Archives
4.92.5 ■■■■■■■■■■	Copies of agency-wide organisation charts held in other areas of the agency, or charts showing lower levels of the organisation.	Destroy when reference ceases

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.93.1 ■■■■■■■■■■	Records documenting a review and reassessment of agency organisational structures against identified corporate requirements.	Destroy 10 years after action completed
4.93.2 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the establishment function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
4.93.3 ■■■■■■■■■■	Working papers supporting the conduct of an agency review.	Destroy 2 years after action completed

Vacancies

The activities associated with managing positions in the agency that are currently unoccupied.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.107.1 ■■■■■■■■■■	Records documenting the management of vacancies.	Destroy 1 year after last action

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Variations

The activities involved in varying the agency's condition, character or nature of processes and other things that are not physical objects. Includes creating and abolishing individual positions.

For the assignment of duties to individual employees, use PERSONNEL - Employment Conditions.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.108.1 ■■■■■■■■■■	Records documenting the creation, variation, abolition, transfer or reclassification of positions and assigned duties. Includes authorised establishment variation authorities, position profiles and selection criteria.	Destroy 7 years after position or assigned duties have been abolished or altered
4.108.2 ■■■■■■■■■■	Applications to vary positions and assigned duties not approved or proceeded with.	Destroy 3 years after last action

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Accounting - Continued

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Entry No.	Description of Records	Disposal Action
5.2.1 	Principal accounting records and associated supporting records managing the agency's revenue and expenditure. Includes: <ul style="list-style-type: none"> • journals • ledgers • receipt and revenue records • sales and purchase invoices • cheque records, eg cheque butts or computerised cheque issue records • payment records (including payments for allowances and act of grace payments) • petty cash records • cash books • credit notes • advance registers and associated records • creditor and debtor registers and lists. 	Destroy 7 years after last action
5.2.2 	Records documenting taxation matters. Includes: <ul style="list-style-type: none"> • assessment of Fringe Benefits Tax (FBT) • assessment and payment of Goods and Services Tax (GST), including business activity statements and tax invoices • requests for exemption from Wholesale Sales Tax. <p><i>[For taxation records required for the payment of employee salaries and wages, eg tax declaration forms, use PERSONNEL - Salaries.]</i></p>	Destroy 5 years after last action
5.2.3 	Records documenting the establishment of bank accounts.	Destroy 7 years after account has been closed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Accounting - Continued

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Entry No.	Description of Records	Disposal Action
5.2.4 ■■■■■■■■■■	Records documenting the management of banking activities. Includes: <ul style="list-style-type: none"> • deposit records • bank statements • bank reconciliation statements • investment and dividend statements. 	Destroy 7 years after last action
5.2.5 ■■■■■■■■■■	Records documenting the use of agency credit cards. Includes: <ul style="list-style-type: none"> • credit card receipts • monthly statements. <p><i>[For authorisations associated with using credit cards, use FINANCIAL MANAGEMENT - Authorisation]</i></p>	Destroy 7 years after action completed
5.2.6 ■■■■■■■■■■	Finance reports. Includes regular accrual reports eg operating statements, statements of financial position, cash flow statements and periodic accrual statements.	Destroy 7 years after last action
5.2.7 ■■■■■■■■■■	Records documenting the management of debt recovery. Includes correspondence and notices issued to debtors and records of negotiations including write-off and waiver arrangements.	Destroy 7 years after action completed
5.2.8 ■■■■■■■■■■	Records documenting the management of incidental benefits received by agency personnel in the course of their official duties, eg frequent flyer points.	Destroy 7 years after last action

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Accounting - Continued

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Entry No.	Description of Records	Disposal Action
5.2.9 ■■■■■■■■■■	Administrative records used for control and accountability in handling money and financial records, ie records which do not document agency revenue and expenditure. Includes hand-over certificates, and reconciliations other than bank reconciliation statements.	Destroy 2 years after last action
5.2.10 ■■■■■■■■■■	Records documenting the management of surplus, obsolete or damaged accountable forms.	Destroy 7 years after write-off action completed
5.2.11 ■■■■■■■■■■	Copies of receipts, invoices and other accounting records processed at the central office or at another part of the agency, documenting agency revenue and expenditure.	Destroy 2 years after last action
5.2.12 ■■■■■■■■■■	Records documenting the process of output costings.	Destroy 7 years after last action
5.2.13 ■■■■■■■■■■	Records documenting the agency's chart of accounts.	Destroy 7 years after action completed

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Entry No.	Description of Records	Disposal Action
5.3.1 ■■■■■■■■■■	Financial records documenting the acquisition of items. Includes requisitions and order forms. <i>[For payments for acquisitions, use FINANCIAL MANAGEMENT - Accounting and/ or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after last action

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Advice - Continued

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.5.1 ■■■■■■■■■■	Records relating to the receipt and provision of advice on the financial management function.	Destroy 7 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.6.1 ■■■■■■■■■■	Final version of agreements made relating to the financial management function (eg credit card contracts).	Destroy 7 years after expiry or other termination of agreement
5.6.2 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

Allocation

The process of assigning of money, items, or equipment to employees or organisational units.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.7.1 ■■■■■■■■■■	Records documenting internal fund allocations. Includes restrictions and variations to funding allocations.	Destroy 7 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Asset Register

The activities involved in recording in a subsidiary ledger all fixed assets owned by the agency. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.12.1 ■■■■■■■■■■	Asset registers.	Destroy 7 years after disposal of asset
5.12.2 ■■■■■■■■■■	Records documenting asset valuation and asset management processes, including requests for inclusion on the asset register.	Destroy 7 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For the management of an agency's internal audit committee, use STRATEGIC MANAGEMENT - Committees.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.13.1 ■■■■■■■■■■	Final report of an internal or external financial audit (eg conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> • the audit report is qualified by the Auditor-General • there are major or significant changes to agency practices. <p>Includes recommendations and implementation plans.</p>	Destroy 10 years after action completed
5.13.2 ■■■■■■■■■■	Final report of an internal or external financial audit (eg conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> • the audit report has been accepted by the Auditor-General • there are no changes or only minor or routine changes to agency practices. <p>Includes recommendations and implementation plans.</p>	Destroy 5 years after action completed
5.13.3 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the financial management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments • declarations nominating accounts exempted from normal disclosure. 	Destroy 3 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise financial activities and transactions (eg delegation to approve expenditure or appointment of an officer to countersign cheques).	Destroy 10 years after delegation superseded
5.14.2 ■■■■■■■■■■	Authorisations for administrative actions relating to financial management (eg authorisation to permit an overdraft from a public account or an authorisation to collect money on behalf of another person).	Destroy 10 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Budgeting

The process of planning the use of expected income and expenditure over a specified period.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.15.1 ■■■■■■■■■■	Budget estimates and associated records prepared for external approval (eg approval from the parent department of an agency or Ministerial approval). Includes portfolio budget statements.	Destroy 7 years after action completed
5.15.2 ■■■■■■■■■■	Budget estimates produced for internal use by the agency.	Destroy 7 years after action completed
5.15.3 ■■■■■■■■■■	Background records used for the production of whole of agency budget estimates by the coordinating element of the agency (eg the central office of an agency). Includes working papers and calculations and their collation.	Destroy 4 years after action completed
5.15.4 ■■■■■■■■■■	Records documenting spending progress or revenue collection against allocations within the budget estimates.	Destroy 3 years after action completed
5.15.5 ■■■■■■■■■■	Records documenting the input by individual programs within an agency to the whole of agency budget estimates. Includes working documents and calculations.	Destroy 2 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For the management of an agency's internal Audit Committee, use STRATEGIC MANAGEMENT - Committees.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the financial management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 7 years after action completed
5.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the financial management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy 3 years after action completed

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional accountability requirements relating to the financial management function. Includes registration of: <ul style="list-style-type: none"> • Australian Business Number (ABN) • Australian Company Number (ACN) • Data Universal Numbering System Number (DUNS). 	Destroy 7 years after registration lapses or is superseded

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Contracting out - Continued

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.25.1 ■■■■■■■■■	Records documenting contract management relating to the financial management function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Corruption

The processes which allow the disclosure of corruption, and strategies for the prevention of corruption. Includes involvement in corruption prevention projects and the education of staff about corruption disclosures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[For activities relating to the disclosure and prevention of corruption, use FINANCIAL MANAGEMENT - Fraud.]</i>	N/A

Donations

The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.37.1 ■■■■■■■■■	Records documenting the management of donations of money to and by the agency. <i>[For other records documenting the management of donations received from public sources, use COMMUNITY RELATIONS - Donations.]</i>	Destroy 7 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.42.1 ■■■■■■■■■	Records documenting the evaluation of potential or existing programs and services supporting the financial management function.	Destroy 7 years after action completed

Financial Statements

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.45.1 ■■■■■■■■■	Annual financial statements or formal interim financial statements, and background documentation. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows. <i>[For regular accrual reports, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy 7 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Fraud

The processes which allow the disclosure of fraud, and strategies for the prevention of fraud. Includes involvement in fraud prevention projects and the education of staff about fraud disclosures.

For records relating to the management of broad strategies for the prevention of fraud, use STRATEGIC MANAGEMENT - Fraud.

For an agency's fraud control plan, use STRATEGIC MANAGEMENT - Planning.

For investigations into fraud allegations made against an employee, use PERSONNEL - Discipline.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.47.1 ■■■■■■■■■■	Records documenting financial management arrangements supporting the agency's fraud control plan.	Destroy 7 years after Fraud Control Plan is superseded
5.47.2 ■■■■■■■■■■	Records documenting the identification of specific instances of fraud. Includes the report and investigation of fraudulent activities and records documenting liaison with law enforcement authorities.	Destroy 7 years after action completed

Grant Funding

The activities associated with the application for and receipt of grants.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.49.1 ■■■■■■■■■■	Records documenting the administration of grant funds received. <i>[For the overall management of grant applications made by the agency, use STRATEGIC MANAGEMENT - Grant Funding.</i> <i>For grant applications made for non-government funding, use COMMUNITY RELATIONS - Grant Funding.]</i>	Destroy 7 years after grant acquitted

FINANCIAL MANAGEMENT

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Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.61.1 ■■■■■■■■■■	Records documenting the listing of items supporting the financial management function eg cab charge vouchers and other accountable forms.	Destroy 2 years after action completed
	<i>[For listing of assets owned by the agency, use FINANCIAL MANAGEMENT - Asset Register.]</i>	

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the financial management function. Includes meetings with external agencies.	Destroy 7 years after action completed
5.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the financial management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Payments

The activities involved in the preparation and payment of money.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.77.1 ■■■■■■■■■■	Records documenting the preparation and payment of money. Includes records documenting the checking of invoices, issuing of cheques for payment and the payment of claims.	Destroy 7 years after last action
	<i>[For accounting records supporting the payment activity, use FINANCIAL MANAGEMENT - Accounting.]</i>	

FINANCIAL MANAGEMENT

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For an agency's fraud control plans, use STRATEGIC MANAGEMENT - Planning.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.79.1 ■■■■■■■■■■	Final version of agency-wide financial management plans.	Destroy 7 years after plan is superseded
5.79.2 ■■■■■■■■■■	Final version of a section or business unit's financial management plans, including those of state, regional or overseas offices.	Destroy 2 years after plan is superseded
5.79.3 ■■■■■■■■■■	Working papers used in developing all financial management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
5.79.4 ■■■■■■■■■■	Copies of all financial management plans.	Destroy when reference ceases

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's financial management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents (eg Chief Executive's instructions). 	Destroy 7 years after policy is superseded
5.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide financial management policies.	Destroy 3 years after promulgation of the new policy
5.80.3 ■■■■■■■■■■	Working papers documenting the development of all financial management policies.	Destroy 3 years after promulgation of the new policy
5.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the financial management function eg procedural rules derived from Chief Executive's instructions.	Destroy 7 years after procedures are superseded
5.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the financial management function.	Destroy 2 years after action completed
5.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For regular finance accrual reports, use FINANCIAL MANAGEMENT - Accounting.

For annual financial statements for formal interim statements, use FINANCIAL MANAGEMENT - Financial Statements.

Entry No.	Description of Records	Disposal Action
5.88.1 ■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the financial management function. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis.	Destroy 7 years after action completed
5.88.2 ■■■■■■■■■	Final version of periodic reports on general administrative matters used to monitor and document recurring activities to support the financial management function.	Destroy 7 years after action completed
5.88.3 ■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
5.88.4 ■■■■■■■■■	Copies of financial management reports.	Destroy when reference ceases

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the financial management function. Includes documents establishing the review, the final report and action plan.	Destroy 7 years after action completed
5.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the financial management function.	Destroy 3 years after action completed

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.95.1 ■■■■■■■■■■	Records documenting risk management relating to the financial management function. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
5.95.2 ■■■■■■■■■■	Financial management risk register.	Destroy 7 years after next risk assessment

Salaries

The process of managing the payment of salaries to personnel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.96.1 ■■■■■■■■■■	Records documenting the payment of salaries to agency personnel. <i>[For records such as group certificates, overtime forms, tax declaration forms, use PERSONNEL - Salaries.]</i>	Destroy 7 years after last action

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Standards

The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.

For compliance with standards (except where other activities apply), use FINANCIAL MANAGEMENT - Compliance.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.100.1 ■■■■■■■■■■	Records documenting the implementation of industry standards (eg those issued by the Public Sector Accounting Standards Board or by the Australian Accounting Research Foundation) and agency standards to support the financial management function.	Destroy 7 years after action completed

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
5.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
5.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
5.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
5.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
5.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
5.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

FINANCIAL MANAGEMENT

The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.104.8 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

Treasury Management

The process of managing the funds of the agency in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.106.1 ■■■■■■■■■■	Records documenting the transfer of agency funds between official Funds.	Destroy 7 years after last action
5.106.2 ■■■■■■■■■■	Records documenting investments or loans undertaken by the agency.	Destroy 7 years after investment matures or loan repayment completed
5.106.3 ■■■■■■■■■■	Records documenting special accounts. Includes trust funds, unidentified receipts, unclaimed moneys.	Destroy 7 years after account finalised

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

Entry No.	Description of Records	Disposal Action
6.1.1 ■■■■■■■■■■	<p>Records detailing accidents/incidents involving Territory vehicles. Includes:</p> <ul style="list-style-type: none"> • vehicle accident reports • investigation reports • documents authorising the use of the vehicle • records of driver/operator/pilot licences and certificates of competencies • logs of vehicle operations • booking schedules and other evidence supporting the use of the vehicle. <p><i>[For lodgement of a claim for damages to a Territory vehicle or third party vehicle or property, use FLEET MANAGEMENT - Claims.</i></p> <p><i>For accident reports where there is an injury to an employee, use COMPENSATION - Cases.</i></p> <p><i>For accident reports where there is an injury to a member of the public who submits a claim for compensation, use COMPENSATION - Claims.</i></p> <p><i>For accident reports where an employee was involved in an accident but where no compensation claim was lodged, use PERSONNEL - Accidents.</i></p> <p><i>For accident reports sent to the lead agency covering deaths, serious personal injury, incapacity and dangerous occurrences for both employees and members of the public, use OH&S - Accidents.</i></p> <p><i>For legal action resulting from an accident, use LEGAL SERVICES - Litigation.]</i></p>	Destroy 7 years after accident/incident

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For a leasing agreement, use FLEET MANAGEMENT - Agreement.

For tendering carried out to support a contracting process for leasing vehicles, use FLEET MANAGEMENT - Tendering.

For the short term hire of vehicles, use FLEET MANAGEMENT - Leasing.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.3.1 ■■■■■■■■	Records documenting the acquisition of vehicles for Territory use. Includes: <ul style="list-style-type: none"> • quotes • justification for choice • orders • handover reports. 	Destroy 7 years after disposal of vehicle
6.3.2 ■■■■■■■■	Records documenting the acquisition of goods (eg vehicle accessories and fuel) and services required to support the fleet management function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).	Destroy 7 years after action completed

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For records relating to the tendering process and contracts, use FLEET MANAGEMENT - Tendering.

For managing contract arrangements, use FLEET MANAGEMENT - Contracting-out.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.6.1 ■■■■■■■■■■	Final version of agreements and memoranda of understanding made to support the fleet management function.	Destroy 7 years after expiry or other termination of agreement
6.6.2 ■■■■■■■■■■	Records documenting negotiation, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.8.1 ■■■■■■■■■■	Records documenting applications for allowances to employees for use of private vehicles for official business. <i>[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]</i>	Destroy 7 years after action completed

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Entry No.	Description of Records	Disposal Action
6.11.1 ■■■■■■■■■■	Records documenting arrangements for using Territory vehicles. Includes: <ul style="list-style-type: none"> • booking schedules • trip instructions (eg sailing directions) • travel itineraries and programs • records documenting a check of appropriate authorisations (eg validity of driver/operator/pilot licences and certificate of competencies) • trip logs. <p><i>[For records detailing use arrangements for vehicles involved in accidents, use FLEET MANAGEMENT - Accidents.]</i></p>	Destroy 2 years after action completed

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry No.	Description of Records	Disposal Action
6.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the fleet management function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after last action
6.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.14.1 ■■■■■■■■■■	Delegations of powers to agency staff to authorise administrative action relating to the fleet management function.	Destroy 7 years after delegation expires
6.14.2 ■■■■■■■■■■	Requests and approvals for the use of vehicles involving financial arrangements. Includes permission for: <ul style="list-style-type: none"> • use of private vehicles for official business • maintenance and repairs • private use of fuel card and arrangements for reimbursement. <i>[For records supporting authorisation if the vehicle is involved in an accident, use FLEET MANAGEMENT - Accidents.]</i>	Destroy 7 years after action completed
6.14.3 ■■■■■■■■■■	Requests and approvals authorising the use of vehicles not involving financial arrangements. Includes giving permission: <ul style="list-style-type: none"> • to carry non-Territory passengers • for home garaging of vehicles • for Executive Officers to use vehicles while on leave • for learner drivers to drive a vehicle. <i>[For records supporting authorisation if the vehicle is involved in an accident, use FLEET MANAGEMENT - Accidents.]</i>	Destroy 1 year after authority expires
6.14.4 ■■■■■■■■■■	Copies of endorsed vehicle-related invoices passed to the delegate for payment. <i>[For the payment of the invoices, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT -Payment.]</i>	Destroy when reference ceases

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.19.1 ■■■■■■■■■■	Records documenting insurance claims. Includes copies of claims, reports and related correspondence.	Destroy 7 years after action completed

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the fleet management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 2 years after action completed
6.20.2 ■■■■■■■■■■	Working papers documenting the administration of committees which consider matters relating to the fleet management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Entry No.	Description of Records	Disposal Action
6.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the fleet management function.	Destroy 7 years after action completed
6.21.2 ■■■■■■■■■■	Records documenting the registration of agency vehicles. Includes inspections and renewal papers.	Destroy when registration is renewed or expires
6.21.3 ■■■■■■■■■■	Records documenting the calculation of Fringe Benefit Tax (FBT) liabilities. <i>[For managing FBT arrangements attached to individual employee's salary packages, use PERSONNEL - Salaries.</i> <i>For the processes involved in managing financial transactions associated with meeting agency FBT obligations, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy 5 years after action completed

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry No.	Description of Records	Disposal Action
6.25.1 ■■■■■■■■■■	Records documenting contract management relating to the fleet management function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.34.1 ■■■■■■■■	Records documenting the disposal of Territory owned vehicles. Includes: <ul style="list-style-type: none"> • independent valuation • certification of work undertaken on a vehicle prior to disposal • written quotes • auction records • routine forms and correspondence documenting the disposal of vehicles. 	Destroy 7 years after disposal of vehicle
6.34.2 ■■■■■■■■	Records documenting the return of leased vehicles. Includes: <ul style="list-style-type: none"> • written notices and correspondence with leasing companies • handover reports • notification that the agency or its nominee wishes to purchase a vehicle • arrangements for the restoration of the vehicle to the original condition. 	Destroy 3 years after disposal of vehicle

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.55.1 ■■■■■■■■	Records documenting breaches of the agency's rules and/or driving, traffic, aeronautical or marine laws. Includes copy of infringement notice, correspondence with relevant authority and other supporting documentation. <p><i>[For cases where legal support is sought, use LEGAL SERVICES - Infringements.</i></p> <p><i>For cases that proceed to litigation, use LEGAL SERVICES - Litigation.</i></p> <p><i>For disciplinary action arising from infringements by employees, use PERSONNEL - Discipline.]</i></p>	Destroy 1 year after action completed

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Insurance - Continued

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

For insurance claims lodged, use FLEET MANAGEMENT - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.59.1 ■■■■■■■■■■	Vehicle insurance policies.	Destroy 7 years after policy expires
6.59.2 ■■■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

For recording the formal leasing agreement, use FLEET MANAGEMENT - Agreement.

For the activities associated with acquiring leased vehicles, use FLEET MANAGEMENT - Acquisition.

For the disposal of leased vehicles, use FLEET MANAGEMENT - Disposal.

For Fringe Benefit Tax reports received from a leasing company, use FLEET MANAGEMENT - Compliance.

For managing financial transactions associated with the short term rental of vehicles, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.63.1 ■■■■■■■■■■	Records documenting the administration and management of leased vehicles. Includes reports received from leasing companies such as fuel billing reports and vehicle exception reports.	Destroy 7 years after lease expires or is terminated
6.63.2 ■■■■■■■■■■	Records documenting the administration of short term rental vehicles for official business.	Destroy 7 years after action completed

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

For the payment of accounts relating to maintenance activities, use FINANCIAL MANAGEMENT - Accounting and Payment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.69.1 ■■■■■■■■■■	Records documenting the maintenance, repair and modification of Territory owned vehicles. Includes maintenance record books/logs.	Transfer to the new owner after sale or destroy 6 months after the write-off of the vehicle.
6.69.2 ■■■■■■■■■■	Records documenting the maintenance and servicing of leased vehicles. Includes maintenance record books/logs.	Transfer to leasing company after lease expires or is terminated.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the fleet management function. Includes meetings with external agencies.	Destroy 2 years after action completed
6.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the fleet management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's fleet management policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Destroy 7 years after policy is superseded
6.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide fleet management policies.	Destroy 2 years after promulgation of the new policy
6.80.3 ■■■■■■■■■■	Working papers documenting the development of all fleet management policies.	Destroy 2 year after promulgation of the new policy
6.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the fleet management function.	Destroy 7 years after procedures are superseded
6.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the fleet management function.	Destroy 2 years after production of procedures
6.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.88.1 ■■■■■■■■■■	Final versions of formal reports and reports made to external agencies relating to the fleet management function.	Destroy 5 years after action completed
6.88.2 ■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the fleet management function. Includes reporting on accidents/incidents and theft involving Territory vehicles.	Destroy 3 years after action completed
6.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases
6.88.4 ■■■■■■■■■■	Copies of financial management reports.	Destroy when reference ceases

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
6.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
6.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
6.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
6.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
6.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
6.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
6.104.8 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry No.	Description of Records	Disposal Action
7.4.1 ■■■■■■■■■■	Final versions of addresses presented by Chief Minister or portfolio Ministers and agency heads at government occasions. <i>[For addresses delivered by Chief Minister or portfolio Ministers at public occasions, use COMMUNITY RELATIONS - Addresses.]</i>	Retain as Territory Archives
7.4.2 ■■■■■■■■■■	Final versions of addresses presented by other agency staff at government occasions.	Destroy 6 years after action completed
7.4.3 ■■■■■■■■■■	Working papers documenting the preparation of addresses presented by the Chief Minister or portfolio Minister and agency staff. Includes requests for input into ministerial speeches, quality monitoring, comments, clearances, and draft versions.	Destroy 1 year after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.

Entry No.	Description of Records	Disposal Action
7.5.1 ■■■■■■■■■■	Cabinet documents as defined in the cabinet handbook held by an agency or minister.	Destroy in accordance with Cabinet Handbook instructions
7.5.2 ■■■■■■■■■■	Cabinet documents as defined in the Cabinet Handbook held by the Cabinet Office.	Retain permanently in accordance with Cabinet Handbook instructions
7.5.3 ■■■■■■■■■■	Working papers documenting the development of Cabinet memorandums and Cabinet discussion papers held by an agency or minister. Includes drafts.	Destroy in accordance with Cabinet Handbook instructions
7.5.4 ■■■■■■■■■■	Working papers documenting the development of Cabinet memorandums and Cabinet Discussion Papers held by the Cabinet Office.	Retain permanently in accordance with Cabinet Handbook instructions

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Advice - Continued

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.

Entry No.	Description of Records	Disposal Action
7.5.5 ■■■■■■■■■	<p>Advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency. Includes advice provided in the form of:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and Question Time Briefs) • minutes providing advice to the Minister • Ministerial statements • Government responses to Inquiry recommendations • policy papers • minutes providing co-ordination comments • advice to other agencies. 	Retain permanently unless required to be destroyed in accordance with Cabinet Handbook instructions
7.5.6 ■■■■■■■■■	<p>Working papers documenting the development of advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency.</p>	Retain permanently unless required to be destroyed in accordance with Cabinet Handbook instructions

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Advice - Continued

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.

Entry No.	Description of Records	Disposal Action
7.5.7 ■■■■■■■■■	Advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on matters of lesser importance, with no far reaching impact on the social, economic and international standing of the country. Includes advice provided in the form of: <ul style="list-style-type: none"> • briefing notes (includes background briefs and Question Time Briefs) • minutes providing advice to the Minister • minutes providing co-ordination comments • advice to other agencies. 	Destroy 5 years after action completed
7.5.8 ■■■■■■■■■	Working papers documenting the development of advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on matters of lesser importance, with no far-reaching impact on the social, economic and international standing of the country.	Destroy 5 years after action completed
7.5.9 ■■■■■■■■■	General administrative records documenting the provision of advice. Includes list of briefing requirements and records documenting the tabling of reports and papers to the Legislative Assembly.	Destroy 2 years after action completed
7.5.10 ■■■■■■■■■	Records documenting provision of advice to Government on the nomination, appointment, resignation and termination of members of the public to boards, committees and statutory positions which are administered by the agency.	Destroy 3 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Agencies must use their own Records Disposal Schedules for agreements which relate to their core functions.

For agreements relating to joint ventures, use GOVERNMENT RELATIONS - Joint Ventures.

Entry No.	Description of Records	Disposal Action
7.6.1 ■■■■■■■■■	Final version of significant agreements with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • those with implications for major liabilities or obligations for the agency. 	Retain as Territory Archives
7.6.2 ■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
7.6.3 ■■■■■■■■■	Final versions of other agreements.	Destroy 10 years after expiry of the agreement
7.6.4 ■■■■■■■■■	Records documenting the negotiations, establishment, maintenance and review of other agreements.	Destroy 10 years after expiry of the agreement



GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.13.1 	Final internal and external audit report relating to the government relations function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
7.13.2 	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Agencies must use their own Records Disposal Schedules for committees which relate to their core functions.

Entry No.	Description of Records	Disposal Action
7.20.1 ■■■■■■■■■	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. 	Retain as Territory Archives
7.20.2 ■■■■■■■■■	Working papers documenting the administrative arrangements made for the conduct of external high level committees.	Destroy 5 years after action completed
7.20.3 ■■■■■■■■■	Records of other external inter-government (both State/Territory and overseas) or inter-agency committees where the agency does not provide the Secretariat, is not the Territory's main representative, and plays only a minor role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. 	Destroy 5 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Committees - Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Agencies must use their own Records Disposal Schedules for committees which relate to their core functions.

Entry No.	Description of Records	Disposal Action
7.20.4 ■■■■■■■■■■	Working papers documenting administrative arrangements made for the conduct of other external inter-government and inter-agency committees.	Destroy 2 years after action completed
7.20.5 ■■■■■■■■■■	Records of internal agency committees formed to consider matters relating to the government relations function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. 	Destroy 3 years after action completed
7.20.6 ■■■■■■■■■■	Working papers documenting the administration of internal committees formed to consider matters relating to the government relations function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.21.1 ■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the government relations function eg submission of Annual Report to the Chief Minister or portfolio minister including letter of transmittal.	Destroy 7 years after action completed

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.30.1 ■■■■■■■■■	Records documenting the general planning, monitoring and evaluation of customer services provided to government clients.	Destroy 6 years after action completed
7.30.2 ■■■■■■■■■	Records documenting the development of service charters and directives relating to the provision of services to government clients. <i>[For the production of the agency's service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>	Destroy 6 years after action completed
7.30.3 ■■■■■■■■■	Records documenting the management of specific customer services delivered to government clients. Includes planning, monitoring and evaluation of services.	Destroy 6 years after action completed


GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.53.1 	Records documenting the implementation of plans, policies, procedures and instructions to support the government relations function.	Destroy 3 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.56.1 ■■■■■■■■■■	Records documenting the agency's contribution and involvement in an inquiry directly relating to its functions. Includes: <ul style="list-style-type: none"> • agency statements and submissions • responses to final reports • transcripts of oral evidence given by agency officers. 	Retain as Territory Archives
7.56.2 ■■■■■■■■■■	Working papers documenting the agency's contribution and involvement in an inquiry directly relating to its functions.	Retain as Territory Archives
7.56.3 ■■■■■■■■■■	Records documenting inquiries with no direct relation to the agency's functions where the agency made a substantial contribution. Includes: <ul style="list-style-type: none"> • agency statements and submissions • responses to final reports • transcripts of oral evidence given by agency officers. 	Destroy 7 years after final report of inquiry is released
7.56.4 ■■■■■■■■■■	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final report of inquiry is released
7.56.5 ■■■■■■■■■■	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Agencies must use their own Records Disposal Schedule for joint venture operations which relate to their core functions.

Entry No.	Description of Records	Disposal Action
7.62.1 ■■■■■■■■■	Final signed version of joint venture agreements or contracts of major significance to the agency and the Territory. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • those with implications for major liabilities or obligations for the agency. 	Retain as Territory Archives
7.62.2 ■■■■■■■■■	Working papers relating to the establishment and negotiations and management of joint venture agreements of major significance.	Retain as Territory Archives
7.62.3 ■■■■■■■■■	Final versions of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract
7.62.4 ■■■■■■■■■	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Legislation


The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

For records documenting the development of the legislative requirements, use STRATEGIC MANAGEMENT - Legislation.

For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation, use GOVERNMENT RELATIONS - Advice.

For submissions relating to legislative proposals to the portfolio Minister and to Cabinet, use GOVERNMENT RELATIONS - Submissions.

For legal advice received on the interpretation of legislation and legislation proposals, use LEGAL SERVICES - Advice.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.66.1 	Records documenting the preparation and passage of an agency's legislation through the Legislative Assembly. Includes: <ul style="list-style-type: none"> • preliminary drafting instructions • proposed bills • records documenting consultation with relevant government agencies • preparation of the Explanatory Memorandum • Second Reading Speech. 	Retain as Territory Archives

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.71.1 ■■■■■■■■■■	Master set of agency produced media releases in the Chief Minister or portfolio Minister's name and transcripts of interviews.	Retain as Territory Archives
7.71.2 ■■■■■■■■■■	Records documenting administrative arrangements with the media. Includes the issuing of media releases in the Chief Minister or portfolio Minister's name, organising media interviews for the Minister and providing information and assistance to support media coverage.	Destroy 3 years after action completed
7.71.3 ■■■■■■■■■■	Copies of media items specifically relating to the Chief Minister or portfolio Minister. Includes newscuttings, transcripts and electronic items. <i>[For copies of media items relating to the agency's operations, use COMMUNITY RELATIONS - Media Relations.</i> <i>For the acquisition of media items through media monitoring services, use INFORMATION MANAGEMENT - Acquisition.]</i>	Destroy when reference ceases



GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.72.1 	Final version of minutes and supporting documents tabled at meetings held to support the government relations function. Includes meetings with external agencies.	Destroy 3 years after action completed
7.72.2 	Working papers documenting the conduct and administration of meetings held to support the government relations function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's government relations policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Destroy 5 years after policy is superseded
7.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide government relations policies.	Destroy 3 years after promulgation of the new policy
7.80.3 ■■■■■■■■■■	Working papers documenting the development of all government relations policies.	Destroy 3 years after promulgation of the new policy
7.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases




GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.82.1 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the government relations function. Includes procedures for preparing materials for a particular Minister.	Destroy when procedures are superseded
7.82.2 	Records documenting the development of agency procedures supporting the government relations function.	Destroy 1 year after production of procedures
7.82.3 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the provision of advice to government, use GOVERNMENT RELATIONS - Advice.

For agency contributions to government inquiries, use GOVERNMENT RELATIONS - Inquiries.

For agency submissions to Cabinet, use GOVERNMENT RELATIONS - Submissions.

Entry No.	Description of Records	Disposal Action
7.88.1 ■■■■■■■■■■	Final version of unpublished formal reports made on the agency's core functions. <i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i> <i>For published reports (eg Annual Reports), use PUBLICATION - Planning and PUBLICATION - Production.</i> <i>For submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	Retain as Territory Archives
7.88.2 ■■■■■■■■■■	Working papers documenting the development of formal reports made on the agency's core functions	Retain as Territory Archives
7.88.3 ■■■■■■■■■■	Final version of periodic reports required on a regular basis by external government bodies.	Destroy 5 years after action completed
7.88.4 ■■■■■■■■■■	Working papers documenting periodic reports required on a regular basis by external government bodies.	Destroy 3 years after action completed
7.88.5 ■■■■■■■■■■	Copies of government relations reports.	Destroy when reference ceases

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.


Reporting - Continued

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the provision of advice to government, use GOVERNMENT RELATIONS - Advice.

For agency contributions to government inquiries, use GOVERNMENT RELATIONS - Inquiries.

For agency submissions to Cabinet, use GOVERNMENT RELATIONS - Submissions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.88.6 	Responses to surveys requested by other government agencies.	Destroy 2 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Representations

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

For registers of Ministerial correspondence, use INFORMATION MANAGEMENT - Control.

Entry No.	Description of Records	Disposal Action
7.89.1 ■■■■■■■■■■	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed
7.89.2 ■■■■■■■■■■	Records documenting responses to approaches received by the minister ('Ministerials') from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> • copies of letters received • draft responses • minutes providing background details for the Minister • requests from the Minister's office for changes • final response. 	Retain as Territory Archives
7.89.3 ■■■■■■■■■■	Records documenting responses to other approaches received by the minister ('Ministerials') from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> • copies of letters received • draft responses • minutes providing background details for the Minister • requests from the Minister's office for changes • final response. 	Destroy 2 years after action completed
7.89.4 ■■■■■■■■■■	Reference set of all responses to representations ('Ministerials') kept by the coordinating area.	Destroy when reference ceases

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Representations - Continued

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

For registers of Ministerial correspondence, use INFORMATION MANAGEMENT - Control.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.89.5 ■■■■■■■■■■	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.90.1 ■■■■■■■■■■	Records documenting the nomination, appointment and resignation and/or termination of staff members on government bodies.	Destroy 3 years after end of appointment

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.91.1 ■■■■■■■■■■	Records documenting detailed research carried out to support the government relations function.	Destroy 7 years after last action
7.91.2 ■■■■■■■■■■	Records documenting routine research carried out to support the government relations function.	Destroy 1 year after last action

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the government relations function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
7.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the government relations function.	Destroy 2 years after action completed


GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.97.1 	Records documenting arrangements made by the agency for the security of government representatives, including the Chief Minister or portfolio Minister and dignitaries during visits. <i>[For general arrangements for visits, use GOVERNMENT RELATIONS - Visits.]</i>	Destroy 6 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.102.1 ■■■■■■■■■■	Cabinet documents as defined in the Cabinet Handbook held by the Cabinet Office.	Destroy in accordance with Cabinet Handbook instructions
7.102.2 ■■■■■■■■■■	Cabinet documents as defined in the Cabinet Handbook held by an agency or minister.	Retain permanently in accordance with Cabinet Handbook instructions
7.102.3 ■■■■■■■■■■	Working papers documenting the development of Cabinet submissions. Includes background and briefing material, drafts and comments received.	Destroy in accordance with Cabinet Handbook instructions
7.102.4 ■■■■■■■■■■	Working papers documenting the development of Cabinet submissions held by the Cabinet Office.	Retain permanently in accordance with Cabinet Handbook instructions
7.102.5 ■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Destroy 10 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Submissions - Continued

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.

Entry No.	Description of Records	Disposal Action
7.102.6 ■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as Territory Archives
7.102.7 ■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed
7.102.8 ■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

For briefings for visits, use GOVERNMENT RELATIONS - Advice.

For visits to the agency by public and non-government visitors, use COMMUNITY RELATIONS - Visits.

For security arrangements made for the visits of government representatives, including the Minister, and delegations, use GOVERNMENT RELATIONS - Security.

Entry No.	Description of Records	Disposal Action
7.109.1 ■■■■■■■■■■	Records documenting visits made by the Chief Minister, ministers and members of the Legislative Assembly both within Australia and overseas. Includes: <ul style="list-style-type: none"> • invitations • travel and accommodation arrangements • itineraries and programs • visit reports • letters of thanks. 	Destroy 10 years after action completed
7.109.2 ■■■■■■■■■■	Records documenting visits to the agency by royalty and Heads of State. Includes visitor books signed by such dignitaries.	Retain as Territory Archives
7.109.3 ■■■■■■■■■■	Records documenting visits to the agency made by the Chief Minister, Ministers, Members of the Legislative Assembly, other agency officials and Territory, interstate and overseas delegations.	Destroy 6 years after action completed
7.109.4 ■■■■■■■■■■	Records documenting visits by agency staff to other government organisations both within Australia and overseas. Includes reports on the visit.	Destroy 6 years after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.5.1 ■■■■■■■■	Records documenting the receipt and provision of advice on the industrial relations function. <i>[For legal advice obtained on industrial relations matters, use LEGAL SERVICES - Advice.]</i>	Destroy 3 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.

For Australian Workplace Agreements with individual employees, use PERSONNEL - Cases.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.6.1 ■■■■■■■■	Records documenting cases covering awards and agreements heard or certified by the central arbitration or determining body (eg Australian Industrial Relations Commission) where the agency is a major participant in negotiations. Includes arbitrated variations and consent variations to an award.	Retain as Territory Archives
8.6.2 ■■■■■■■■	Records documenting other cases covering awards and agreements where the agency had little or no input.	Destroy 5 years after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.8.1 ■■■■■■■■■■	Records documenting arrangements and money paid to enable employees to attend meetings and events to support the industrial relations function eg Workplace Relations Committee meetings. <i>[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]</i>	Destroy 1 year after action completed

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.9.1 ■■■■■■■■■■	Records documenting appeals made to the central arbitration or determining body (eg the Australian Industrial Relations Commission) against a decision or an order where the agency is a major participant in negotiations.	Retain as Territory Archives
8.9.2 ■■■■■■■■■■	Records documenting appeals against a decision or an order where the agency had little or no input into the negotiations. <i>[For appeals made by individual employees, use PERSONNEL - Appeals.]</i>	Destroy 2 years after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the industrial relations function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
8.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.19.1 ■■■■■■■■■■	Records documenting insurance claims for damage and loss incurred by an agency resulting from industrial action.	Destroy 7 years after finalisation or withdrawal of claim

*[For the management of insurance policies, use
INDUSTRIAL RELATIONS - Insurance.]*

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Entry No.	Description of Records	Disposal Action
8.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the industrial relations function (eg Workplace Relations Committee). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. <p><i>[For records of the Workplace Relations Committee detailing negotiations for enterprise bargaining agreements, use INDUSTRIAL RELATION - Enterprise Bargaining.]</i></p>	Destroy 10 years after action completed
8.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the industrial relations function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Entry No.	Description of Records	Disposal Action
8.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the industrial relations function.	Destroy 7 years after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.25.1 ■■■■■■■■■	Records documenting contract management relating to the industrial relations function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Disputes

The process of handling any disagreement pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.35.1 ■■■■■■■■■	Records documenting the management of service, agency-wide or local industrial disputes. Includes records documenting liaison with employees, union representatives and the Territory's lead agency. <i>[For advice on legal aspects of an industrial dispute, use LEGAL SERVICES - Advice.</i> <i>For a dispute which escalates into industrial action eg strikes, bans, lock-outs, use INDUSTRIAL RELATIONS - Industrial Action.]</i>	Destroy 6 years after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Enterprise Bargaining

The process where employees negotiate increased pay or other benefits with their employers in exchange for implementation of working arrangements that improve the performance of the agency. Includes activities associated with establishing and implementing an enterprise agreement.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.41.1 ■■■■■■■■■	Records documenting negotiation, establishment and implementation of Certified Agreements made under the terms of the Workplace Relations Act 1996. Includes: <ul style="list-style-type: none"> • negotiations with staff and union representatives • records documenting the conduct of the staff ballot • draft agreement • liaison with the Territory's lead agency • Ministerial approval • records to support lodgement with the Australian Industrial Registry • certified copy of final agreement • minutes of Workplace Relations Committee meetings considering issues relating to the development of certified agreements. <p><i>[For Australian Workplace Agreements with an individual employee, use PERSONNEL - Agreements.]</i></p>	Retain as Territory Archives
8.41.2 ■■■■■■■■■	Records documenting negotiations, establishment and implementation of other industrial relations agency-wide agreements (eg Enterprise Bargaining Agreements made under the Industrial Relations Act 1988).	Retain as Territory Archives

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.51.1 ■■■■■■■■■■	Records documenting employee grievances and complaints. Includes records documenting liaison with employees, union representatives and the Territory's lead agency. <i>[For a grievance which escalates into a dispute or industrial action, use INDUSTRIAL RELATIONS - Disputes or INDUSTRIAL RELATIONS - Industrial Action.</i> <i>For grievances lodged by individual employees, use PERSONNEL - Grievances.</i> <i>For advice on legal aspects of handling grievances, use LEGAL SERVICES - Advice.]</i>	Destroy 6 years after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Industrial Action

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc.

For advice on legal aspects of managing an industrial action, use LEGAL SERVICES - Advice.

For the management of any variation in employees' pay as a result of an industrial action, use PERSONNEL - Salaries.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.54.1 ■■■■■■■■■■	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a significant nature eg involving large numbers of agency staff, where the action has a major affect on the provision of services to the community or if it has service-wide implications. Includes: <ul style="list-style-type: none"> • notification to Minister • liaison with the relevant lead agency • discussions/ meetings and conferences between parties • hearings with the Australian Industrial Relations Commission. • hearings before the Federal Court and predecessor bodies • communications with staff. 	Retain as Territory Archives
8.54.2 ■■■■■■■■■■	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a minor nature eg involving few staff, with no major effect on the provision of services to the community or confined to a localised area of the agency.	Destroy 6 years after action completed

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.55.1 ■■■■■■■■■■	Records documenting any industrial relations infringements incurred by the agency.	Destroy 7 years after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

For inspections where a prosecution occurs, use LEGAL SERVICES - Litigation.

For records detailing inspections carried out under the OH&S function, use OH&S - Inspections.

Entry No.	Description of Records	Disposal Action
8.57.1 ■■■■■■■■■■	Records documenting inspections carried out as a result of an OH&S dispute where breaches are recorded.	Destroy 6 years after action completed
8.57.2 ■■■■■■■■■■	Records documenting routine inspections.	Destroy 3 years after action completed

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

For insurance claims lodged, use INDUSTRIAL RELATIONS - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
8.59.1 ■■■■■■■■■■	Insurance policies.	Destroy 7 years after policy expires
8.59.2 ■■■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the industrial relations function. Includes ongoing consultative meetings with union representatives and staff.	Destroy 6 years after action completed
8.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the industrial relations function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.79.1 ■■■■■■■■■■	Final versions of agency-wide industrial relations plans (eg dispute contingency or action plans).	Destroy 5 years after plan is superseded
8.79.2 ■■■■■■■■■■	Final version of section or business unit's industrial relations plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
8.79.3 ■■■■■■■■■■	Working papers used to develop all industrial relations plans. Includes working papers, draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
8.79.4 ■■■■■■■■■■	Copies of all industrial relations plans.	Destroy when reference ceases

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.80.1 ■■■■■■■■■	Records documenting the development and establishment of the agency's industrial relations policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as Territory Archives
8.80.2 ■■■■■■■■■	Records documenting comments made on the development of government-wide industrial relations policies.	Destroy 3 years after promulgation of the new policy
8.80.3 ■■■■■■■■■	Working papers documenting the development of all industrial relations policies.	Destroy 3 years after promulgation of the new policy
8.80.4 ■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the industrial relations function.	Destroy 5 years after procedures are superseded
8.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the industrial relations function.	Destroy 2 years after completion of procedures
8.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.88.1 ■■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the industrial relations function.	Destroy 5 years after action completed
8.88.2 ■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the industrial relations function.	Destroy 3 years after action completed
8.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
8.88.4 ■■■■■■■■■■	Copies of industrial relations reports.	Destroy when reference ceases

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency 's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency .

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.91.1 ■■■■■■■■■■	Records documenting detailed research carried out to support the industrial relations function.	Destroy 3 years after research is completed
8.91.2 ■■■■■■■■■■	Records documenting routine research carried out to support the industrial relations function.	Destroy when reference ceases

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency 's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency .

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
8.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
8.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
8.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
8.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
8.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
8.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency 's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency .

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.104.8 	Contract register.	Destroy 7 years after last entry

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.3.1 ■■■■■■■■■■	<p>Records documenting the acquisition of library and record materials and/or services (eg on-line services, media monitoring services) where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes:</p> <ul style="list-style-type: none"> • orders • subscription renewals • Inter-library loan payments. <p><i>[For the management of media items, use COMMUNITY RELATIONS - Media Relations and GOVERNMENT RELATIONS - Media Relations.</i></p> <p><i>For joining organisations to obtain subscriptions to an organisation's publications, use COMMUNITY RELATIONS - Liaison.</i></p> <p><i>For arranging loans and inter-library loans of library material, use INFORMATION MANAGEMENT - Control.</i></p> <p><i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.</i></p> <p><i>For managing contracted services supporting the acquisition process, use INFORMATION MANAGEMENT - Contracting-out.</i></p> <p><i>For the tendering process for contracting services to support the acquisition process, use INFORMATION MANAGEMENT - Tendering.</i></p> <p><i>For the acquisition of applications and systems, use TECHNOLOGY & TELECOMMUNICATIONS - Acquisitions.]</i></p>	Destroy 7 years after action completed

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

Entry No.	Description of Records	Disposal Action
9.5.1 ■■■■■■■■■■	Records documenting the receipt and provision of advice provided on the information management function. <i>[For handling enquiries from employees or other government organisations, use INFORMATION MANAGEMENT - Enquiries.]</i>	Destroy 1 year after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry No.	Description of Records	Disposal Action
9.6.1 ■■■■■■■■■■	Final version of agreements made covering the information management function. <i>[For managing financial transactions associated with any agreement, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.]</i>	Destroy 7 years after expiry of agreement
9.6.2 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry of agreement

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.




Entry No.	Description of Records	Disposal Action
N/A	<i>[For appeals which relate to FOI claims, requests to change records under the Privacy Act, or appeals for access to agency records under the Archives Act, use INFORMATION MANAGEMENT- Cases.]</i>	N/A

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.13.1 	Final internal and external audit report relating to the information management function. Includes the final reports from audits conducted by the Privacy Commissioner or the ACT Auditor General's Office.	Destroy 5 years after action completed
9.13.2 	Records documenting the planning and conduct of internal and external audits relating to the information management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed
9.13.3 	Records documenting recordkeeping audits. Includes file census.	Destroy when results of the file census have been recorded in control records

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.14.1 ■■■■■■■■■■	Delegations of powers to agency staff to authorise administrative action relating to the information management function.	Destroy 3 years after delegation superseded
9.14.2 ■■■■■■■■■■	Authorisations for administrative actions relating to the information management function.	Destroy 3 years after authorisation superseded

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

For the application of the privacy principles to an agency's recordkeeping practices and development of access restrictions, use INFORMATION MANAGEMENT - Privacy.

For registers of cases, use INFORMATION MANAGEMENT - Control.

Entry No.	Description of Records	Disposal Action
9.16.1 ■■■■■■■■■	Records documenting requests for public access to records and documents under the FOI Act, the Territory Records Act 2002 and other legislation specific to the agency that: <ul style="list-style-type: none"> • set a precedent • lead to a change of policy • relate to issues of national significance • relate to issues of public controversy • result in appeals to the Administrative Appeals Tribunal or the Federal or High Court. 	Retain as Territory Archives
9.16.2 ■■■■■■■■■	Records documenting recurring or protracted requests received from the public for access to records and documents under the FOI Act, the Territory Records Act 2002 and other legislation specific to the agency.	Destroy 10 years after completion of case
9.16.3 ■■■■■■■■■	Records documenting requests for public access to records and documents under the FOI Act, the Territory Records Act 2002 and other legislation specific to the agency where: <ul style="list-style-type: none"> • there has been an internal review • where complaints have been lodged with the Ombudsman • where there have been negotiations between an individual and the agency relating to the amendment or alteration of records. 	Destroy 5 years after action completed

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Cases - Continued

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

For the application of the privacy principles to an agency's recordkeeping practices and development of access restrictions, use INFORMATION MANAGEMENT - Privacy.

For registers of cases, use INFORMATION MANAGEMENT - Control.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.16.4 ■■■■■■■■■■	Records documenting requests for public access to records and documents under the FOI Act, the Territory Records Act 2002 and other legislation specific to the agency for: <ul style="list-style-type: none"> • less complex requests • applications which are not proceeded with (eg where requests are withdrawn, lapse because of non-payment of application fees or are referred to another agency). 	Destroy 2 years after action completed

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the information management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 5 years after action completed
9.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the information management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the information management function (eg Australian Standard AS ISO 15489 Records Management).	Destroy 3 years after action completed

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

This Function/activity set should not be used by agencies where conservation supports a core function. In these instances coverage should be included in such agencies own functional Records Disposal Schedule .

Entry No.	Description of Records	Disposal Action
9.23.1 ■■■■■■■■■■	Records documenting the management of agency conservation projects for the preservation of records and other information resources.	Destroy 5 years after project is completed
9.23.2 ■■■■■■■■■■	Records documenting routine preservation activities undertaken on agency records, library and other information resources. Includes book binding and repairs.	Destroy when reference ceases
9.23.3 ■■■■■■■■■■	Records documenting specialised conservation treatment for agency records eg for specific groups of records such as photographs.	Destroy when treated records are disposed of

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.



Entry No.	Description of Records	Disposal Action
9.25.1 ■■■■■■■■■■	Records documenting contract management relating to the information management function eg courier and outsourced storage services. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. <p><i>[For the transfer of records to a storage provider, use INFORMATION MANAGEMENT - Disposal.]</i></p>	Destroy 7 years after completion or other termination of contract

INFORMATION MANAGEMENT

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Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry No.	Description of Records	Disposal Action
9.26.1 	<p>Master control records for agency recordkeeping systems (both paper and electronic). Includes:</p> <ul style="list-style-type: none"> • relevant metadata elements • registers of inwards/outwards correspondence (including Ministerial correspondence) • registers and indexes giving details of control numbers, titles, date, disposal details • file movement cards (if they also constitute the main control record or have been used to record disposal detail) • list of records destroyed, if master control records are not annotated • registers of case files (eg personnel and compensation case files registers.) 	Retain as Territory Archives
9.26.2 	<p>Control records documenting library systems. Includes:</p> <ul style="list-style-type: none"> • catalogues • authority files of subject heading • classification schemes • thesauruses created by libraries for specialised use • loan and inter-library loan records. <p><i>[For copies of invoices relating to payments for inter-library loans, use INFORMATION MANAGEMENT - Acquisitions.]</i></p>	Destroy when reference ceases

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Control - Continued

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.26.3 ■■■■■■■■■	Ancillary records documenting the control of agency records, library and information resources. Includes: <ul style="list-style-type: none"> • chronological sets of inwards and outwards correspondence • file movements records (if they are a secondary control record to the main registers and indexes and have not been used to record disposal details) • reference sets of master control records • reference sets of control records compiled and held by business units • resubmit lists/notices • barcode lists • location lists 	Destroy when reference ceases
9.26.4 ■■■■■■■■■	Master copy of file classification systems or an agency's authorised business classification schemes (currently created using the methodology of the Australian Standard AS ISO 15489 Records Management) and abbreviations used in paper and electronic systems.	Retain as Territory Archives
9.26.5 ■■■■■■■■■	Records documenting the creation, maintenance and evaluation of an agency record titling thesauruses. Includes master copy of the thesaurus. <i>[For agency documentation of its functional analysis, the development of its business classification scheme and the recordkeeping requirements necessary for the creation of an agency Records Disposal Schedule and functional thesaurus, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as Territory Archives

INFORMATION MANAGEMENT

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Control - Continued

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.26.6 ■■■■■■■■■■	Business rules and configuration settings for agency metadata. Includes developmental records and requests for changes. <i>[For the application, allocation and maintenance of the metadata in electronic systems, other than those covered by the Information Management function, use TECHNOLOGY & TELECOMMUNICATIONS - Control.]</i>	Retain as Territory Archives
9.26.7 ■■■■■■■■■■	Records documenting the receipt and dispatch of agency mail. Includes receipts for registered and certified mail. <i>[For records supporting security requirement for the dispatch of classified mail, use INFORMATION MANAGEMENT - Security.</i> <i>For the internal distribution of agency mail, use INFORMATION MANAGEMENT - Distribution.]</i>	Destroy 3 years after action completed
9.26.8 ■■■■■■■■■■	Records documenting forms design. <i>[For the printing of forms, use PUBLICATION - Production.]</i>	Destroy 7 years after action completed

INFORMATION MANAGEMENT

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Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.30.1 ■■■■■■■■■■	Records documenting the planning, monitoring and evaluation of specific services provided to customers of libraries, archives and records management units. Includes customer surveys.	Destroy 3 years after action completed
9.30.2 ■■■■■■■■■■	Records documenting the development of service charters and directives relating to the provision of information management services. Includes final copies of charters. <i>[For the production of the service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>	Destroy when superseded
9.30.3 ■■■■■■■■■■	Records documenting the management of a library or a records management unit enquiry desk.	Destroy when reference ceases
9.30.4 ■■■■■■■■■■	Records documenting the management and use of translation services.	Destroy 1 year after action completed

Data Administration

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.31.1 ■■■■■■■■■■	Records documenting the migration of records between formats or from one medium to another eg paper to electronic ie scanning of paper records into an electronic system. Includes quality assurance checks to confirm the accuracy of information transfer. <i>[For migration strategies and quality assurance checks for migration between electronic systems and from one electronic medium to another, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.]</i>	Destroy 1 year after action completed

INFORMATION MANAGEMENT

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Disposal - Continued

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the development of Records Disposal Schedules specific to the operations of an agency, use INFORMATION MANAGEMENT - Policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.34.1 ■■■■■■■■■■	Records documenting the transfer, destruction and storage of records according to an approved records management program. Includes copies of: <ul style="list-style-type: none"> • transfer proposals • consignment lists • lists of records destroyed • lists of records transferred to alternative storage providers. <p><i>[For lists of records destroyed if master control records are not annotated, use INFORMATION MANAGEMENT - Control.</i></p> <p><i>For the transfer of records to another agency following an administrative change, use INFORMATION MANAGEMENT - Restructuring.]</i></p>	Destroy when reference ceases
9.34.2 ■■■■■■■■■■	Records documenting the transfer of custody to or from a contractor under an outsourcing arrangement.	Destroy 3 years after contract is terminated or completed
9.34.3 ■■■■■■■■■■	Records documenting arrangement for the transfer of ownership of records following the corporatisation and privatisation of an agency, or part of an agency.	Retain as Territory Archives
9.34.4 ■■■■■■■■■■	Records documenting the culling of library collections and collections of non-agency publications. <p><i>[For the disposal of duplicate agency publications, use PUBLICATIONS - Disposal.]</i></p>	Destroy when reference ceases

INFORMATION MANAGEMENT

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Distribution

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.36.1 ■■■■■■■■■	Records documenting the internal and external distribution of correspondence and other information items (eg paper files, newspaper clippings and mail) within the agency. Includes: <ul style="list-style-type: none"> • distribution lists • advice on changes of location. 	Destroy when superseded

Donations

The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.

This function/activity set should not be used by agencies where public donations are used to support core functions eg Cultural Facilities Corporation. In these instances coverage should be included in such agencies own functional Records Disposal Schedule.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.37.1 ■■■■■■■■■	Records documenting donations of library or manuscript materials to an agency. Includes liaison with the owner on conditions of donation. <i>[For the disposal of library material after culling collections, use INFORMATION MANAGEMENT - Disposal.]</i>	Destroy 7 years after disposal of item

INFORMATION MANAGEMENT

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Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.

For enquiries received from the general public about the agency's programs, products and services, use COMMUNITY RELATIONS - Enquiries.

For the management of requests from the public for access to records under the FOI, Privacy and Territory Records Acts and other Acts specific to the agency, use INFORMATION MANAGEMENT - Cases.

Entry No.	Description of Records	Disposal Action
9.40.1 ■■■■■■■■■■	Records documenting the handling of enquiries from agency employees or another government organisations covering the information management function. <i>[For records supporting library loans and inter-library loans, use INFORMATION MANAGEMENT - Control.</i> <i>For records relating to copies of inter-library loan payments, use INFORMATION MANAGEMENT - Acquisitions.]</i>	Destroy 1 year after action completed
9.40.2 ■■■■■■■■■■	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	Destroy 3 years after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For the evaluation of the technological aspects of library and recordkeeping systems, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.

Entry No.	Description of Records	Disposal Action
9.42.1 ■■■■■■■■■■	Records documenting the evaluation of potential or existing information management services and systems. Includes the evaluation of library and recordkeeping systems.	Destroy 7 years after evaluation completed

INFORMATION MANAGEMENT

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Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry No.	Description of Records	Disposal Action
9.53.1 ■■■■■■■■■■	Records documenting the implementation of library systems and recordkeeping systems within an agency. <i>[For staff training to implement a new systems, use STAFF DEVELOPMENT - Training.</i> <i>For the technological aspects of implementing library and recordkeeping systems, use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.]</i>	Destroy 7 years after implementation is completed
9.53.2 ■■■■■■■■■■	Records documenting the implementation of vital records plans and counter-disaster plans after disasters such as fire or floods, and implementation of emergency destruction plans covering the organisation's information resources. Includes a copy of current plan implemented for the disaster recovery process. <i>[For the development of the counter-disaster plan, vital records plan, and other plans relating to the information management function, use INFORMATION MANAGEMENT - Planning.]</i>	Retain as Territory Archives

INFORMATION MANAGEMENT

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Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.57.1 ■■■■■■■■■■	Records documenting inspections of agency records by a monitoring agency such as the Director of Territory Records or the Auditor General or any inspections of copyright records. <i>[For copies of copyright declaration forms, use INFORMATION MANAGEMENT- Intellectual Property.</i> <i>For records relating to formal audits, use INFORMATION MANAGEMENT - Audit.]</i>	Destroy 4 years after action completed

INFORMATION MANAGEMENT

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Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

For applications made to reproduce published material, use PUBLICATIONS - Intellectual Property.

For the establishment and general management of intellectual property, use LEGAL SERVICES - Intellectual Property.

Entry No.	Description of Records	Disposal Action
9.60.1 ■■■■■■■■■	Records documenting the management of copying services in an agency. Includes the administration of payments made to collecting societies and any sampling undertaken to support the payment process. <i>[For the payment of money to collecting societies, use FINANCIAL MANAGEMENT - Payments.</i> <i>For guidelines and procedures to support the administration of reproduction services in the agency, use INFORMATION MANAGEMENT - Procedures.]</i>	Destroy 7 years after action completed
9.60.2 ■■■■■■■■■	Copyright declaration forms. <i>[For inspections carried out by copyright owners of declaration forms and other records supporting the administration of copyright in the agency, use INFORMATION MANAGEMENT - Inspections.]</i>	Destroy 4 years after action completed

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

For the conduct of a file census, use INFORMATION MANAGEMENT - Audit.

For inventories of records transferred between agencies following an administrative change, use INFORMATION MANAGEMENT - Restructuring.

For inventories of equipment used in information management areas, use EQUIPMENT & STORES - Inventory.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.61.1 ■■■■■■■■■■	Routine inventories of library materials. Includes inventories created for shelf checking.	Destroy 1 year after action completed

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.70.1 ■■■■■■■■■■	Records documenting the promotion of library and records management unit services. Includes customer profiles. <i>[For training staff in the efficient use of an agency information unit, use STAFF DEVELOPMENT - Training.]</i>	Destroy when reference ceases

INFORMATION MANAGEMENT

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Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the information management function. Includes meetings with external agencies.	Destroy 3 years after action completed
9.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the information management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

INFORMATION MANAGEMENT

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.79.1 ■■■■■■■■■	Final versions of agency-wide information management plans. Includes: <ul style="list-style-type: none"> • Vital records plans • Emergency destruction plans • Counter-disaster plans <p><i>[For the implementation of a counter-disaster plan, vital records plan and emergency destruction plan covering the information management function, use INFORMATION MANAGEMENT - Implementation.]</i></p>	Destroy 5 years after plan is superseded
9.79.2 ■■■■■■■■■	Final version of a section or business unit's information management plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
9.79.3 ■■■■■■■■■	Working papers used to develop all information management plans. Includes draft plans, reports analysing issue, and comments received from areas of the agency.	Destroy when reference ceases
9.79.4 ■■■■■■■■■	Copies of all information management plans.	Destroy when reference ceases

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's information management policies. Includes: <ul style="list-style-type: none"> • Records Management Program • Information management security policy • Library collection development policy • Recordkeeping policy • E-mail policy. <p>Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and the final policy documents.</p>	Destroy 5 years after policy is superseded
9.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide information management policies.	Destroy 3 years after promulgation of the new policy
9.80.3 ■■■■■■■■■■	Working papers documenting the development of information management policies. Includes drafts and input from other areas of the agency.	Destroy 3 years after promulgation of the new policy
9.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.80.5 	Records documenting the creation of the agency's Records Disposal Schedule. <i>[For the master copy of the business classification schemes developed as the foundation document for the Records Disposal Schedule, use INFORMATION MANAGEMENT - Control.</i> <i>For records documenting the transfer, destruction and storage of records, use INFORMATION MANAGEMENT - Disposal.</i> <i>For the recordkeeping risk assessment report, use INFORMATION MANAGEMENT - Risk Management.]</i>	Destroy when reference ceases
9.80.6 	Snapshot of agency's recordkeeping requirement data taken at the point when recordkeeping instructions are issued.	Destroy 5 years after recordkeeping instruction is superseded
9.80.7 	Records documenting the on-going maintenance and review of agency recordkeeping.	Destroy when reference ceases

INFORMATION MANAGEMENT

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Privacy

The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.

For negotiations between an individual and the agency relating to the amendment or alteration of records under the Privacy Act, use INFORMATION MANAGEMENT - Cases.

For privacy audits, use INFORMATION MANAGEMENT - Audits.

For the mechanisms to protect privacy of information, use INFORMATION MANAGEMENT - Security.

Entry No.	Description of Records	Disposal Action
9.81.1 ■■■■■■■■■■	Investigations into alleged privacy breaches relating to information management. Includes unauthorised disposal of records containing personal information.	Destroy 5 years after investigation of breach

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

Entry No.	Description of Records	Disposal Action
9.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the information management function.	Destroy when procedures are superseded
9.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the information management function. Excludes documents supporting the development of agency recordkeeping rules.	Destroy 1 year after completion of procedures
9.82.3 ■■■■■■■■■■	Master copy of recordkeeping rules/guidelines of the agency. <i>[For recordkeeping requirements data, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as Territory Archives
9.82.4 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Reporting - Continued

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.88.1 ■■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the information management function.	Destroy 5 years after action completed
9.88.2 ■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the information management function. Includes cumulative summary reports and work progress reports.	Destroy 3 years after action completed
9.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
9.88.4 ■■■■■■■■■■	Copies of information management reports.	Destroy when reference ceases
9.88.5 ■■■■■■■■■■	Responses to information management surveys requested by other agencies or by the central office of an agency. <i>[For customer services surveys, use INFORMATION MANAGEMENT - Customer Services.]</i>	Destroy 3 years after action completed

INFORMATION MANAGEMENT

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Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.91.1 ■■■■■■■■■■	Records documenting detailed research carried out to support the information management function.	Destroy 3 years after research is completed
9.91.2 ■■■■■■■■■■	Records documenting routine research carried out to support the information management function.	Destroy when reference ceases

Restructuring

The activities involved in the reassessment of the activities, goals and structure of an agency. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.92.1 ■■■■■■■■■■	Records documenting functions which have been transferred to another Territory agency or institution.	Transfer to Territory agency or institution
9.92.2 ■■■■■■■■■■	List of records and other supporting documentation for transferring records to another agency following an administrative change.	Destroy when the new information is transferred to master control records

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the information management function. Includes documents establishing the review, final version of the report and the action plan.	Destroy 5 years after action completed
9.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the information management function.	Destroy 2 years after action completed

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.95.1 ■■■■■■■■■■	Records documenting risk management relating to the information management function. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
9.95.2 ■■■■■■■■■■	Risk register relating to the information management function.	Destroy 7 years after next risk assessment

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For breaches of privacy of information, use INFORMATION MANAGEMENT - Privacy.

Entry No.	Description of Records	Disposal Action
9.97.1 ■■■■■■■■■	Records documenting major security breaches where classified records and information have been removed from official custody and passed to a third party. Includes referral to law enforcement authorities. <i>[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]</i>	Retain as Territory Archives
9.97.2 ■■■■■■■■■	Records documenting minor security breaches where classified records and information have not been appropriately secured. <i>[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]</i>	Destroy 5 years after last action
9.97.3 ■■■■■■■■■	Records documenting the management of security arrangements for handling records and information (eg mail) within an agency. Includes: <ul style="list-style-type: none"> • classified document registers eg register of Cabinet documents • safe hand registers • safe hand receipts. <i>[For the destruction of classified waste, use PROPERTY MANAGEMENT - Maintenance.]</i>	Destroy 5 years after last action

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Standards

The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.

For compliance with standards (except where other activities apply), use INFORMATION MANAGEMENT - Compliance.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.100.1 ■■■■■■■■■■	Records documenting the implementation of industry and agency standards to support the information management function (eg Australian Standard AS ISO 15489 Records Management).	Destroy 7 years after standard is implemented

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.102.1 ■■■■■■■■■■	Records documenting the preparation of agency submissions seeking support for an information management project.	Destroy 3 years after action completed

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.103.1 ■■■■■■■■■■	Records documenting suggestions received and used to improve information management services.	Destroy 2 years after action completed

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
9.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
9.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
9.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
9.104.5 ■■■■■■■■■■	Tender register	Destroy 7 years after last entry
9.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
9.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.104.8 	Contract register.	Destroy 7 years after last entry

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.5.1 ■■■■■■■■■	Records documenting advice received from an internal or external legal service provider relating to: <ul style="list-style-type: none"> • International or national law • security • agency-wide industrial issues • interpretation of an agency's own legislation • proposal for new or amended agency legislation. <p>Includes instructions to the provider, records of ongoing discussions, revisions of instructions and drafts.</p> <p><i>[For advice given on claims, infringements, inquiries, intellectual property and litigation, use these activities attached to LEGAL SERVICES.]</i></p>	Retain as Territory Archives
10.5.2 ■■■■■■■■■	Records documenting advice received from an internal or external legal service provider relating to Cabinet matters held by an agency or minister.	Destroy in accordance with Cabinet Handbook instructions
10.5.3 ■■■■■■■■■	Records documenting advice from an internal or external legal service provider relating to Cabinet matters held by the Cabinet Office.	Retain permanently in accordance with Cabinet Handbook instructions
10.5.4 ■■■■■■■■■	Records documenting all other advice received from an internal or external legal service provider.	Destroy 5 years after action completed
10.5.5 ■■■■■■■■■	Copies of legal advice. <p><i>[For payments made to legal providers, use FINANCIAL MANAGEMENT - Accounting.]</i></p>	Destroy when reference ceases

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.6.1 ■■■■■■■■■■	Final versions of agreements made covering the legal services function and supporting documents	Destroy 7 years after expiry or other termination of agreement
10.6.2 ■■■■■■■■■■	Signed deeds of release and deeds of indemnity and other similar agreements and supporting documents.	Destroy after indemnity ceases
10.6.3 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
10.6.4 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the legal services function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
10.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.19.1 ■■■■■■■■■■	Records documenting the provision of legal representation relating to claims that do not proceed to litigation or settlement by an agreement. Includes withdrawn claims. <i>[For a claim proceeding to a lawsuit or other legal proceedings, use LEGAL SERVICES - Litigation.</i> <i>For negotiations and drafting of final copies of deeds of release and deeds indemnity for the settlement of claims, use LEGAL SERVICES - Agreements.</i> <i>For settlement of COMPENSATION and OH&S claims without legal intervention, use those functions.]</i>	Destroy 7 years after settlement or withdrawal of claim

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the legal services function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final version of minutes • copies of legal advice • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 5 years after action completed
10.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider the legal services function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the legal services function. Includes those set out in: <ul style="list-style-type: none"> • Quality System Guidelines AS/NZS 3905:6:1995 for the Legal Profession. 	Destroy 7 years after action completed

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry No.	Description of Records	Disposal Action
10.25.1 ■■■■■■■■■■	Records documenting contract management relating to the legal services function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports . 	Destroy 7 years after completion or other termination of contract

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

Entry No.	Description of Records	Disposal Action
10.55.1 ■■■■■■■■■■	Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do not proceed to litigation. Includes notifications of breaches and investigations and negotiations. <p><i>[For cases that proceed to litigation, use LEGAL SERVICES - Litigation.</i></p> <p><i>For driving or traffic infringements, use FLEET MANAGEMENT - Infringements.</i></p> <p><i>For infringements by staff, use PERSONNEL - Infringements.]</i></p>	Destroy 7 years after action completed

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.56.1 ■■■■■■■■■■	Records documenting legal support given to an agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final report of inquiry is released

[For a consolidated record of an agency's involvement in an inquiry, including agency submissions, use GOVERNMENT RELATIONS - Inquiries.]

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

For handling infringements of an agency's intellectual property, use LEGAL SERVICES - Infringements.

For the payment and receipt of royalties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.60.1 ■■■■■■■■■■	Records documenting the establishment and general management of an agency's intellectual property. Includes: <ul style="list-style-type: none"> • patents • trademarks • designs • plant breeder's rights • circuit layouts • trade secrets • all forms of copyright. 	Destroy 3 years after intellectual property rights lapse
	<i>[For the management of copyright arrangements for publications, use PUBLICATION - Intellectual Property.]</i>	
10.60.2 ■■■■■■■■■■	Records documenting unsuccessful or abandoned attempts to establish intellectual property rights.	Destroy 7 years after action completed

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, eg subpoenas and discovery orders.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.68.1 ■■■■■■■■■■	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives
10.68.2 ■■■■■■■■■■	Records documenting litigation matters that do not set legal precedents. <i>[For appeals to decisions of a court or tribunal relating to INFORMATION MANAGEMENT and COMPENSATION, use the activity Appeals against these functions.</i> <i>For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]</i>	Destroy 7 years after action ceases

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.72.1 ■■■■■■■■■■	Final version of minutes and related documents tabled at meetings held to support the legal services function. Includes meetings with external agencies.	Destroy 3 years after action completed
10.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the legal services function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.79.1 ■■■■■■■■■■	Final version of agency-wide legal services plans.	Destroy 5 years after plan is superseded
10.79.2 ■■■■■■■■■■	Final version of a section or business unit's legal services plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
10.79.3 ■■■■■■■■■■	Working papers used in developing all legal services plans. Includes draft plans, reports analysing issues, and comments received from and input made by other areas of the agency.	Destroy 1 year after adoption of the final plan
10.79.4 ■■■■■■■■■■	Copies of legal services plans.	Destroy when reference ceases

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's legal services policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Destroy 5 years after policy is superseded
10.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide legal services policies.	Destroy 2 years after promulgation of new policy
10.80.3 ■■■■■■■■■■	Working papers documenting the development of all legal services policies.	Destroy 2 years after promulgation of new policy
10.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the legal services function.	Destroy when procedures are superseded
10.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the legal services function.	Destroy 1 year after production of procedures
10.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.88.1 ■■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the legal services function.	Destroy 5 years after action completed
10.88.2 ■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the legal services function.	Destroy 3 years after action completed
10.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
10.88.4 ■■■■■■■■■■	Copies of legal services reports.	Destroy when reference ceases

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.91.1 ■■■■■■■■■■	Records documenting detailed research carried out to support the legal services function.	Destroy 5 years after action completed
10.91.2 ■■■■■■■■■■	Records documenting routine research carried out to support the legal services function.	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the legal services function. Includes documents establishing the review, final report and action plan	Destroy 5 years after action completed
10.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the legal services function.	Destroy 2 years after action completed

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.102.1 	Records documenting the preparation of agency submissions. <i>[For agency submissions to government, use GOVERNMENT RELATIONS - Submissions. For agency submissions to community bodies, use COMMUNITY RELATIONS - Submissions.]</i>	Destroy 3 years after action completed

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
10.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Inductions records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
10.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
10.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process, where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
10.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
10.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
10.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
10.104.8 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency . Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.1.1 ■■■■■■■■■■	Accident/incident reports and supporting documentation of death, serious personal injury, dangerous occurrences and incapacity to Territory employees and the public within the workplace. Includes accident registers. <i>[For copies of accident reports for employees where a compensation claim is made, use COMPENSATION - Cases.</i> <i>For copies of accident reports where an employee is injured but no compensation claim is lodged, use PERSONNEL - Accidents.]</i>	Destroy 30 years after last action
11.1.2 ■■■■■■■■■■	All other accident/incident reports for Territory employees retained for agency OH&S assessment purposes.	Destroy 7 years after last action
11.1.3 ■■■■■■■■■■	Accident/incident reports of personal injuries to members of the public aged under 18 years, not resulting in claims for compensation. <i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use COMPENSATION - Claims.]</i>	Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later
11.1.4 ■■■■■■■■■■	Accident/incident reports of personal injuries to members of the public aged over 18 years, not resulting in claims for compensation. <i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use COMPENSATION - Claims.]</i>	Destroy 7 years after last action

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.5.1 ■■■■■■■■■■	Records relating to the receipt and provision of advice on the OH&S function. <i>[For the distribution of promotional material to employees, use OH&S - Health Promotion. For legal advice on OH&S matters, use LEGAL SERVICES - Advice.]</i>	Destroy 2 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.6.1 ■■■■■■■■■■	Final version of an agency OH&S agreement.	Destroy 5 years after agreement is superseded
11.6.2 ■■■■■■■■■■	Records documenting negotiations for and establishment, maintenance and review of an agency OH&S agreement.	Destroy 5 years after agreement is superseded

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.9.1 ■■■■■■■■■■	Records documenting an appeal made by the agency against an investigator's decision on a health and safety matter to the Australian Industrial Relations Commission. <i>[For any legal advice received on the conduct of the appeal, use LEGAL SERVICES - Advice.]</i>	Destroy 5 years after action completed

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For inspections, use OH&S - Inspections.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.13.1 ■■■■■■■■■■	Final reports of health and safety audits conducted by an external authority or internally by the agency.	Destroy 5 years after action completed
11.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of externally and internally audits relating to the OH&S function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the OH&S function.	Destroy 5 years after delegation superseded
11.14.2 ■■■■■■■■■■	Authorisations for administrative actions relating to the OH&S function.	Destroy 5 years after action completed

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

Entry No.	Description of Records	Disposal Action
11.16.1 ■■■■■■■■■■	Records documenting medical examinations of employees which are undertaken for health surveillance purposes as prescribed under the Occupational Health and Safety Act 1989. [For recording potential exposure to hazardous substances, including asbestos, or for records detailing that an employee was employed at places identified as containing hazardous substances, use PERSONNEL - Employment Conditions]	Destroy in the year 2040 or 75 years after date of birth whichever is later

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Entry No.	Description of Records	Disposal Action
N/A	[For a claim lodged for compensation by an employee following an OH&S incident, use COMPENSATION - Cases. For a claim lodged by a member of the public following an OH&S incident, use COMPENSATION - Claims.]	N/A

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency . Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For selection or election of employee representatives to a Health & Safety Committee and the nomination of union representatives, use OH&S - Representatives.

Entry No.	Description of Records	Disposal Action
11.20.1 ■■■■■■■■■■	Records of health and safety committees. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 5 years after action completed
11.20.2 ■■■■■■■■■■	Records of other internal committees and external committees convened by other agencies or organisations to consider general matters relating to the OH&S function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 5 years after action completed
11.20.3 ■■■■■■■■■■	Working papers documenting the conduct and administration of all committees formed to consider general matters relating to the OH&S function. Includes: <ul style="list-style-type: none"> • agenda • notices of minutes • draft minutes • arrangements with unions. 	Destroy when reference ceases

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For a risk assessment undertaken for hazardous substances, use OH&S - Risk Management.

For health surveillance of individual employees exposed to hazardous substances, use OH&S - Cases.

For the training of staff in handling hazardous substances, use STAFF DEVELOPMENT - Training.

Entry No.	Description of Records	Disposal Action
11.21.1 ■■■■■■■■■■	Records documenting compliance with provisions of the Occupational Health & Safety Act and related provisions of the Public Sector Management Act.	Destroy when the need for compliance ceases eg when plant is disposed of
11.21.2 ■■■■■■■■■■	Records documenting the licensing processes for the operation of plant items.	Destroy when licence expires
11.21.3 ■■■■■■■■■■	Records documenting the identification and control of access to confined spaces.	Destroy 5 years after space is no longer accessed
11.21.4 ■■■■■■■■■■	All notices issued under the Occupational Health & Safety Act 1989.	Destroy 5 years after notice lapses
11.21.5 ■■■■■■■■■■	Records documenting environmental monitoring of hazardous substances listed in the Occupational Health & Safety Act 1989.	Destroy 75 years after last action
11.21.6 ■■■■■■■■■■	Hazardous substance register (including asbestos register) identifying substance properties and details of their condition. <i>[For the inspection of hazardous substances including asbestos, use OH&S - Inspections.]</i>	Destroy 75 years after last entry

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Compliance - Continued

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For a risk assessment undertaken for hazardous substances, use OH&S - Risk Management.

For health surveillance of individual employees exposed to hazardous substances, use OH&S - Cases.

For the training of staff in handling hazardous substances, use STAFF DEVELOPMENT - Training.

Entry No.	Description of Records	Disposal Action
11.21.7 ■■■■■■■■■■	Records documenting the payment of the annual compulsory contribution supporting the administration of the Occupational Health & Safety Act 1989.	Destroy 10 years after action completed

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry No.	Description of Records	Disposal Action
11.25.1 ■■■■■■■■■■	Records documenting contract management relating to the OH&S function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry No.	Description of Records	Disposal Action
11.42.1 ■■■■■■■■■■	Records documenting the evaluation of OH&S programs and services in an agency. Includes the development of performance indicators.	Destroy 5 years after last action

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency . Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Health Promotion

The process of promotion by the agency of programs which encourage the establishment and maintenance of a healthy work environment.

For records documenting the treatment or health surveillance of individual employees, use OH&S - Cases.

Entry No.	Description of Records	Disposal Action
11.52.1 ■■■■■■■■■■	<p>Records documenting the management of an agency's first aid centres and occupational health centres and facilities eg. gymnasiums. Includes:</p> <ul style="list-style-type: none"> • appointment books • drug and x-ray registers • statistical summaries of operations. <p><i>[For the appointment of first aid officers use, OH&S - Representatives.</i></p> <p><i>For the provision of first aid treatment to individuals, use OH&S - Implementation.</i></p> <p><i>For the equipping of the centres including the supply of medical stores and equipment, use EQUIPMENT & STORES - Acquisition, and PROPERTY MANAGEMENT - Fit-outs.</i></p> <p><i>For the maintenance of equipment eg autoclaves and the replenishment of first aid kits, use EQUIPMENT & STORES - Maintenance.]</i></p>	Destroy 5 years after last action
11.52.2 ■■■■■■■■■■	<p>Records documenting the promotion of safe work practices in the workplace. Includes the development and distribution of notices, instructions, posters and other promotional material.</p> <p><i>[For the provision of OH&S training to staff, managers and OH&S Representatives, use STAFF DEVELOPMENT - Training.</i></p> <p><i>For the production process for any advertising material produced by the agency, use PUBLICATION - Production.]</i></p>	Destroy 5 years after action completed
11.52.3 ■■■■■■■■■■	Material safety data sheets (MSDS)	Destroy when hazardous material is disposed of

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.53.1 ■■■■■■■■■■	Records documenting the provision of first aid treatment to individual employees. <i>[For records relating to the management of a first aid centre, use OH&S - Health Promotion.]</i>	Destroy 5 years after last action

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.56.1 ■■■■■■■■■■	Records documenting an inquiry into an agency's performance of the OH&S function. <i>[For any legal advice provided to support the agency during the inquiry process, use LEGAL SERVICES - Advice.]</i>	Destroy 10 years after action completed

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

For audits, use OH&S - Audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.57.1 ■■■■■■■■■■	Records documenting an OH&S inspection resulting from a major accident in the workplace (eg accidents causing fatalities, serious injuries or dangerous occurrences). Includes documents detailing complaints lodged by agencies about the way the investigation was carried out by the lead agency.	Destroy 75 years after last action
11.57.2 ■■■■■■■■■■	Records documenting routine OH&S inspections carried out under the Territory's lead agency for the function. Planned Investigation Program and/or self-audit program, or as a result of a safety dispute in the workplace. Includes copies of notices issued, copies of reports, and agency responses. Also includes copies of Provisional Improvement Notices (PINS) and records detailing complaints about the way an investigation was carried out. <i>[For records relating to an industrial dispute undertaken in respect of an OH&S inspection, use INDUSTRIAL RELATIONS - Inspections.]</i>	Destroy 10 years after last action
11.57.3 ■■■■■■■■■■	Records documenting routine inspections of hazardous substances in the workplace. <i>[For the hazardous substance and asbestos registers, use OH&S - Compliance.</i> <i>For monitoring and risk assessment, use OH&S - Risk Management.</i> <i>For inspections to determine the presence of asbestos or other hazardous materials, use PROPERTY MANAGEMENT - Inspections.</i> <i>For the removal and disposal of asbestos and other hazardous substances, use PROPERTY MANAGEMENT - Maintenance.]</i>	Destroy 75 years after last action

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the OH&S function. Includes meetings with external agencies.	Destroy 5 years after action completed
11.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings to support the OH&S function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.79.1 ■■■■■■■■■■	Final versions of agency-wide OH&S plans. Includes: <ul style="list-style-type: none">• OH&S plan• Asbestos management plan.	Destroy 5 years after plan is superseded
11.79.2 ■■■■■■■■■■	Working papers used in developing agency-wide OH&S plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 3 years after adoption of the final plan
11.79.3 ■■■■■■■■■■	Copies of all OH&S plans.	Destroy when reference ceases

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.80.1 ■■■■■■■■■■	Records documenting the development and establishment of an agency's OH&S policy. Includes: <ul style="list-style-type: none"> • policy proposals • results of consultations with unions and employees • research papers • supporting reports • major drafts • the final document. <p><i>[For the development and review of the agency's OH&S agreement, use OH&S - Agreements.</i></p> <p><i>For the development and review of the agency's OH&S plan, use OH&S - Planning.]</i></p>	Destroy 5 years after policy is superseded
11.80.2 ■■■■■■■■■■	Records documenting the development and establishment of an agency asbestos policy. Includes: <ul style="list-style-type: none"> • policy proposals • results of consultations • research papers • supporting reports • major drafts • final policy documents. 	Destroy 75 years after removal of asbestos
11.80.3 ■■■■■■■■■■	Records documenting comments made on the development of government-wide OH&S policies.	Destroy 3 years after promulgation of the new policy
11.80.4 ■■■■■■■■■■	Working papers documenting the development of all agency-wide OH&S policies. Includes drafts and input from other areas of the agency.	Destroy when reference ceases
11.80.5 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing OH&S requirements for specific tasks and work procedures. <i>[For records relating to emergency procedures, use PROPERTY MANAGEMENT - Procedures.]</i>	Destroy 75 years after procedures are superseded
11.82.2 ■■■■■■■■■■	Master set of other agency manuals, handbooks, directives etc detailing routine procedures supporting the OH&S function. Includes registers of legal responsibilities under OH&S.	Destroy 5 years after action completed
11.82.3 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the OH&S function.	Destroy 5 years after production of procedures
11.82.4 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency . Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry No.	Description of Records	Disposal Action
11.88.1 ■■■■■■■■■■	Final copies of other reports, both formal and periodic, produced to support the OH&S function. <i>[For all accident reports sent to the lead agency use OH&S - Accidents.</i> <i>For copies of accident report forms where a compensation claim is made, use COMPENSATION - Cases.</i> <i>For copies of accident report forms where an employee is injured but no compensation claim is lodged, use PERSONNEL - Accidents.</i> <i>For copies of accident reports where compensation is claimed by a member of the public following an accident, use COMPENSATION - Claims.]</i>	Destroy 7 years after action completed
11.88.2 ■■■■■■■■■■	Working papers documenting the development of all reports. Including drafts and comments received.	Destroy when reference ceases
11.88.3 ■■■■■■■■■■	Copies of OH&S reports.	Destroy when reference ceases

OCCUPATIONAL HEALTH & SAFETY (OH&S)

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Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

For the training of first aid officers, fire wardens and safety officers etc, use STAFF DEVELOPMENT - Training.

For arranging first aid, fire and safety officer allowances etc, use PERSONNEL - Allowances.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.90.1 ■■■■■■■■■■	Records documenting the selection of an OH&S representative for a designated work group or to act as a first aid officer. Includes documentation on selection, lists of representatives, and resignation documentation.	Destroy 1 year after term of office expires or resignation of officer
11.90.2 ■■■■■■■■■■	Records documenting the election of OH&S Committee representatives. Includes calling for nominations, managing the ballot and results.	Destroy 6 months after action completed
11.90.3 ■■■■■■■■■■	Records documenting the appointment of first aid officers, fire wardens and safety officers etc. Includes letter of appointment, and details of roles and responsibilities.	Destroy 1 year after appointment lapses

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.91.1 ■■■■■■■■■■	Records documenting detailed research carried out to support the OH&S function eg research on the properties of a hazardous substance.	Destroy 5 years after action completed
11.91.2 ■■■■■■■■■■	Records documenting routine research carried out to support the OH&S function.	Destroy when reference ceases

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency . Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For the review of the agency's OH&S policy, use OH&S - Policy.

For the review of the agency's OH&S plan, use OH&S - Planning.

For the review of the agency's OH&S agreement, use OH&S - Agreements.

For the review of workplace hazards, use OH&S - Risk Management.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.93.1 ■■■■■■■■■■	Records documenting the review and monitoring of OH&S programs and operations. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
11.93.2 ■■■■■■■■■■	Working papers documenting the conduct of an agency review and monitoring of OH&S programs and operations.	Destroy 3 years after action completed

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.95.1 ■■■■■■■■■■	Records documenting risk management of all OH&S hazards including hazardous substances where risk assessments indicate risk to the employees and where health surveillance and/or monitoring of the employees is necessary. Includes documentation covering each stage of the process and action plans.	Destroy 75 years after last action
11.95.2 ■■■■■■■■■■	Records documenting risk management of OH&S hazards where risk assessments indicate no risk to the employees and where no health surveillance and/or monitoring is required. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 30 years after last action
11.95.3 ■■■■■■■■■■	OH&S risk register containing environmental monitoring and health surveillance data. <i>[For environmental monitoring, use OH&S - Compliance.</i> <i>For health surveillance of employees, use OH&S - Cases.</i> <i>For recording an employee's potential exposure to asbestos or employment at places identified as containing asbestos, use PERSONNEL - Employment Conditions.]</i>	Destroy 75 years after last entry

Standards

The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.

For compliance with standards (except where other activities apply), use OH&S - Compliance.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.100.1 ■■■■■■■■■■	Records documenting the implementation of industry and agency standards to support the OH&S function Australian Standard 1885.1 -1990 Workplace Injury and Disease Recording Standard).	Destroy 7 years after standards are superseded

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
11.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
11.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
11.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
11.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
11.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
11.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency . Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the agencies preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
11.104.8 	Contract register.	Destroy 7 years after last entry

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.1.1 ■■■■■■■■■■	Accident/incident reports where an employee is injured but no compensation claim is lodged.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
	<i>[For accidents where a compensation claim is made by an employee, use COMPENSATION - Cases.</i>	
	<i>For accident reports retained for OH&S purposes, use OH&S - Accidents.]</i>	

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.6.1 ■■■■■■■■■■	Records documenting negotiations, establishment and implementation of a Australian Workplace Agreement (AWA) with an individual employee. Includes an authorised version of the final agreement.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
	<i>[For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i>	
12.6.2 ■■■■■■■■■■	Records documenting other employment agreements/contracts made with employees. Includes the agreement and records of negotiations.	Destroy 7 years after separation from the ACTPS

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.8.1 ■■■■■■■■■■	Records documenting the payment of allowances to employees. Includes, overtime, first aid, clothing, travelling allowances and higher duties. <i>[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]</i>	Destroy 7 years after action completed

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[For reviews of actions made under the Public Sector Management Act 1994 against promotion or other action, use PERSONNEL - Reviews (decisions).]</i>	N/A

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.11.1 ■■■■■■■■■■	Records documenting arrangements for an employee to undertake a journey or trip for work related reasons. Includes arrangements for obtaining official passports and visas.	Destroy 2 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the personnel function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
12.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the personnel function.	Destroy 7 years after delegation expires
12.14.2 ■■■■■■■■■■	Authorisations for administrative actions relating to the personnel function (eg authorisations to collect group certificates).	Destroy 7 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

Entry No.	Description of Records	Disposal Action
N/A	<p><i>[Use this activity descriptor when there is a need, or an agency practice, to keep records relating to a number of activities relating to each employee on one file. In such cases sentence the file with the longest retention period for any activity on the file.</i></p> <p><i>For control records used to manage case files and personnel management systems (eg staff registers and registers of personnel files), use INFORMATION MANAGEMENT - Control.]</i></p>	N/A

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Entry No.	Description of Records	Disposal Action
12.19.1 ■■■■■■■■■■	<p>Records documenting insurance claims. Includes copies of claims, reports and related correspondence.</p> <p><i>[For compensation claims covering personal injury lodged by ACTPS personnel, use COMPENSATION - Cases.</i></p> <p><i>For compensation claims covering personal injury lodged by volunteer workers, use COMPENSATION - Claims.]</i></p>	Destroy 7 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.20.1 ■■■■■■■■■■	<p>Records of internal and external committees formed to consider matters relating to the personnel function. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. <p><i>[For consultations with Workplace Relations Committee, use INDUSTRIAL RELATIONS - Committees.</i></p> <p><i>For negotiations with staff and union representatives in establishing a Certified Agreement, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i></p>	Destroy 3 years after action completed
12.20.2 ■■■■■■■■■■	<p>Working papers documenting the conduct and administration of committees held to consider matters relating to the personnel function. Includes:</p> <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the personnel function.	Destroy 7 years after action completed

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.25.1 ■■■■■■■■■■	Records documenting contract management relating to the personnel function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Counselling

The activities associated with giving advice or guidance to an employee for various reasons.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.29.1 ■■■■■■■■■■	Records documenting general counselling of staff. Includes: <ul style="list-style-type: none"> • personal counselling • new entry counselling • career counselling • work performance counselling • counselling for minor breaches to the Code of Conduct <p><i>[For counselling relating to a disciplinary matter, use PERSONNEL - Discipline.</i></p> <p><i>For post appointment counselling and counselling of unsuccessful candidates, use PERSONNEL - Recruitment.]</i></p>	Destroy 2 years after action completed
12.29.2 ■■■■■■■■■■	Records documenting financial counselling of staff on separation. Includes superannuation and retirement counselling.	Destroy 7 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.33.1 ■■■■■■■■■■	Records documenting investigations of misconduct (eg a breach of the Code of Conduct) by either by the agency or an external body, which result in disciplinary action being taken. <i>[For the carrying out of sanctions and suspensions on an employee found to have breached the Code of Conduct or found guilty of misconduct, use the relevant activity under the PERSONNEL function eg PERSONNEL - Salaries and/or PERSONNEL - Separations.</i> <i>For appeals against a decision on a misconduct charge, use PERSONNEL - Reviews (decisions).]</i>	Destroy 5 years after action completed
12.33.2 ■■■■■■■■■■	Records documenting allegations into misconduct where no follow-up investigation is made (ie where allegations are proved to be frivolous or vexatious).	Destroy 18 months after action completed
12.33.3 ■■■■■■■■■■	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has requested the retention of the records.	Destroy 75 years after date of birth of employee or 7 years after last action whichever is later, or when requested by employee
12.33.4 ■■■■■■■■■■	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has not requested the retention of the records.	Destroy 18 months after investigation is completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Employment Conditions

The activities associated with managing the general conditions of employment for personnel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.39.1 ■■■■■■■■■■	Records documenting the appointment of heads of executive agencies. Includes report from Chief Executive on the vacancy, the Ministerial instrument of appointment and arrangements on remuneration and other employment conditions. <i>[For employment agreements/contracts (eg Australian Workplace Agreements), use PERSONNEL - Agreements.</i> <i>For termination of appointment of heads of executive agencies, use PERSONNEL - Separations.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Employment Conditions - Continued

The activities associated with managing the general conditions of employment for personnel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.39.2 ■■■■■■■■■■	<p>Records documenting the consolidated employment history of permanent officers and Chief Executive, Executive Director and Director employees from initial appointment and subsequent promotions and details of higher duties undertaken. Includes:</p> <ul style="list-style-type: none"> • letter of appointment and conditions of engagement • letter of acceptance • details of assigned duties (initial and subsequent variations) • probation reports • medical examinations/ health declarations • records detailing personal particulars and supporting documentation eg birth certificates • evidence of educational qualifications • declarations of pecuniary interest • undertakings to preserve official secrets. <p><i>[For employment agreements/contracts (eg Australian Workplace Agreements), use PERSONNEL - Agreements.</i></p> <p><i>For pre-employment security checks, use PERSONNEL - Security.</i></p> <p><i>For salary and superannuation related records completed on appointment, use PERSONNEL - Salaries.</i></p> <p><i>For reviews of recruitment decisions, use PERSONNEL - Reviews (decisions).</i></p> <p><i>For moving personnel from one location to another to take up an appointment, use PERSONNEL - Moving.]</i></p>	<p>Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later</p>
12.39.3 ■■■■■■■■■■	<p>Records documenting potential exposure to hazardous substances, including asbestos, or records detailing that an employee was located at places identified as containing hazardous substances.</p> <p><i>[For health surveillance of employees who have been exposed to hazardous substances, use OH&S - Cases.]</i></p>	<p>Destroy in the year 2040 or 75 years after date of birth whichever is later</p>

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Employment Conditions - Continued

The activities associated with managing the general conditions of employment for personnel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.39.4 ■■■■■■■■■■	Records documenting the appointment of temporary employees. <i>[For agreements/contracts undertaken with non-ongoing employees, use PERSONNEL - Agreements.]</i>	Destroy 7 years after termination of appointment
12.39.5 ■■■■■■■■■■	Records documenting the engagement of volunteers and students undertaking work experience placements. Includes personal details, agreed undertakings relating to conditions of engagement and details of work performed. <i>[For insuring volunteer/ work experience workers, use PERSONNEL - Insurance.]</i> <i>[For compensation claims lodged by volunteer/ work experience workers, use COMPENSATION - Claims.]</i>	Destroy 2 years after engagement ceases
12.39.6 ■■■■■■■■■■	Records supporting higher duty arrangements. <i>[For arranging the payment of high duties allowances, use PERSONNEL - Allowances.]</i>	Destroy 7 years after action completed
12.39.7 ■■■■■■■■■■	Records documenting redeployment of Chief Executive, Executive Director and Director personnel. Includes reassignment both at level and to a lower classification.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Employment Conditions - Continued

The activities associated with managing the general conditions of employment for personnel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.39.8 ■■■■■■■■■■	Records documenting the reduction in the classification of an ACTPS employee either with or without the employees consent. <i>[For disciplinary action leading to a reduction in the classification of an employee, use PERSONNEL - Discipline.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
12.39.9 ■■■■■■■■■■	Records documenting the management of personnel under employment schemes eg apprenticeships, scholarships, cadetships and traineeships.	Destroy 7 years after completion of training
12.39.10 ■■■■■■■■■■	Records documenting the management of non-Territory remuneration for performing duties as an ACTPS employee.	Destroy 7 years after action completed
12.39.11 ■■■■■■■■■■	Attendance records for employees where agency agreements or individual employee agreements or contracts allow for the payment of overtime. Includes: <ul style="list-style-type: none"> • attendance books • clock on/off cards • flextime sheets • overtime records. 	Destroy 7 years after action completed
12.39.12 ■■■■■■■■■■	Attendance records for employees where agency agreements or individual employee agreements or contracts do not allow for the payment of overtime. Includes: <ul style="list-style-type: none"> • attendance books • clock on/off cards • flextime sheets. 	Destroy 2 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Employment Conditions - Continued

The activities associated with managing the general conditions of employment for personnel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.39.13 ■■■■■■■■■■	Records documenting the management of rosters.	Destroy 1 year after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.42.1 ■■■■■■■■■■	Records documenting the evaluation of existing and potential programs and services supporting the personnel function. <i>[For the evaluation of strategic personnel programs, use STRATEGIC MANAGEMENT - Evaluation.</i> <i>For the evaluation of the performance of individual employees against performance agreements, use PERSONNEL - Performance Management.]</i>	Destroy 5 years after action completed


PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).


Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

Entry No.	Description of Records	Disposal Action
12.51.1 	Records documenting formal grievances lodged by an individual employee and considered either internally within the organisation and/or by an external body. Includes notes of meetings, reports and recommendations. <i>[For records covering disciplinary action resulting from a grievance, use PERSONNEL - Discipline.</i> <i>For records covering grievances lodged by a number of employees, use INDUSTRIAL RELATIONS - Grievances.</i> <i>For appeals against decisions eg promotion, use PERSONNEL - Reviews (decisions).]</i>	Destroy 5 years after action completed

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

Entry No.	Description of Records	Disposal Action
12.55.1 	Records documenting infringements by an employee. <i>[For infringements which lead to disciplinary action, use PERSONNEL - Discipline.</i> <i>For the management of driving infringements, use FLEET MANAGEMENT - Infringements.]</i>	Destroy 18 months after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

For workers compensation insurance, use COMPENSATION - Insurance.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.59.1 ■■■■■■■■■■	Insurance policies supporting the management of the personnel function eg for personal and household effects being moved overseas and insuring volunteer workers.	Destroy 7 years after action completed
12.59.2 ■■■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after policy expires

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Leave

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.65.1 ■■■■■■■■■■	Consolidated leave history records.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
12.65.2 ■■■■■■■■■■	Records documenting long service leave, parental leave and leave without pay exceeding 5 days in any one calendar year (ie leave used to calculate entitlements for superannuation or long service leave).	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
12.65.3 ■■■■■■■■■■	Records documenting all other leave (with and without pay). Includes: <ul style="list-style-type: none"> • sick leave • recreation leave • special and personal leave • study leave • jury service and • Defence training leave. 	Destroy 7 years after action completed

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.70.1 ■■■■■■■■■■	Records documenting recruitment campaigns run by an agency (eg graduate employment schemes).	Destroy 3 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

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Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry No.	Description of Records	Disposal Action
12.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the personnel function.	Destroy 3 years after action completed
12.72.2 ■■■■■■■■■■	Working papers documenting the condition and administration of meetings held to support the personnel function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Moving

The process of relocation of an agency, business unit, workgroup or individual.

For relocation of workgroups, use PROPERTY MANAGEMENT - Moving.

Entry No.	Description of Records	Disposal Action
12.75.1 ■■■■■■■■■■	Records documenting the removal of an employee and their family's personal effects. Includes arrangements made for the storage of personal and household effects at Territory expense. <i>[For any insurance claims made for loss or damage to property, use PERSONNEL - Insurance.</i> <i>For managing financial transactions supporting the moving of an employee, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.]</i>	Destroy 3 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Performance Management

The process of identifying, evaluating, and developing corporate and employee work performance so that the agency's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.78.1 ■■■■■■■■■■	Records documenting the management of agency performance management schemes. <i>[For the development of agency performance management schemes, use PERSONNEL - Policy.</i> <i>For training of staff in the conduct of agency performance management schemes, use STAFF DEVELOPMENT - Training.]</i>	Destroy 5 years after action completed
12.78.2 ■■■■■■■■■■	Performance agreements with individual employees. Includes final version of agreement, notes from meetings with employees and assessment and review reports. <i>[For Australian Workplace Agreements and other agreements/contracts covering the employment of individual employees, use PERSONNEL - Agreements.</i> <i>For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i>	Destroy 2 years after agreement is superseded
12.78.3 ■■■■■■■■■■	Records documenting the conferring of awards (honours) on individuals, staff members and teams in recognition of achievements.	Destroy 5 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For broad level human resource planning, use STRATEGIC MANAGEMENT - Planning.

For individual development plans produced as part of a performance agreement, use PERSONNEL - Performance Management.

Entry No.	Description of Records	Disposal Action
12.79.1 ■■■■■■■■■■	Final versions of agency-wide personnel plans (eg workplace diversity plan or succession plan).	Destroy 5 years after plan is superseded
12.79.2 ■■■■■■■■■■	Final version of a section or business unit's personnel plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
12.79.3 ■■■■■■■■■■	Working papers used to develop all personnel plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
12.79.4 ■■■■■■■■■■	Copies of all personnel plans.	Destroy when reference ceases

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's personnel policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as Territory Archives
12.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide policies relating to the personnel function.	Destroy 2 years after promulgation of new policy
12.80.3 ■■■■■■■■■■	Working papers documenting the development of all personnel policies.	Destroy 3 years after promulgation of the new policy
12.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the personnel function.	Destroy 5 years after procedures are superseded
12.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the Personnel function.	Destroy 1 year after completion of procedures
12.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, advertising vacant positions and handling applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

For review of recruitment decision, use PERSONNEL - Reviews (decisions).

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.86.1 ■■■■■■■■■■	<p>Records documenting the filling of vacancies in an agency. Includes officers and executive and temporary employees. Includes:</p> <ul style="list-style-type: none"> • advertisements • applications • referee reports • interview reports • gazette notices • notification to unsuccessful applicants. <p><i>[For letter of appointment to the successful applicant and supporting documentation, use PERSONNEL - Employment Conditions.</i></p> <p><i>For post recruitment counselling, use PERSONNEL - Counselling.]</i></p>	Destroy 1 year after recruitment has been finalised
12.86.2 ■■■■■■■■■■	Records documenting the management of unsolicited applications.	Destroy 1 year after action completed


PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Rehabilitation

The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a rehabilitation coordinator.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.87.1 	Records documenting the rehabilitation of workers to full employment which are not related to a compensation case. Includes return to work plans. <i>[For rehabilitation records relating to compensation cases, use COMPENSATION - Cases.]</i>	Retain for 7 years after completion of rehabilitation

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.88.1 ■■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the personnel function (eg workplace diversity report).	Destroy 5 years after action completed
12.88.2 ■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the personnel function.	Destroy 3 years after action completed
12.88.3 ■■■■■■■■■■	Records documenting surveys carried out support the personnel function.	Destroy 5 years after action completed
12.88.4 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after report is completed
12.88.5 ■■■■■■■■■■	Copies of personnel reports.	Destroy when reference ceases

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.90.1 ■■■■■■■■■■	Records documenting the nomination, appointment, resignation from and/or termination of agency representatives on bodies considering matters relating to the personnel function. <i>[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives. For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]</i>	Destroy 3 years after end of the appointment

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the personnel function. Includes documents establishing the review, final version of report and action plan.	Destroy 5 years after action completed
12.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the personnel function.	Destroy 2 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

For disciplinary action taken as a result of a misconduct charge, use PERSONNEL - Discipline.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.94.1 ■■■■■■■■■■	Records documenting reviews of promotion decisions.	Destroy 1 year after recruitment has been finalised
12.94.2 ■■■■■■■■■■	Records documenting reviews of actions, other than reviews of promotion decisions, either carried out within the agency or by an external authority.	Destroy 5 years after action completed
12.94.3 ■■■■■■■■■■	Records documenting applications for reviews of action that were not proceeded with (eg if the application for review is considered frivolous or vexatious).	Destroy 18 months after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Salaries

The process of managing the payment of salaries to personnel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.96.1 ■■■■■■■■■■	Records documenting the payment of employees' salaries. Includes: <ul style="list-style-type: none"> • taxation declaration records • group certificates • payroll deduction authorities • records relating to the recovery of overpayments • deductions to satisfy a judgement debt • employee pay history records. <p><i>[For the payment of salaries, use FINANCIAL MANAGEMENT - Salaries.]</i></p>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
12.96.2 ■■■■■■■■■■	Records documenting superannuation deductions.	Destroy 7 years after termination of employment in the ACTPS
12.96.3 ■■■■■■■■■■	Records documenting the management of special salary packaging arrangements. Includes Fringe Benefit Tax (FBT) arrangements.	Destroy 7 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For the issue of keys to employees, use PROPERTY MANAGEMENT - Security or EQUIPMENT & STORES - Security.

For security breaches by an employee involving the inappropriate handling of records and/or the disclosure of information, use INFORMATION MANAGEMENT - Security.

For security breaches by an employee involving premises, use PROPERTY MANAGEMENT - Security.

For security breaches by an employee involving equipment and stores, use EQUIPMENT & STORES - Security.

For security breaches by an employee involving the use of technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.

For any disciplinary action taken against an employee for a breach of security, use PERSONNEL - Discipline.

Entry No.	Description of Records	Disposal Action
12.97.1 ■■■■■■■■■■	Register of security clearances and passes held by agency staff.	Destroy 10 years after last entry
12.97.2 ■■■■■■■■■■	Records documenting the issue of security passes to employees.	Destroy 5 years after pass expires
12.97.3 ■■■■■■■■■■	Records documenting security checks (vetting) carried out as part of pre-engagement and pre-employment checks, or periodic reviews.	Destroy 5 years after separation from the ACTPS or 6 years after the date of the last clearance check on file, whichever is sooner

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Separations

The activities associated with managing any method of leaving an agency. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel. Excludes transfers.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.98.1 ■■■■■■■■■■	Records documenting the separation of officers and executives. Includes: <ul style="list-style-type: none"> • retirements (including retirement with incentive) • resignations • voluntary redundancies • dismissal • death • retrenchment. <p><i>[For the temporary or permanent transfer of officers, use PERSONNEL - Employment Conditions.]</i></p>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
12.98.2 ■■■■■■■■■■	Records documenting the termination of a non-ongoing employee before the completion of a specified term of employment.	Destroy 7 years after termination

Social Clubs

The activities involved in the agency's relationship with social clubs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.99.1 ■■■■■■■■■■	Records documenting staff social clubs including support and/or sponsorship given by the agency.	Destroy 2 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.103.1 ■■■■■■■■■■	Records documenting management of staff suggestion schemes promoted by an agency.	Destroy 5 years after action completed
12.103.2 ■■■■■■■■■■	Records of suggestions made by staff.	Destroy 2 years after action completed

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
12.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
12.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
12.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
12.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
12.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
12.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.104.8 	Contract register.	Destroy 7 years after last entry

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Acquisition - Continued

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.




For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.

For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.

For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
13.3.1 	Records documenting the acquisition of properties of Territory significance (see functional scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> • investigations into and reports on the property • environmental impact assessments • budgetary estimates • cost benefit analyses. 	Retain as Territory Archives
13.3.2 	Records documenting the acquisition of properties without Territory significance (see functional scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> • investigations into and reports on the property • environmental impact assessments • budgetary estimates • cost benefit analyses. 	Destroy 7 years after disposal of property
13.3.3 	Deeds and certificates of title for property owned by the agency.	Transfer to new owner when property is disposed of.

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Acquisition - Continued

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.

For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.

For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.

For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
13.3.4 ■■■■■■■■■■	Records documenting the negotiations for other properties where the acquisition was not proceeded with.	Destroy 7 years after purchase is suspended
13.3.5 ■■■■■■■■■■	Records documenting the acquisition of goods and services required for the support of the property management function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). <i>[For the acquisition of property management goods and services through a tender process, use PROPERTY MANAGEMENT - Tendering.]</i>	Destroy 7 years after action completed
13.3.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records for the acquisition of property when there is no tendering process.	Destroy 12 years after disposal of property

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.5.1 ■■■■■■■■■■	Records documenting the receipt and provision of advice on property management. <i>[For legal advice on property management matters, use LEGAL SERVICES - Advice.]</i>	Destroy 5 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For leasing of property, use PROPERTY MANAGEMENT - Leasing.

For leasing-out of property, use PROPERTY MANAGEMENT - Leasing-out.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.6.1 ■■■■■■■■■■	Final versions of agreements made to support the property management function (eg Memoranda of Understanding and tenancy agreements).	Destroy 7 years after expiry or other termination of agreement
13.6.2 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement
13.6.3 ■■■■■■■■■■	Records documenting agreements made with property owners relating to easement and right-of-way arrangements.	Destroy 7 years after expiry of agreement

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry No.	Description of Records	Disposal Action
13.9.1 ■■■■■■■■■■	Records documenting appeals made against the level of compensation for compulsory acquisition of property. <i>[For the compulsory acquisition of property, use PROPERTY MANAGEMENT - Acquisition.</i> <i>For claims made against the compulsory acquisition of property, use PROPERTY MANAGEMENT - Claims.</i> <i>For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and Litigation.]</i>	Destroy 10 years after last action

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Entry No.	Description of Records	Disposal Action
13.11.1 ■■■■■■■■■■	Records documenting routine arrangements for the use of properties. Includes parking arrangements and facility bookings. <i>[For managing financial transactions associated with the use of properties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.</i> <i>For leasing-out arrangements, use PROPERTY MANAGEMENT- Leasing-out.]</i>	Destroy 1 year after action completed

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For routine inspections of hazardous substances in the workplace, use OH&S - Inspections.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.13.1 ■■■■■■■■■■	Final internal and external audit report relating to the property management function. Includes the final reports from audits conducted by the ACT Auditor General's Office and environmental audits.	Destroy 5 years after action completed
13.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to property management.	Destroy 7 years after delegation expires
13.14.2 ■■■■■■■■■■	Authorisations for administrative actions relating to property management.	Destroy 7 years after authorisation expires

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

Entry No.	Description of Records	Disposal Action
N/A	<i>[Use this activity descriptor when there is a need, or an agency practice, to keep records relating to a number of activities together on one file eg a property file. In such cases sentence the file with the longest retention period for any activity on the file.]</i>	N/A

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Entry No.	Description of Records	Disposal Action
13.19.1 ■■■■■■■■■■	Records documenting claims made against compulsory acquisition of property. <i>[For the compulsory acquisition of property, use PROPERTY MANAGEMENT - Acquisition.</i> <i>For appeals made against compensation received for compulsory acquisition of property, use PROPERTY MANAGEMENT - Appeals.</i> <i>For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and Litigation.]</i>	Destroy 10 years after finalisation or withdrawal of claim
13.19.2 ■■■■■■■■■■	Records documenting insurance claims for damage to and/or loss of property. <i>[For insurance policies and annual renewals, use PROPERTY MANAGEMENT - Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim

PROPERTY MANAGEMENT

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Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.20.1 ■■■■■■■■■■	Records of committees formed to consider the management of properties of territory significance (see functional scope note). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. <p>Includes both internal and external committees.</p>	Retain as Territory Archives
13.20.2 ■■■■■■■■■■	Records of committees formed to consider the management of properties without territory significance (see functional scope note) and general matters relating to the property management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. <p>Includes both internal and external committees.</p>	Destroy 7 years after action completed
13.20.3 ■■■■■■■■■■	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the property management function. Includes: <ul style="list-style-type: none"> • agenda • notices of minutes • draft minutes. 	Destroy when reference ceases

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Entry No.	Description of Records	Disposal Action
13.21.1 ■■■■■■■■■■	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to the property management function.	Destroy 7 years after action completed

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

For maintenance activities, use PROPERTY MANAGEMENT - Maintenance.

For environmental audits, use PROPERTY MANAGEMENT - Audits.

Entry No.	Description of Records	Disposal Action
13.23.1 ■■■■■■■■■■	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of properties of territory significance (see functional scope note).	Retain as Territory Archives
13.23.2 ■■■■■■■■■■	Records documenting the activities involved in the restoration and enhancement of properties without territory significance (see functional scope note).	Destroy when property is disposed of or transfer to new owners.
13.23.3 ■■■■■■■■■■	Records documenting the restoration of contaminated land. <i>[For inspection to identify the type of contamination, use PROPERTY MANAGEMENT - Inspection.]</i>	Retain as Territory Archives

PROPERTY MANAGEMENT

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Construction

The process of making or building something.

For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.

For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.

For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.

For submissions to Cabinet seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.

Entry No.	Description of Records	Disposal Action
13.24.1 ■■■■■■■■■■	Records documenting construction activities carried out on properties of territory significance (see functional scope note). Includes: <ul style="list-style-type: none"> • records of consultations (eg with owners and local authorities) • specifications • building plans • project management records. 	Retain as Territory Archives
13.24.2 ■■■■■■■■■■	Records documenting the construction activities for properties without territory significance (see functional scope note). Includes: <ul style="list-style-type: none"> • records of consultations (eg with owners and local authorities) • specifications • building plans • project management records. 	Destroy when property is disposed of or transfer to new owners.
13.24.3 ■■■■■■■■■■	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
13.24.4 ■■■■■■■■■■	Working papers documenting the construction activities on properties without territory significance (see functional scope note.)	Destroy when reference ceases

PROPERTY MANAGEMENT

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Contracting out - Continued

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.25.1 ■■■■■■■■■■	Records documenting contract management relating to the property management function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports.	Destroy 7 years after completion or other termination of contract

PROPERTY MANAGEMENT

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Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.

Entry No.	Description of Records	Disposal Action
13.34.1 ■■■■■■■■■■	Records documenting the disposal of properties of territory significance (see functional scope note). Includes: <ul style="list-style-type: none"> • assessments and investigations • valuation certificates • details of preparation undertaken before disposal ('making good'). 	Retain as Territory Archives
13.34.2 ■■■■■■■■■■	Records documenting the disposal of properties without territory significance (see functional scope note) by sale, transfer, termination of lease, auction or destruction. Includes: <ul style="list-style-type: none"> • assessments and investigations • valuation certificates • details of preparation undertaken before disposal ('making good'). 	Destroy 7 years after last action
13.34.3 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and related records for the disposal of Territory property where there is no tender process.	Destroy 12 years after completion or other termination of contract

PROPERTY MANAGEMENT

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Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.42.1 ■■■■■■■■■■	Records documenting the evaluation of matters relating to the property management function.	Destroy 5 years after action completed

Fit-outs

The process of establishing or refurbishing a workplace. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.46.1 ■■■■■■■■■■	Records documenting the fit-outs of properties of territory significance (see functional scope note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives
13.46.2 ■■■■■■■■■■	Records documenting fit-outs of properties without territory significance (see functional scope note). Includes economic justification and any required notification of intent.	Destroy 1 year after next fit-out

[For construction activities, use PROPERTY MANAGEMENT - Construction.]

PROPERTY MANAGEMENT

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Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.53.1 ■■■■■■■■■■	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to property of territory significance (see functional scope note). Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives
13.53.2 ■■■■■■■■■■	Records documenting the implementation of counter-disaster plans after disasters such as fires and floods for properties without territory significance (see functional scope note) both leased and owned. Includes a copy of the plan implemented in the disaster recovery process.	Destroy 7 years after disposal of building
13.53.3 ■■■■■■■■■■	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to property management.	Destroy 5 years after action completed
13.53.4 ■■■■■■■■■■	Records documenting arrangements relating to the flying of flags.	Destroy when reference ceases

PROPERTY MANAGEMENT

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Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.57.1 ■■■■■■■■■■	Records documenting routine inspections of land, buildings or premises. Includes: <ul style="list-style-type: none"> • requests for inspections • administrative arrangements and inspection reports. <p><i>[For inspections carried out for the construction of a building, use PROPERTY MANAGEMENT- Construction.]</i></p>	Destroy 5 years after action completed
13.57.2 ■■■■■■■■■■	Records documenting inspections undertaken to determine whether asbestos and other hazardous substances are present in a building or land. <p><i>[For the removal of hazardous substances, use PROPERTY MANAGEMENT - Maintenance.</i></p> <p><i>For OH&S related routine inspections and regular inspections of asbestos material, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections.</i></p> <p><i>For audit related inspections, use PROPERTY MANAGEMENT - Audit.</i></p> <p><i>For decontamination of land, use PROPERTY MANAGEMENT- Conservation.]</i></p>	Destroy 75 years after last action or transfer copies to new owner if sold before this date.

PROPERTY MANAGEMENT

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Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

For the installation of furniture and fittings, use PROPERTY MANAGEMENT - Fit-outs.

Entry No.	Description of Records	Disposal Action
13.58.1 ■■■■■■■■■■	Records documenting installation of equipment (eg heating, plumbing, air-conditioning, security equipment and cabling) in properties. Includes arranging installations and location details eg fire panel, alarm panels.	Destroy after replacement of equipment or transfer to new owner or leasee of property.

[For the installation of cabling from the point of entry of service to outlets for technology and telecommunications equipment and facilities, use TECHNOLOGY & TELECOMMUNICATIONS - Installation.]

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

For records relating to insurance claims, use PROPERTY MANAGEMENT - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
13.59.1 ■■■■■■■■■■	Property insurance policies.	Destroy 7 years after policy expires
13.59.2 ■■■■■■■■■■	Records documenting the annual renewal of property insurance policies.	Destroy 1 year after action completed

PROPERTY MANAGEMENT

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Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.61.1 ■■■■■■■■■■	Inventories relating to the property management function.	Destroy when reference ceases

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.63.1 ■■■■■■■■■■	Records documenting the leasing of property (ie where the agency is the lessee). Includes: <ul style="list-style-type: none"> • space and accommodation assessments • negotiations • cost-benefit analysis • assessments • signed leases. 	Destroy 7 years after lease expires or is terminated
13.63.2 ■■■■■■■■■■	Records documenting the on-going management of leases.	Destroy 7 years after lease expires or is terminated
	<p><i>[For legal advice received on the leasing of property, use LEGAL SERVICES - Advice.</i></p> <p><i>For repairs and maintenance to leased properties, use PROPERTY MANAGEMENT - Maintenance.</i></p> <p><i>For managing financial transactions associated with leasing activities, use FINANCIAL MANAGEMENT- Accounting and FINANCIAL MANAGEMENT - Payments.]</i></p>	

PROPERTY MANAGEMENT

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Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.64.1 ■■■■■■■■■■	Records documenting leasing-out arrangements (ie where the agency is the lessor), including leasing residential accommodation to individual employees. Includes negotiations and signed leases.	Destroy 7 years after lease expires or is terminated
13.64.2 ■■■■■■■■■■	Working papers documenting the on-going management of leases where the agency is the lessor.	Destroy 7 years after lease expires or is terminated
<i>[For legal advice received on the leasing-out of property, use LEGAL SERVICES - Advice.</i>		
<i>For repairs and maintenance to leased properties, use PROPERTY MANAGEMENT - Maintenance.]</i>		

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.

For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.

For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.

Entry No.	Description of Records	Disposal Action
13.69.1 ■■■■■■■■■■	Records documenting repairs made to properties of territory significance (see functional scope note) after a disaster eg fire, floods etc. <i>[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.</i> <i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i> <i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	Retain as Territory Archives
13.69.2 ■■■■■■■■■■	Records documenting repairs made to properties without territory significance (see functional scope note) after a disaster eg fire, floods etc. <i>[For the implementation of a counter disaster plan, use PROPERTY MANAGEMENT - Implementation.</i> <i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i> <i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	Destroy when property is disposed of or transfer to new owners.
13.69.3 ■■■■■■■■■■	Records documenting major maintenance work carried out during the lifetime of a building (eg sometimes referred to as the maintenance history of a building).	Retain for the life of the property and transfer to new owner of the property

PROPERTY MANAGEMENT

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Maintenance - Continued

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.

For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.

For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.

Entry No.	Description of Records	Disposal Action
13.69.4 ■■■■■■■■■■	Records documenting the removal, and disposal of hazardous materials (including asbestos) from the fabric of the building. <i>[For inspections carried out to identify the presence of hazardous materials in a building, use PROPERTY MANAGEMENT - Inspections.</i> <i>For the ongoing inspections of the state of asbestos in buildings, use OH&S - Inspections.</i> <i>For plant testing and maintenance to meet OH&S compliance requirements, use OH&S - Compliance.]</i>	Destroy 75 years after removal of hazardous materials
13.69.5 ■■■■■■■■■■	Records documenting removal, storage and disposal of hazardous waste (eg chemicals from laboratories and pesticides). <i>[For the storage of hazardous materials, use EQUIPMENT & STORES - Arrangements.]</i>	Destroy 30 years after last action
13.69.6 ■■■■■■■■■■	Records documenting the removal of non-toxic waste, including classified waste.	Destroy 2 years after action completed
13.69.7 ■■■■■■■■■■	Records documenting the maintenance of cooling water systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers. <i>[For the inspection of water cooling systems, use PROPERTY MANAGEMENT - Inspections.]</i>	Destroy 7 years after action completed

PROPERTY MANAGEMENT

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Maintenance - Continued

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.

For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.

For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.

Entry No.	Description of Records	Disposal Action
13.69.8 ■■■■■■■■■■	Records documenting routine upkeep, repair and maintenance activities (eg cleaning, painting, pest control, grounds maintenance and electrical maintenance). <i>[For material safety data sheets, use OH&S - Health Promotion.]</i>	Destroy 2 years after action completed
13.69.9 ■■■■■■■■■■	Records documenting the monitoring of building management systems or energy management systems.	Destroy 3 years after last action

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry No.	Description of Records	Disposal Action
13.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the property management function. Includes meetings with external agencies.	Destroy 7 years after action completed
13.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the property management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

PROPERTY MANAGEMENT

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Moving

The process of relocation of an agency, business unit, workgroup or individual.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.75.1 ■■■■■■■■■■	Records documenting the relocation of an agency's business operations. Includes inventories, costings and records detailing arrangements with removalists. <i>[For tendering to select a removalist, use PROPERTY MANAGEMENT - Tendering.</i> <i>For the management of contracting-out arrangements, use PROPERTY MANAGEMENT - Contracting-out.</i> <i>For the relocation of individual employees, use PERSONNEL - Moving.]</i>	Destroy 2 years after last action

PROPERTY MANAGEMENT

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For diagrams and drawings used to support the property management function, use the appropriate activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.79.1 ■■■■■■■■■■	Final version of plans to support the management of properties of territory significance (see functional scope note).	Retain as Territory Archives
13.79.2 ■■■■■■■■■■	Final version of agency-wide property management plans. Includes: <ul style="list-style-type: none"> • counter disaster plan • annual maintenance plans • acquisition and disposal plans • space usage plans. <i>[For implementation of counter disaster plans, use PROPERTY MANAGEMENT - Implementation.]</i>	Destroy 6 years after plan is superseded
13.79.3 ■■■■■■■■■■	Final version of a section or business unit's property management plans, including state, regional or overseas offices.	Destroy 3 years after plan is superseded
13.79.4 ■■■■■■■■■■	Working papers used in developing all property management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
13.79.5 ■■■■■■■■■■	Copies of all property management plans.	Destroy when reference ceases

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's property management policies (eg energy policy). Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Destroy 7 years after policy is superseded
13.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide property management policies.	Destroy 2 years after promulgation of new policy
13.80.3 ■■■■■■■■■■	Working papers documenting the development of all property management policies.	Destroy 2 years after promulgation of new policy
13.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the property management function. Includes emergency procedures.	Destroy 5 years after procedures are superseded
13.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the property management function.	Destroy 2 years after procedures are superseded
13.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.88.1 ■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies on properties of territory significance (see functional scope note).	Retain as Territory Archives
13.88.2 ■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies relating to properties without territory significance (see functional scope note).	Destroy 10 years after action completed
13.88.3 ■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the property management function.	Destroy 3 years after action completed
13.88.4 ■■■■■■■■■■	Records documenting property surveys requested by the central office of an agency eg fire and security surveys.	Destroy 2 years after action completed
13.88.5 ■■■■■■■■■■	Working papers documenting the development of reports. Includes drafts and comments received.	Destroy 2 years after action completed
13.88.6 ■■■■■■■■■■	Copies of property management reports.	Destroy when reference ceases

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.93.1 ■■■■■■■■■■	Records documenting the review of programs and operations impacting on the management of properties of territory significance (see functional scope note). Includes documents establishing the review, final report and action plan.	Retain as Territory Archives
13.93.2 ■■■■■■■■■■	Records documenting a review of programs and operations impacting on the management of properties without territory significance (see functional scope note). Includes documents establishing the review, final report and action plan. Includes reviews based on the Territory Property Principles.	Destroy 5 years after last action
13.93.3 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the property management function.	Destroy 2 years after last action

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.95.1 ■■■■■■■■■■	Records documenting risk management including each stage of the process, risk assessments, treatment schedules and action plans. Includes risk assessment reports for water cooling systems.	Destroy 7 years after next risk assessment
13.95.2 ■■■■■■■■■■	Property management risk register.	Destroy 7 years after next risk assessment

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.97.1 	<p>Records documenting major security breaches or incidents (eg which result in the laying of charges, or where sabotage is strongly suspected). Includes:</p> <ul style="list-style-type: none"> • break-ins • unauthorised access or entry/trespass • intrusions into restricted areas • terrorism • intentional damage • bomb threats • fires • records of investigations • liaison with law-enforcement agencies. <p><i>[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.</i></p> <p><i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i></p> <p><i>For breaches involving equipment, use EQUIPMENT & STORES - Security.</i></p> <p><i>For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]</i></p>	Retain as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Security - Continued

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.97.2 	Records documenting minor security breaches or incidents (eg which do not result in the laying of charges, or where sabotage is not suspected). <i>[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.</i> <i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i> <i>For breaches involving equipment, use EQUIPMENT & STORES - Security.</i> <i>For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]</i>	Destroy 5 years after incident
13.97.3 	Records documenting property guarding, surveillance and patrol operations. Includes rosters and security reports. <i>[For tendering for the provision of security services, use PROPERTY MANAGEMENT - Tendering.</i> <i>For managing the performance of contracted-out security activities, use PROPERTY MANAGEMENT - Contracting-out.]</i>	Destroy 2 years after last action

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Security - Continued

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.97.4 ■■■■■■■■■■	Records documenting property access controls to secure areas. Includes: <ul style="list-style-type: none"> • access registers (eg visitor books) • keys register • security data logs • issue of security passes to visitors • reports on responses to alarm warnings. <p><i>[For the monitoring of building management systems (including security systems), use PROPERTY MANAGEMENT - Maintenance.</i></p> <p><i>For the issue of passes and identity cards to staff, use PERSONNEL - Security.]</i></p>	Destroy 3 years after action completed
13.97.5 ■■■■■■■■■■	Records of combinations for building locks.	Destroy when combination changes
13.97.6 ■■■■■■■■■■	Surveillance camera tapes.	Destroy when no longer required

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
13.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
13.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
13.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
13.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
13.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
13.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.104.8 	Contract register.	Destroy 7 years after last entry

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.5.1 ■■■■■■■■■■	Records documenting the receipt and provision of advice provided on the publication function.	Destroy 3 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For contracts and agreements entered into for publishing joint ventures, use PUBLICATION - Joint Venture.

For contracts concluded through carrying out a tendering process, use PUBLICATION - Tendering.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.6.1 ■■■■■■■■■■	Final version of agreements made to support the agency's publication function.	Destroy 7 years after expiry or completion or termination of agreement
14.6.2 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or completion or termination of agreement
14.6.3 ■■■■■■■■■■	Records documenting agreements made when an agency vests Crown copyright in another author or person/organisation.	Destroy 50 years after date of agreement or after the expiry date as specified in the agreement

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.13.1 	Final internal and external audit report relating to the publication function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after last action
14.13.2 	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none">• liaison with the auditing body• notes taken at opening and exit interviews• draft report• comments.	Destroy 5 years after last action

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the publication function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. <p>Includes both internal and external committees.</p>	Destroy 3 years after action completed
14.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the publication function. Includes: <ul style="list-style-type: none"> • agenda • notices of minutes • draft minutes. 	Destroy when reference ceases

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements for the publication function. Includes: <ul style="list-style-type: none"> • lodgements of agency publications under Section 201 of the Copyright Act 1968 • allocation of ISBN, ISSN, barcodes and URL addresses • the attachment of privacy statements to websites • notification to lead agency of new titles • use of official symbols • Internet domain names. 	Destroy 7 years after action completed

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.25.1 ■■■■■■■■■■	Records documenting contract management relating to the publication function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Corporate Style


The activity of compiling and administering guidelines on the consistency in written style, graphic design, corporate wardrobe etc within the agency. Includes designing logos, letterhead, stationery, publications etc that incorporate the corporate image of the agency.

Entry No.	Description of Records	Disposal Action
14.27.1 	Agency style manuals	Destroy when style manual is superseded
14.27.2 	Records documenting the development and approval of designs for agency logos, letterhead, stationery and publications incorporating the corporate image of the organisation. <i>[For records documenting the production process, use PUBLICATION - Production.</i> <i>For records documenting forms design, use INFORMATION MANAGEMENT - Control.]</i>	Destroy when style superseded
14.27.3 	Records documenting rejected designs.	Destroy when reference ceases
14.27.4 	Records documenting the implementation and administration of the approved corporate style for agency documents, stationery and publications.	Destroy when style superseded

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For records relating to disposal of non-agency publications, use INFORMATION MANAGEMENT - Disposal.

Entry No.	Description of Records	Disposal Action
14.34.1 	Duplicate agency publications.	Destroy when reference ceases

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Distribution - Continued

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.36.1 ■■■■■■■■■■	Records documenting the distribution activity for agency publications. Includes address lists. <i>[For accounting records supporting the sale of publications, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy when reference ceases

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc. prior to production.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.38.1 ■■■■■■■■■■	Records documenting the drafting process of agency publications (including annual reports). <i>[For final electronic/paper drafts, use PUBLICATION - Production.</i> <i>For the drafting of legislation, use STRATEGIC MANAGEMENT - Legislation.]</i>	Destroy when reference ceases

Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.40.1 ■■■■■■■■■■	Enquiries received from the public or another government agency seeking information about the agency's publications.	Destroy after action completed

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.42.1 ■■■■■■■■■■	Records documenting the evaluation of publication programs and products (eg websites and publications).	Destroy 5 years after evaluation completed
14.42.2 ■■■■■■■■■■	Records documenting the evaluation of manuscripts against the agency's publication plan and selection criteria. <i>[For manuscripts chosen for publication, use PUBLICATION - Production.]</i>	Destroy 2 years after evaluation completed

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

For handling infringements of an organisation's intellectual property, use LEGAL SERVICES - Infringements.

For the establishment and general management of intellectual property, use LEGAL SERVICES - Intellectual Property.

For the payment and receipt of royalties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.




Entry No.	Description of Records	Disposal Action
14.60.1 ■■■■■■■■■■	Requests from the public and other agencies for permission to reproduce either published or unpublished material in which the agency retains copyright. Includes liaison with the lead agency.	Destroy 7 years after action completed
14.60.2 ■■■■■■■■■■	Applications made by the agency to reproduce published material held under copyright by another agency, organisation or individual. <i>[For agreements undertaken to vest Crown copyright in another author or person/organisation, use PUBLICATION - Agreements.]</i>	Destroy 7 years after action completed

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.62.1 	Records documenting the management of publishing joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after action completed
14.62.2 	Signed joint venture contracts under seal and supporting records.	Destroy 12 years after completion or other termination of contract
14.62.3 	Signed simple joint venture contracts and agreements and supporting records.	Destroy 7 years after completion or other termination of contract

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Entry No.	Description of Records	Disposal Action
14.70.1 ■■■■■■■■■■	Records documenting the marketing of publications. Includes research and assessment of products against market trends, sale forecasting, pricing and liaison with retailers. <i>[For the development of a marketing plan, use PUBLICATION - Planning.]</i>	Destroy 5 years after action completed
14.70.2 ■■■■■■■■■■	Records documenting the promotion of agency publications. Includes arranging advertising, product launches, displays at appropriate venues and photographs taken.	Destroy 3 years after action completed
14.70.3 ■■■■■■■■■■	Records documenting the sale of an agency's publications. Includes the receipt and processing of orders. <i>[For managing financial transactions supporting the sale of the agency's publications, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy 1 year after sale

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry No.	Description of Records	Disposal Action
14.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the publication function. Includes meetings with external agencies.	Destroy 3 years after action completed
14.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the publication function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.79.1 ■■■■■■■■■■	Final version of agency-wide publication plans.	Destroy 3 years after plan is superseded
14.79.2 ■■■■■■■■■■	Final version of a section or business unit's publication plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
14.79.3 ■■■■■■■■■■	Final version of publication project plan for the production of a specific product or publication.	Destroy 1 year after production of publication
14.79.4 ■■■■■■■■■■	Final version of marketing plans for a specific product or publication.	Destroy 3 years after action completed
14.79.5 ■■■■■■■■■■	Working papers used to develop all publication plans. Includes draft plans, reports analysing issues, and comments received and input made by other areas of the agency.	Destroy 1 year after adoption of the final plan
14.79.6 ■■■■■■■■■■	Copies of all publication plans.	Destroy when reference ceases

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's publication policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Destroy 5 years after policy is superseded
14.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide publication policies.	Destroy 2 years after promulgation of new policy
14.80.3 ■■■■■■■■■■	Working papers documenting the development of all publication policies.	Destroy 2 years after promulgation of new policy
14.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the publication function.	Destroy when procedures are superseded
14.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the publication function.	Destroy 1 year after production of procedures
14.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Production

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.83.1 ■■■■■■■■■■	Master set of agency publications produced before 1968 (ie before the commencement of legal deposit under the Copyright Act 1968). <i>[For the disposal of duplicate agency publications produced before 1968, use PUBLICATIONS - Disposal.]</i>	Retain as Territory Archives
14.83.2 ■■■■■■■■■■	Agency publications produced after 1968 (ie after commencement of legal deposit with the National Library of Australia under the Copyright Act, 1968). Includes all publications on CD-ROMs, disks, videos, audio tapes produced for the public using Territory funding and covers: <ul style="list-style-type: none"> • books • booklets • brochures • conference proceedings • pamphlets, programs • newsletters • published reports (eg annual reports) • published training material • maps • plans • charts • posters • greeting cards • calendars • reprints of journal articles. <i>[For the disposal of duplicate agency publications produced after 1968, use PUBLICATIONS - Disposal.]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.
14.83.3 ■■■■■■■■■■	Publications produced only in an electronic format on an agency's public website.	Retain as Territory Archives (1) capture in agency's electronic recordkeeping system, and (2) transfer to National Library's Pandora project.

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Production - Continued

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.83.4 	Master copy of agency-produced films.	Retain as Territory Archives
14.83.5 	Snapshot of agency's public website. <i>[For carrying out a risk analysis to determine the timing of taking a snapshot of an agency's website, use PUBLICATIONS - Risk Management For system logs recording changes to websites and intranet site, use TECHNOLOGY & TELECOMMUNICATIONS - Control.]</i>	Retain as Territory Archives
14.83.6 	Snapshot of agency's intranet site, extranet sites and websites hosted on behalf of other organisations.	Destroy when reference ceases
14.83.7 	Agency publications other than those paper publications lodged with the National Library of Australia (NLA) under legal deposit or electronic publications lodged with the NLA's Pandora project eg procedures, manuals and circulars.	Destroy according to disposal action directed under a relevant function in this Schedule or an agency's function specific disposal schedule

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Production - Continued

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.83.8 	<p>Records documenting the production process.</p> <p>For paper-based publications includes:</p> <ul style="list-style-type: none"> • graphic design • indexing • final drafts of publications (electronic/paper version) • proof-reading • printing/binding. <p>For electronic publications includes:</p> <ul style="list-style-type: none"> • graphic design • preparation of source files • marking-up of document, including applying metadata • quality assurance and testing of final HTML files • creation of master version • production of electronic media products (eg CD-ROMs, diskettes) • updating and maintaining information and websites. <p>For films and videos:</p> <ul style="list-style-type: none"> • production script • selection of a production company • liaison with production company <p><i>[For the activities associated with the preparation of drafts prior to publication, use PUBLICATION - Drafting.</i></p> <p><i>For documenting the assignment of identifiers eg URL, ISSN and ISBN, use PUBLICATION - Compliance.</i></p> <p><i>For planning the production of a specific product or publication, use PUBLICATION - Planning.]</i></p>	Destroy 3 years after production

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.88.1 ■■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the publication function.	Destroy 5 years after action completed
14.88.2 ■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the publication function. Includes work progress reports, production reports, reports against work plans and reports on statistical and other surveys.	Destroy 3 years after action completed
14.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
14.88.4 ■■■■■■■■■■	Copies of publication reports.	Destroy when reference ceases

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.91.1 ■■■■■■■■■■	Records documenting research undertaken to support major publications of the agency.	Destroy 6 years after publication
14.91.2 ■■■■■■■■■■	Records documenting routine research undertaken to support other publications of the agency.	Destroy 1 year after publication

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Reviewing - Continued

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the publication function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
14.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the publication function.	Destroy 2 years after action completed

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.95.1 ■■■■■■■■■■	Records documenting risk management relating to the publication function (eg risk analysis to determine timing for a snapshot to be taken of the agency's web/intranet site). Includes records covering each stage of the process.	Destroy 7 years after last snapshot of website was taken
14.95.2 ■■■■■■■■■■	Records documenting other risk management analysis undertaken to support the publication function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
14.95.3 ■■■■■■■■■■	Publications risk register.	Destroy 7 years after last risk assessment

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Stocktake

The activities associated with the examination, counting and valuing of goods in the agency with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.101.1 	Records documenting stocktakes of agency's publications (eg stocktake lists). Includes recommendations for the reprint/reproduction of a publication.	Destroy 2 years after action completed

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
14.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation reports, recommendations, final report and public notices.	Destroy 7 years after tender process completed
14.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
14.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
14.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
14.104.6 ■■■■■■■■■■	Signed contracts under seal and supporting records.	Destroy 12 years after completion or other termination of contract
14.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14.104.8 	Contract register.	Destroy 7 years after last entry

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.3.1 ■■■■■■■■■	Records documenting the acquisition of goods (eg training packages) and services (eg training consultants) required to support the staff development function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). <i>[For the acquisition of staff development goods and services through a tender process, use STAFF DEVELOPMENT - Tendering.</i> <i>For managing contracted services supporting the acquisition process, use STAFF DEVELOPMENT - Contracting-out.</i> <i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after action completed

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For the publication of addresses in conference proceedings or training material, use PUBLICATION - Production.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.4.1 ■■■■■■■■■	Final versions of addresses delivered to conferences and training courses supporting the staff development function.	Destroy when reference ceases
15.4.2 ■■■■■■■■■	Records documenting the preparation of addresses. Includes working papers and drafts.	Destroy when reference ceases

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.5.1 ■■■■■■■■■■	Records relating to the receipt and provision of advice on the staff development function. Includes the procurement and distribution of advice on training courses.	Destroy 3 years after action completed

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.8.1 ■■■■■■■■■■	Records documenting the payment of allowances to employees to attend training courses. <i>[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]</i>	Destroy 7 years after action completed

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.11.1 ■■■■■■■■■■	Records relating to travel and accommodation arrangements made for employees to attend training courses and conferences.	Destroy 1 year after action completed

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.13.1 ■■■■■■■■■■	Final versions of internal and external audit reports relating to the staff development function. Includes agency skills audit reports.	Destroy 5 years after report is completed
15.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the staff development function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. <p><i>[For the identification of training and development needs of individuals, use PERSONNEL- Performance Management.]</i></p>	Destroy 2 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the staff development function.	Destroy 7 years after delegation expires
15.14.2 ■■■■■■■■■■	Authorisations for administrative action relating to the staff development function.	Destroy 7 years after action completed

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.20.1 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the staff development function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 3 years after action completed
15.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the staff development function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the staff development function.	Destroy 7 years after action completed

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

Entry No.	Description of Records	Disposal Action
15.22.1 ■■■■■■■■■■	Records documenting conferences arranged by the agency to support the staff development function. Includes: <ul style="list-style-type: none"> • program development • invitations to speakers • promotion activities • registrations • venue bookings • copies of financial statements. 	Destroy 3 years after action completed
15.22.2 ■■■■■■■■■■	Reports commenting on and assessing agency-arranged conferences held to support the staff development function.	Destroy 5 years after action completed
15.22.3 ■■■■■■■■■■	Master copies of unpublished proceedings and reports, speeches and papers from agency arranged conferences to support the staff development function. <i>[For published agency-arranged conference proceedings, use PUBLICATIONS - Production.]</i>	Destroy 5 years after last action
15.22.4 ■■■■■■■■■■	Records documenting the attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and conference registration forms. <i>[For travel and accommodation arrangements made for staff to attend conferences, use STAFF DEVELOPMENT - Arrangements.]</i>	Destroy when reference ceases
15.22.5 ■■■■■■■■■■	Copies of published conference proceedings and official reports received at conferences arranged by other organisations.	Place one copy in agency library or information centre. Destroy when reference ceases
15.22.6 ■■■■■■■■■■	Assessments of conferences arranged by other organisations.	Destroy 3 years from the date of the conference

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Contracting out - Continued

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.25.1 ■■■■■■■■■■	Records documenting contract management relating to the staff development function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.42.1 ■■■■■■■■■■	Records documenting the evaluation of potential or existing activities, programs and events relating to an agencies staff development function.	Destroy 5 years after evaluation

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the staff development function. Includes meetings with external agencies.	Destroy 3 years after action completed
15.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the staff development function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Mentoring

The activities involved in managing mentoring programs within the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.73.1 ■■■■■■■■■■	Records documenting mentoring programs arranged by the agency to support the staff development function. Includes: <ul style="list-style-type: none"> • program development • invitations to speakers • promotion activities • registrations • venue bookings • copies of financial statements. 	Destroy 3 years after action completed
15.73.2 ■■■■■■■■■■	Reports commenting on and assessing agency-arranged mentoring programs held to support the staff development function.	Destroy 5 years after last action

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.79.1 ■■■■■■■■■■	Final version of agency-wide staff development plans. Includes training project management plans.	Destroy 5 years after plan is superseded
15.79.2 ■■■■■■■■■■	Final version of a section or business unit's staff development plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
15.79.3 ■■■■■■■■■■	Working papers used to develop all staff development plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
15.79.4 ■■■■■■■■■■	Copies of all staff development plans.	Destroy when reference ceases

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.80.1 ■■■■■■■■	Records documenting the development and establishment of the agency's staff development policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Destroy 5 years after policy is superseded
15.80.2 ■■■■■■■■	Records documenting comments made on the development of government-wide staff development policies.	Destroy 1 year after promulgation of the new policy
15.80.3 ■■■■■■■■	Working papers documenting the development of all staff development policies.	Destroy 1 year after promulgation of the new policy
15.80.4 ■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the staff development function.	Destroy when procedures are superseded
15.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the staff development function.	Destroy 1 year after production of procedures
15.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.88.1 ■■■■■■■■■■	Final version of formal reports and reports made to external agencies relating to the staff development function. Includes general staff surveys.	Destroy 5 years after action completed
15.88.2 ■■■■■■■■■■	Final version of periodic reports on general administrative matters used to monitor and document recurring activities to support the staff development function.	Destroy 3 years after action completed
15.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
15.88.4 ■■■■■■■■■■	Copies of staff development reports.	Destroy when reference ceases

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the staff development function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
15.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the staff development function.	Destroy 2 years after action completed

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after completion or other termination of contract
15.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
15.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
15.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process, where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
15.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
15.104.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
15.104.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after action completed
15.104.8 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Training - Continued

The activities associated with all aspects of training (external/internal) available to staff.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.105.1 ■■■■■■■■■■	Records documenting the administration of government-wide initiatives.	Destroy 5 years after action completed
15.105.2 ■■■■■■■■■■	Records documenting the administration of specific study schemes (eg Studybank, scholarships, agency-supported apprenticeship and other specific trainee schemes).	Destroy 7 years after action completed
15.105.3 ■■■■■■■■■■	Records detailing staff attendance at both internal and external courses.	Destroy 3 years after action completed
15.105.4 ■■■■■■■■■■	Records detailing administrative arrangements supporting the attendance of staff on training courses. Includes confirmation of course attendance and lodgement of application forms. <i>[For travel and accommodation arrangements made for staff to attend training courses, use STAFF DEVELOPMENT - Arrangements.]</i>	Destroy 2 years after action completed
15.105.5 ■■■■■■■■■■	Notices of examination results of either internal or external courses attended by staff. <i>[Individual formal assessments and examination results should be kept on the staff member's personnel history file. In such instances, use PERSONNEL - Cases.]</i>	Destroy 7 years after action completed
15.105.6 ■■■■■■■■■■	Records documenting assessments of internally and externally conducted courses. Includes course evaluations made by staff after attending courses.	Destroy 3 years after action completed

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Training - Continued

The activities associated with all aspects of training (external/internal) available to staff.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15.105.7 ■■■■■■■■■■	Master set of training material for courses run internally by the agency (eg induction courses, graduate training and training of volunteers). Includes: <ul style="list-style-type: none"> • programs • lecture notes • hand-outs • films and videos. <p><i>[For publishing training material, use PUBLICATION - Production.]</i></p>	Destroy when course is superseded or when training material is no longer relevant
15.105.8 ■■■■■■■■■■	Working papers documenting the development of training material for courses run internally by the agency.	Destroy 1 year after training material is produced
15.105.9 ■■■■■■■■■■	Records detailing administrative arrangements supporting the conduct of training courses run internally by the agency. Includes: <ul style="list-style-type: none"> • processing applications • venue bookings • hire of equipment • catering • copies of financial records. <p><i>[For the payment of accounts supporting the running of internal courses, use FINANCIAL MANAGEMENT - Accounting and Payments.]</i></p>	Destroy 2 years after action completed
15.105.10 ■■■■■■■■■■	Records documenting occupational health and safety (OH&S) training provided to agency staff including managers and OH&S representatives. Includes hazardous substance training and training provided to staff working in confined spaces.	Destroy 50 years after training is completed
15.105.11 ■■■■■■■■■■	Occupational health and safety (OH&S) training register.	Destroy 50 years after last entry

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.6.1 ■■■■■■■■■■	Final version of agreements made to support the agency's strategic management function. Includes service level agreements made between various units of the agency.	Destroy 5 years after agreement expires or is superseded
16.6.2 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 5 years after agreement expires or is superseded

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.13.1 ■■■■■■■■■■	Final internal and external audit reports relating to the strategic management function.	Destroy 10 years after action completed
16.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the strategic management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.20.1 ■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of agency policy and agency corporate planning (eg executive management boards). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives
16.20.2 ■■■■■■■■■■	Records of internal committees formed to consider specific matters relating to the strategic management function eg audit committee, steering committees and ad hoc committees. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing and discussion papers. <p><i>[Other committees that have a strategic management perspective should be linked to more specific functions eg use PERSONNEL - Committees for personnel committees, and TECHNOLOGY & TELECOMMUNICATIONS - Committees for information technology steering committees.]</i></p>	Destroy 10 years after action completed
16.20.3 ■■■■■■■■■■	Records documenting external or inter-agency committees formed to consider strategic management issues where the agency is a member. Includes: <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • minutes • supporting documents such as briefing and discussion papers. 	Destroy 5 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Committees - Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.20.4 ■■■■■■■■■■	Working papers documenting the conduct and administration of all committees which consider matters relating to the strategic management function. Includes: <ul style="list-style-type: none"> • agenda • notices of minutes • draft minutes. 	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.21.1 ■■■■■■■■■■	Records documenting agency compliance with broad legislative and regulatory requirements.	Destroy 7 years after action completed

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[For internal conferences to discuss strategic management issues, use STRATEGIC MANAGEMENT - Meetings]</i>	N/A

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.25.1 ■■■■■■■■■■	Records documenting contract management relating to the strategic management function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Corruption

The processes which allow the disclosure of corruption, and strategies for the prevention of corruption. Includes involvement in corruption prevention projects and the education of staff about corruption disclosures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[For activities relating to the disclosure and prevention of corruption, use STRATEGIC MANAGEMENT- Fraud.]</i>	N/A

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

For specific plans supporting customer service strategies, use STRATEGIC MANAGEMENT - Planning.

For an agency's customer service policy, use STRATEGIC MANAGEMENT - Policy.

Entry No.	Description of Records	Disposal Action
16.30.1 ■■■■■■■■■■	Records documenting the development of agency-wide strategies to deliver quality customer services.	Destroy 5 years after strategies are superseded
16.30.2 ■■■■■■■■■■	Records documenting development of an agency-wide service charter.	Destroy 5 years after Service Charter is superseded
	<i>[For the development of specific service charters, use the activity Customer Service under COMMUNITY RELATIONS and INFORMATION MANAGEMENT.</i>	
	<i>For the development and production of the publication of the service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>	

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry No.	Description of Records	Disposal Action
16.42.1 ■■■■■■■■■■	Records documenting the evaluation of an agency's strategic programs and services.	Destroy 5 years after action completed
	<i>[For the evaluation of performance management programs, use STRATEGIC MANAGEMENT - Performance Management.]</i>	

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Fraud



The processes which allow the disclosure of fraud, and strategies for the prevention of fraud. Includes involvement in fraud prevention projects and the education of staff about fraud disclosures.

This function/activity set should not be used by agencies who undertake fraud surveillance and associated action to support a core function. In such cases specific coverage should be included in the agency's own Records Disposal Schedule.

For agency fraud control plan supporting Government policy, use STRATEGIC MANAGEMENT - Planning.

For financial management arrangements supporting the agency's fraud control plan, use FINANCIAL MANAGEMENT - Fraud.

For investigations into fraud allegations made against an employee, use PERSONNEL - Discipline.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.47.1 	Records documenting the management of broad strategies to prevent fraud within the agency.	Destroy 7 years after strategies are superseded
16.47.2 	Records documenting the disclosure and investigation of fraud allegations made by or about an agency.	Destroy 7 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Grant Funding

The activities associated with the application for and receipt of grants.

Entry No.	Description of Records	Disposal Action
16.49.1 ■■■■■■■■■	Records documenting the development of strategies for managing processes associated with the agency applying for grants. <i>[For specific plans supporting strategies for the receipt of grant funding, use STRATEGIC MANAGEMENT - Planning.</i> <i>For an agency's grant funding policy, use STRATEGIC MANAGEMENT - Policy.</i> <i>For the application and management of grant funding from a public source, use COMMUNITY RELATIONS - Grant Funding.</i> <i>For the administration of grant funds received by an agency, use FINANCIAL MANAGEMENT - Grant Funding.]</i>	Destroy 7 years after strategies are superseded

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry No.	Description of Records	Disposal Action
16.53.1 ■■■■■■■■■	Records documenting the implementation of plans, policies, strategies, procedures and instructions formulated to support the strategic management function. Includes monitoring the implementation activities.	Destroy 3 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry No.	Description of Records	Disposal Action
16.66.1 ■■■■■■■■■■	<p>Records documenting the development of proposals for new legislation and amendments to existing legislation administered by the agency. Includes submissions prepared for the agency's executive or corporate management board.</p> <p><i>[For submissions to the portfolio Minister and to Cabinet relating to legislative proposals, use GOVERNMENT RELATIONS - Submissions.</i></p> <p><i>For records supporting the preparation and passage of agency legislation through the Legislative Assembly, use GOVERNMENT RELATIONS - Legislation.</i></p> <p><i>For advice provided to Cabinet, the portfolio Minister and other government agencies on the proposed legislation for the agency and for comments made on other agencies' proposed legislation, use GOVERNMENT RELATIONS - Advice.</i></p> <p><i>For legal advice received on the interpretation of legislation, use LEGAL SERVICES - Advice.]</i></p>	Retain as Territory Archives

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the strategic management function. Includes meetings with external agencies and internal management conferences held to discuss strategic issues.	Destroy 7 years after action completed
16.72.2 ■■■■■■■■■■	Copies of minutes and supporting documents tabled at meetings held to support the strategic management function convened by another agency or organisation.	Destroy 5 years after action completed
16.72.3 ■■■■■■■■■■	Working papers documenting the conduct and administration of all meetings to support the strategic management function. Includes agenda, notices of meetings and draft minutes.	Destroy 1 year after action completed

Performance Management

The process of identifying, evaluating, and developing corporate and employee work performance so that the agency's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.78.1 ■■■■■■■■■■	Records documenting the corporate performance management process including: <ul style="list-style-type: none"> • determination and evaluation of performance indicators • preparation of performance reports • assessment, evaluation and monitoring of activities as part of the performance improvement cycle of the agency against broader Territory goals. <p><i>[For identifying, evaluating and developing performance programs for agency staff, use PERSONNEL - Performance Management.</i></p> <p><i>For individual employee performance agreements, use PERSONNEL - Performance Management.]</i></p>	Destroy 5 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Planning - Continued

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.79.1 ■■■■■■■■■■	Final version of agency-wide strategic or corporate plans.	Retain as Territory Archives
16.79.2 ■■■■■■■■■■	Final versions of business plans and unit level work plans.	Destroy 5 years after plan is superseded
16.79.3 ■■■■■■■■■■	Final versions of other plans formulated to support the management of specific strategic management activities (eg fraud control plan and human resource management plan).	Destroy 7 years after plan is superseded
16.79.4 ■■■■■■■■■■	Working papers documenting the development of all strategic management plans. Includes input into plans, comments received and drafts.	Destroy 3 years after action completed
16.79.5 ■■■■■■■■■■	Copies of all strategic management plans.	Destroy when reference ceases

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.80.1 ■■■■■■■■	Records documenting the development and establishment of the agency's strategic management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents <p><i>[For the development of the Chief Executive instructions, use FINANCIAL MANAGEMENT - Policy.]</i></p>	Retain as Territory Archives
16.80.2 ■■■■■■■■	Records documenting comments made on the development of government-wide strategic management policies.	Destroy 3 years after promulgation of the new policy
16.80.3 ■■■■■■■■	Working papers documenting the development of all strategic management policies.	Destroy 3 years after promulgation of the new policy
16.80.4 ■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.82.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the strategic management function.	Destroy when procedures are superseded
16.82.2 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the strategic management function	Destroy 1 year after production of procedures
16.82.3 ■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs in the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.85.1 ■■■■■■■■■■	Records documenting the development, monitoring and reviewing of quality assurance programs.	Destroy 5 years after last action

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry No.	Description of Records	Disposal Action
16.88.1 ■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies relating to the strategic management function. <i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i> <i>For the design, printing and retention of the final copy of an agency's Annual Report, use PUBLICATION - Production.</i> <i>For the submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	Retain as Territory Archives
16.88.2 ■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the strategic management function. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 7 years after action completed
16.88.3 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
16.88.4 ■■■■■■■■■■	Copies of strategic management reports.	Destroy when reference ceases
16.88.5 ■■■■■■■■■■	Responses to surveys by other agencies or by the central office of an agency.	Destroy 3 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.91.1 ■■■■■■■■■■	Records documenting major research carried out to support the strategic management function.	Destroy 5 years after action completed
16.91.2 ■■■■■■■■■■	Records documenting minor research carried out to support the strategic management function.	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For reviews of an agency structure to meet organisational goals, use ESTABLISHMENT - Restructuring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the strategic management function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
16.93.2 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the strategic management function.	Destroy 3 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.95.1 ■■■■■■■■■■	Records documenting risk management including each stage of the process, risk assessments, treatment schedules and action plans	Destroy 7 years after next risk assessment
16.95.2 ■■■■■■■■■■	Strategic management risk register.	Destroy 7 years after next risk assessment

Standards

The process of implementing industry or agencyal benchmarks for services and processes to enhance the quality and efficiency of the agency.

For compliance with standards (except where other activities apply), use STRATEGIC MANAGEMENT - Compliance.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.100.1 ■■■■■■■■■■	Records documenting the implementation of industry and agency standards to support the strategic management function.	Destroy 7 years after action completed

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
16.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
16.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
16.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
16.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
16.104.6 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
16.104.7 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.




For the assessment of suitability of equipment, goods and services and the development of specifications, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.

For the purchase of equipment, goods and services by tender, use TECHNOLOGY & TELECOMMUNICATIONS - Tendering.

For the management of contracted-out services, use TECHNOLOGY & TELECOMMUNICATIONS - Contracting-out.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For entry of equipment and stores into the agency asset register, use FINANCIAL MANAGEMENT - Assets Register.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.3.1 	Records documenting the acquisition of technology and telecommunications equipment, goods and services where there is no tender or contract process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> • formal requests for quotes • orders • handover reports • routine forms and correspondence relating to the acquisition. 	Destroy 7 years after action completed
17.3.2 	Records documenting acquisitions not proceeded with of technology and telecommunication equipment, goods and services. <i>[For the assessment of suitability of equipment, goods and services, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.]</i>	Destroy 2 years after action completed
17.3.3 	Information provided by technology and telecommunications vendors relating to products and services.	Destroy when reference ceases

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.5.1 ■■■■■■■■■■	Records documenting the receipt and provision of external advice on technology and telecommunications issues. Includes advice provided by consultants. <i>[For the management of contracts with consultants, use TECHNOLOGY & TELECOMMUNICATIONS - Contracting-out.]</i>	Destroy 5 years after action completed
17.5.2 ■■■■■■■■■■	Records documenting the receipt and provision of internal advice on technology and telecommunications issues.	Destroy 1 year after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For lease agreements, use TECHNOLOGY & TELECOMMUNICATIONS - Leasing or TECHNOLOGY & TELECOMMUNICATIONS - Leasing-out.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.6.1 ■■■■■■■■■■	Final version of agreements with vendors or other agencies to provide equipment and stores (eg Memoranda of Understanding).	Destroy 7 years after expiry or other termination of agreement
17.6.2 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements made.	Destroy 7 years after completion or other termination of agreement

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Allocation

The process of assigning of money, items, or equipment to employees or organisational units.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.7.1 ■■■■■■■■■■	Records documenting the allocation of equipment, services, facilities or software to individuals or organisational units. Includes the allocation of international subscriber dialling, subscriber trunk dialling, voicemail facilities and mobile phones.	Destroy 3 years after last action

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Application Development

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

Entry No.	Description of Records	Disposal Action
17.10.1 ■■■■■■■■■■	<p>Records documenting the development, modification and maintenance of specific applications to meet business needs which go into production. Includes:</p> <ul style="list-style-type: none"> • feasibility studies • pilot studies • final version of all system documentation, user and technical manuals • application specific data dictionaries • final version of business rules • final version of user requirements • final version of system specifications • rectification of problems (includes Year 2000 remediation) • requests for system changes • final sign-off by all parties. <p><i>[For system analysis and development of specifications, user requirements and business rules, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.</i></p> <p><i>For business process reengineering and revision of specifications, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.</i></p> <p><i>For the maintenance of agency-wide data dictionaries, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.</i></p> <p><i>For the ongoing management of database applications, use TECHNOLOGY & TELECOMMUNICATIONS - Database Management.</i></p> <p><i>For requests for changes to existing systems, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.]</i></p>	<p>Destroy 5 years after (sub)system is defunct and any data supported is either migrated or destroyed</p>

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Application Development - Continued

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.10.2 ■■■■■■■■■■	Records documenting the development and modification of specific applications to meet business needs which do not go into production or are otherwise abandoned. Includes: <ul style="list-style-type: none"> • feasibility studies • pilot studies • system documentation, user and technical manuals • application specific data dictionaries • business rules • user requirements • system specifications 	Destroy 2 years after last action
17.10.3 ■■■■■■■■■■	Records documenting testing activities where unexpected results are found. Includes: <ul style="list-style-type: none"> • testing strategies • result forms • test report. 	Destroy when problem has been rectified
17.10.4 ■■■■■■■■■■	Records documenting testing activities where expected results are found. Includes: <ul style="list-style-type: none"> • testing strategies • result forms • test report. 	Destroy 7 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.13.1 ■■■■■■■■■■	Final internal and external audit reports relating to the technology and telecommunications function. [For audit logs, use <i>TECHNOLOGY & TELECOMMUNICATIONS - Control.</i>]	Destroy 5 years after action completed
17.13.2 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the technology and telecommunications function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	Destroy 3 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.14.1 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the technology and telecommunications function.	Destroy 7 years after delegation expires
17.14.2 ■■■■■■■■■■	Authorisations for administrative action supporting the technology and telecommunications function.	Destroy 7 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.20.1 ■■■■■■■■■■	Records of committees and/or subcommittees formed to consider specific matters relating to the technology and telecommunications function (eg configuration control board). Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers.	Destroy 5 years after action completed
17.20.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the technology and telecommunications function. Includes: <ul style="list-style-type: none">• agenda• notices of minutes• draft minutes.	Destroy when reference ceases

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For Year 2000 compliance, use general classes under:

- *TECHNOLOGY & TELECOMMUNICATIONS - Implementation*
- *TECHNOLOGY & TELECOMMUNICATIONS - Planning*
- *TECHNOLOGY & TELECOMMUNICATIONS - Reviewing (including testing)*
- *TECHNOLOGY & TELECOMMUNICATIONS - Reporting*
- *TECHNOLOGY & TELECOMMUNICATIONS - Application Development*
- *TECHNOLOGY & TELECOMMUNICATIONS - Risk Management*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.21.1 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the technology and telecommunications function.	Destroy 5 years after action completed

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.25.1 ■■■■■■■■■■	Records documenting contract management relating to the technology and telecommunications function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry No.	Description of Records	Disposal Action
17.26.1 ■■■■■■■■■■	Records documenting the development of control mechanisms (eg authenticity and version control). <i>[For development of business rules etc for recordkeeping metadata mechanisms, use INFORMATION MANAGEMENT - Control.]</i>	Destroy 5 years after mechanism is superseded
17.26.2 ■■■■■■■■■■	System logs which are used to show a history of access or change to data (eg system access logs, internet access logs, system change logs and audit trails etc).	Destroy 7 years after action completed
17.26.3 ■■■■■■■■■■	System logs which are not used to show a history of access or change to data (eg backup logs).	Destroy when reference ceases
17.26.4 ■■■■■■■■■■	Records documenting the allocation and maintenance of metadata in electronic systems. <i>[For the allocation of recordkeeping metadata, use INFORMATION MANAGEMENT - Control.]</i>	Destroy when reference ceases
17.26.5 ■■■■■■■■■■	Records documenting the maintenance of E-mail address lists (internal and external) and/or telephone lists, telephone call pick up groups etc.	Destroy when reference ceases

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

For Help Desk services, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.

Entry No.	Description of Records	Disposal Action
17.30.1 ■■■■■■■■■■	Records documenting the planning, monitoring and evaluation of customer services. Includes market research, feedback mechanisms and performance and response time monitoring.	Destroy 3 years after action completed
17.30.2 ■■■■■■■■■■	Records documenting the development of internal service charters for the provision of technology and telecommunications services in an agency.	Destroy 3 years after superseded

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Data Administration

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.

For the allocation and maintenance of metadata in electronic systems, use TECHNOLOGY & TELECOMMUNICATIONS - Control.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.31.1 ■■■■■■■■■■	Records documenting the migration of records between electronic systems and from one electronic medium to another. Includes strategies for the migration and quality assurance checks to confirm accuracy of the migration process. <i>[For the copying of records from one medium to another (eg paper to electronic), use INFORMATION MANAGEMENT - Data Administration.</i> <i>For arranging the transfer or integration of systems following an administrative change, use TECHNOLOGY & TELECOMMUNICATIONS - Restructuring.]</i>	Destroy 1 year after data is either migrated again or destroyed
17.31.2 ■■■■■■■■■■	Records documenting the maintenance of agency-wide data dictionaries. <i>[For the maintenance of application specific data dictionaries, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development.]</i>	Destroy when superseded

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Database Management

The activities associated with the building, prototyping and testing of databases. Includes the management of user rules, passwords and monitoring usage and response times.

For the development and maintenance of database applications, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development

For requests for password changes, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.

For backup related issues, use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.32.1 ■■■■■■■■■■	Records documenting database management. Includes requests for changes to schemas, views and configuration management.	Destroy 7 years after action completed
17.32.2 ■■■■■■■■■■	Ad-hoc requests for information from agency databases.	Destroy 1 year after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the disposal of records in electronic systems in accordance with Records Disposal Schedules, use INFORMATION MANAGEMENT - Disposal.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.34.1 ■■■■■■■■■■	Records documenting the disposal of leased assets. Includes written notices and correspondence to and from leasing companies in relation to return of assets, handover report and notification that agency or their nominee wishes to purchase assets.	Destroy 3 years after disposal of asset
17.34.2 ■■■■■■■■■■	Records documenting the disposal of Territory owned assets. Includes independent valuation, certificate verifying that work undertaken on asset was prior to valuation, written quotes, auction records and routine forms and correspondence relating to the disposal of assets. <i>[For the disposal of equipment and goods by tender, use TECHNOLOGY AND TELECOMMUNICATIONS - Tendering.]</i>	Destroy 7 years after disposal of asset

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.42.1 ■■■■■■■■■■	Records documenting analysis of business processes. Includes systems analysis and business process analysis.	Destroy 7 years after action completed
17.42.2 ■■■■■■■■■■	Records documenting the evaluation of potential or existing technology and telecommunications services and systems.	Destroy 7 years after action completed
17.42.3 ■■■■■■■■■■	Records documenting the development and issue of specifications for technology and telecommunications equipment, goods and services. Includes statement of requirements, request for proposals, expression of interest and business case. <i>[For Requests for Tender (RFT) and draft contract, use TECHNOLOGY & TELECOMMUNICATIONS - Tendering.</i> <i>For the acquisition of equipment, goods and services by means other than tender, use TECHNOLOGY & TELECOMMUNICATIONS - Acquisition.]</i>	Destroy 7 years after last action

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Evaluation - Continued

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.42.4 ■■■■■■■■■■	Initial evaluation of 'commercial-off-the-shelf' (COTS) products and services and whole-of-government solutions to be used in new technology or telecommunications projects (including shared system suite and endorsed suppliers). Also includes justification of decisions not to proceed with whole-of-government solutions. <i>[For the process of acquiring technology and telecommunications equipment, goods and services, use TECHNOLOGY & TELECOMMUNICATIONS - Acquisition.</i> <i>For the management of technology and telecommunication contracts, use TECHNOLOGY & TELECOMMUNICATIONS - Contracting-Out.</i> <i>For reevaluation of existing products and services, use TECHNOLOGY AND TELECOMMUNICATIONS - Reviewing.</i> <i>For the evaluation of the non-technological aspects of an evaluation, use appropriate function eg FINANCIAL MANAGEMENT for the evaluation of a finance system and PERSONNEL for the evaluation of a personnel system.]</i>	Destroy 7 years after action completed
17.42.5 ■■■■■■■■■■	Records documenting investigations into the feasibility of contracting out technology and telecommunication activities.	Destroy 7 years after action completed
17.42.6 ■■■■■■■■■■	Records documenting assessments of, and input into, whole-of-Government outsourcing solutions. Includes justification of decision not to proceed with such solutions.	Destroy 7 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.


Entry No.	Description of Records	Disposal Action
17.53.1 	Records documenting the application of an agency's counter-disaster plan or business continuity plan following an incident. Includes records covering the protection and re-establishment of data and the agency backup plan. <i>[For the development of a counter-disaster plan covering the technology and telecommunications function, use TECHNOLOGY & TELECOMMUNICATIONS - Planning.</i> <i>For the recovery of information on an ad-hoc basis, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.</i> <i>For the implementation of the counter-disaster plan, vital records plan and emergency destruction plan within the organisation's information resources, use INFORMATION MANAGEMENT - Implementation.]</i>	Retain as Territory Archives
17.53.2 	Records documenting the implementation of plans, policies, strategies, procedures and instructions formulated to support the technology and telecommunications function. Includes monitoring implementation activities (eg regular backups) and the introduction of new equipment and software to a wide audience. <i>[For post implementation reviews, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.</i> <i>For the non-technological aspects of an implementation, use the appropriate function eg FINANCIAL MANAGEMENT for the implementation of a finance system and PERSONNEL for the implementation of a personnel system.]</i>	Destroy 5 years after action completed
17.53.3 	Records documenting project management of all technology and telecommunications projects.	Destroy 5 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.57.1 	Records documenting the routine inspection of technology and telecommunications assets and facilities (eg to ensure that unauthorised software or equipment is not being used). <i>[For formal audits, use TECHNOLOGY & TELECOMMUNICATIONS - Audit.]</i>	Destroy 3 years after action completed

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.58.1 	Records documenting installation, configuration and relocation of technology and telecommunications equipment and facilities. Includes cabling from wall socket to a device and configuration of network hubs. <i>[For the installation of cabling for communications networks from a network hub or PABX etc to a user wall socket or to the telecommunications provider point of entry, use PROPERTY MANAGEMENT- Installation.]</i>	Destroy 2 years after action completed
17.58.2 	Records documenting configuration of corporate software.	Destroy 5 years after software is defunct and any data supported is either migrated or destroyed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

For the establishment and general management of intellectual property, use LEGAL SERVICES - Intellectual Property.

For handling infringements of intellectual property, use LEGAL SERVICES - Infringements.

For the payment and receipt of royalties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.60.1 ■■■■■■■■■■	Applications made by the agency to use portions of software developed by another agency, organisation or individual. <i>[For the purchase of licences to use commercial-off-the-shelf (COTS) solutions, use TECHNOLOGY & TELECOMMUNICATIONS - Acquisition.]</i>	Destroy 7 years after action completed
17.60.2 ■■■■■■■■■■	Requests from the public and other agencies for permission to reproduce portions of agency-developed software.	Destroy 7 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.63.1 ■■■■■■■■■■	Records documenting the administration and management of leased technology and telecommunications equipment. Includes reports received from leasing companies. <i>[For the activities associated with acquiring leased equipment, use TECHNOLOGY & TELECOMMUNICATIONS - Acquisition.</i> <i>For the disposal of leased equipment, use TECHNOLOGY & TELECOMMUNICATIONS - Disposal.</i> <i>For Fringe Benefit Tax reports received from a leasing company, use PERSONNEL - Salaries.</i> <i>For managing financial transactions associated with the leasing, use FINANCIAL MANAGEMENT- Accounting or FINANCIAL MANAGEMENT- Payments.]</i>	Destroy 7 years after lease expires or is terminated

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.64.1 ■■■■■■■■■■	Records documenting arrangements for the leasing out of agency equipment and facilities to other bodies. <i>[For managing financial transactions associated with leasing-out activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after lease expires or is terminated

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.69.1 ■■■■■■■■■■	Records documenting the maintenance and modification of technology and telecommunications assets. <i>[For the rectification of minor faults by agency staff, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.</i> <i>For the maintenance and modification of software, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development.</i> <i>For system change requests, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.]</i>	Destroy 3 years after action completed

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.72.1 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the technology and telecommunications function. Includes meetings with external agencies.	Destroy 3 years after action completed
17.72.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the technology and telecommunications function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.


Modelling

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.74.1 	Development of business or technical models or prototypes used to support the technology and telecommunication function. <i>[For systems analysis, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.</i> <i>For models which support the application development activity, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development.]</i>	Destroy 7 years after action completed

Operations

The activities associated with keeping computer systems in effective operation on a daily basis. Includes fault reporting, help and desktop support.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.76.1 	Records relating to help desk operations. Includes: <ul style="list-style-type: none"> • minor maintenance and advice • technical assistance to an individual • requests to reset passwords • requests to recover data from backup tapes, etc <i>[For the repair of equipment by an external service provider, use TECHNOLOGY & TELECOMMUNICATIONS - Maintenance.</i> <i>For the introduction of new equipment or software to a wider audience, use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.</i> <i>For the planning, monitoring and evaluation of services, use TECHNOLOGY & TELECOMMUNICATIONS - Customer Service.</i> <i>For the recovery of data on a wide scale (ie after a disaster), use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.]</i>	Destroy 1 year after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Planning - Continued

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For project management/implementation plans (including Year 2000 implementation plans), use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.79.1 ■■■■■■■■■■	Final version of agency-wide technology and telecommunications plans. Includes: <ul style="list-style-type: none"> • System security plan • Information system security plan • Business continuity plan • Forensic plan • Information technology strategic management plan • Access control plans • Counter-disaster plans relating to technology and telecommunications • Telecommunications plan <p><i>[For the implementation of counter disaster plans and business continuity plans, use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.]</i></p>	Destroy 5 years after plan is superseded
17.79.2 ■■■■■■■■■■	Final version of agency Year 2000 Compliance plan.	Destroy 7 years after all action contained in the plan is completed
17.79.3 ■■■■■■■■■■	Final version of a section or business unit's technology and telecommunications plans..	Destroy 3 years after plan is superseded
17.79.4 ■■■■■■■■■■	Working papers used in developing all technology and telecommunications plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
17.79.5 ■■■■■■■■■■	Copies of all technology and telecommunications plans.	Destroy when reference ceases

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's technology and telecommunications policies. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final policy documents. Includes: <ul style="list-style-type: none">• Information system security policy• IT security policy• Small system security scheme policy• Mobile phone policy <i>[For an agency's overall information security policy, use INFORMATION MANAGEMENT - Policy.]</i>	Destroy 5 years after policy is superseded
17.80.2 ■■■■■■■■■■	Records documenting comments made on the development of government-wide policies.	Destroy 1 year after promulgation of the new policy
17.80.3 ■■■■■■■■■■	Working papers documenting the development of all technology and telecommunication policies.	Destroy 1 year after promulgation of the new policy
17.80.4 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Privacy

The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.

For the mechanisms to protect privacy, use TECHNOLOGY AND TELECOMMUNICATIONS - Security.

For audit and access logs, use TECHNOLOGY & TELECOMMUNICATIONS - Control.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.81.1 ■■■■■■■■■■	Records documenting the application of privacy and guidelines to agency technology and telecommunication applications and systems.	Destroy 7 years after action completed
17.81.2 ■■■■■■■■■■	Records documenting investigations into alleged breaches of privacy involving the use of technology and telecommunication applications and systems. Includes referral of those breaches to law enforcement authorities and/or the Office of the Privacy Commissioner. <i>[For disciplinary action against staff for privacy related breaches, use PERSONNEL - Discipline.]</i>	Destroy 5 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.82.1 ■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the technology and telecommunications function. <i>[For user and technical manuals for agency developed applications, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development.]</i>	Destroy 5 years after procedures are superseded
17.82.2 ■■■■■■■■■	Records documenting the development of agency procedures supporting the technology and telecommunications function.	Destroy 1 year after action completed
17.82.3 ■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases
17.82.4 ■■■■■■■■■	Operating manuals for technology and telecommunications equipment, facilities or software not developed by the agency. <i>[For user and technical manuals developed for agency-developed applications, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development.]</i> <i>For distribution and implementation of procedures, use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.]</i>	Destroy when reference ceases or transfer to new owner on disposal of equipment, facilities or software

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.88.1 ■■■■■■■■■■	Final copies of formal internal reports and reports made to external agencies relating to the technology and telecommunications function.	Destroy 7 years after action completed
17.88.2 ■■■■■■■■■■	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the technology and telecommunications function. Includes summary reports, work progress reports and production reports.	Destroy 3 years after action completed
17.88.3 ■■■■■■■■■■	Responses to surveys by other agencies or by the central office of an agency.	Destroy 3 years after action completed
17.88.4 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
17.88.5 ■■■■■■■■■■	Copies of technology and telecommunications reports.	Destroy when reference ceases

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry No.	Description of Records	Disposal Action
17.91.1 ■■■■■■■■■■	Records documenting detailed research carried out to support the technology and telecommunications function. <i>[For systems analysis, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development, TECHNOLOGY & TELECOMMUNICATIONS - Evaluation or TECHNOLOGY & TELECOMMUNICATIONS - Modelling.]</i>	Destroy 3 years after action completed
17.91.2 ■■■■■■■■■■	Records documenting routine research carried out to support the technology and telecommunications function.	Destroy when reference ceases

Restructuring

The activities involved in the reassessment of the activities, goals and structure of an agency. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

Entry No.	Description of Records	Disposal Action
17.92.1 ■■■■■■■■■■	Arrangements for the transfer or integration of technology and telecommunications systems/assets etc to or from other agencies (ie after administrative change). <i>[For migration of information, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.]</i>	Destroy 7 years after last action

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.93.1 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the technology and telecommunications function. Includes documents establishing the review, final report, action plan and identification of problems needing rectification. <i>[For the rectification of identified problems, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development.]</i>	Destroy 7 years after action completed
17.93.2 ■■■■■■■■■■	Working papers documenting the conduct of an agency review into programs and operations supporting the technology and telecommunications function.	Destroy 2 years after action completed
17.93.3 ■■■■■■■■■■	Records documenting the development of methodologies for conducting reviews.	Destroy 7 years after action completed
17.93.4 ■■■■■■■■■■	Records documenting post implementation reviews.	Destroy 7 years after action completed
17.93.5 ■■■■■■■■■■	Records documenting testing activities where unexpected results are found. Includes: <ul style="list-style-type: none"> • testing strategy • testing plan • result forms • test report. 	Destroy when problem has been rectified

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



Reviewing - Continued

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.93.6 	Records documenting testing activities where expected results are found. Includes: <ul style="list-style-type: none"> • testing strategy • testing plan • result forms • test report. 	Destroy 7 years after action completed
17.93.7 	Certificates of compliance/completion.	Destroy 7 years after action completed

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.95.1 	Records documenting risk management relating to the technology and telecommunication function. Includes documentation covering each stage of the process, risk assessments, treatment schedules and action plans.	Destroy 7 years after next risk assessment
17.95.2 	Technology and telecommunications risk register.	Destroy 7 years after next risk assessment

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For the security classification and appropriate protection of data, use INFORMATION MANAGEMENT - Security.

For physical security (including control of access to computer rooms etc), use PROPERTY MANAGEMENT - Security.

For the protection of personal information in technology and telecommunication systems, use TECHNOLOGY & TELECOMMUNICATIONS - Privacy.

Entry No.	Description of Records	Disposal Action
17.97.1 ■■■■■■■■■	Records documenting the implementation of security arrangements for technology and telecommunications systems. Includes authentication, encryption, reports on security leaks, investigation into alleged security breaches and referral of those breaches to law enforcement authorities. <i>[For requests for changes to passwords etc, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.</i> <i>For disciplinary action against staff for security related breaches, use PERSONNEL - Discipline.]</i>	Destroy 7 years after action completed
17.97.2 ■■■■■■■■■	Requests for advice and approval from other organisations about technology and telecommunication security issues. Includes requests for the issue of cryptovariables etc.	Destroy 7 years after approval ceases
17.97.3 ■■■■■■■■■	Records documenting arrangements for the sanitisation of technology equipment prior to disposal.	Destroy 1 year after action completed
17.97.4 ■■■■■■■■■	Requests for approval to connect equipment to agency networks, either on agency premises or via dial-up communications links.	Destroy 3 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



Security - Continued

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For the security classification and appropriate protection of data, use INFORMATION MANAGEMENT - Security.

For physical security (including control of access to computer rooms etc), use PROPERTY MANAGEMENT - Security.


For the protection of personal information in technology and telecommunication systems, use TECHNOLOGY & TELECOMMUNICATIONS - Privacy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.97.5 	Records documenting the control of removable media in secure systems. Includes inventory of removable items, media musters and register of media import and export (eg floppy disks and the removal of hard disks).	Destroy 7 years after action completed
17.97.6 	Records documenting the oversight of projects by a 'security accreditation authority' and appropriate certifying authorities. Includes appointment of members to the authorities.	Destroy 7 years after action completed

Standards

The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.

For compliance with standards (except where other activities apply), use TECHNOLOGY & TELECOMMUNICATIONS - Compliance.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.100.1 	Records documenting the implementation of industry and agency standards to support the technology and telecommunications function.	Destroy 7 years after action completed

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.104.1 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract. <i>[For statements of requirements, requests for proposals and expressions of interests, use TECHNOLOGY & TELECOMMUNICATIONS - Acquisition.]</i>	Destroy 7 years after tender process completed
17.104.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
17.104.3 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
17.104.4 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
17.104.5 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
17.104.6 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
17.104.7 	Contract register.	Destroy 7 years after last entry

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

COMMUNITY RELATIONS


The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For papers presented by staff at conferences supporting the community relations function, use COMMUNITY RELATIONS - Conferences.


Entry No.	Description of Records	Disposal Action
1.4.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions. <i>[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses.]</i>	Retain as Territory Archives

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

For addresses made at celebrations, use COMMUNITY RELATIONS - Addresses.

For managing financial transactions supporting celebrations activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
1.17.1 	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency eg a significant anniversary.	Retain as Territory Archives

Classes for retention as Territory Archives

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

For addresses made at ceremonies, use COMMUNITY RELATIONS - Addresses.

For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 ■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion eg the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as Territory Archives

Donations

The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.

This function/activity set should not be used by agencies where public donations provide major support for core functions eg Cultural Facilities Corporation. In these instances coverage should be included in the agency's own functional Records Disposal Schedule.

For managing financial transactions associated with donations received or made by the agency, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

For the general management of monetary donations received or given by the agency, use FINANCIAL MANAGEMENT - Donations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.37.1 ■■■■■■■■■■	Records documenting donations of money and items, artefacts or property that are of long-term value or ongoing benefit to the nation.	Retain as Territory Archives

Classes for retention as Territory Archives

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the agency's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Schedule.

Events

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.43.1 ■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events, such as: Australia Day Significant community festivals Significant receptions	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.71.1 ■■■■■■■■■■	Master set of agency media releases.	Retain as Territory Archives

Classes for retention as Territory Archives

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Schedule, agencies that employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for major variations from the Public Sector Management Act. In cases where the variations differ greatly the Territory Administrative Records Disposal Schedule is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Schedule.

Restructuring

The activities involved in the reassessment of the activities, goals and structure of an agency. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.92.4 ■■■■■■■■	Agency-wide organisational charts produced after major restructure eg a machinery of government change or an extensive internal restructure held by the area of the agency responsible for the establishment function.	Retain as Territory Archives

Classes for retention as Territory Archives


GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.4.1 	Final versions of addresses presented by Chief Minister or portfolio Ministers and agency heads at government occasions. <i>[For addresses delivered by Chief Minister or portfolio Ministers at public occasions, use COMMUNITY RELATIONS - Addresses.]</i>	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Agencies must use their own Records Disposal Schedules for agreements which relate to their core functions.

For agreements relating to joint ventures, use GOVERNMENT RELATIONS - Joint Ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.6.1 	Final version of significant agreements with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • those with implications for major liabilities or obligations for the agency. 	Retain as Territory Archives
7.6.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Classes for retention as Territory Archives

GOVERNMENT RELATIONS


The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Agencies must use their own Records Disposal Schedules for committees which relate to their core functions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.20.1 	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. 	Retain as Territory Archives

Classes for retention as Territory Archives

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.56.1 ■■■■■■■■■■	Records documenting the agency's contribution and involvement in an inquiry directly relating to its functions. Includes: <ul style="list-style-type: none"> • agency statements and submissions • responses to final reports • transcripts of oral evidence given by agency officers. 	Retain as Territory Archives
7.56.2 ■■■■■■■■■■	Working papers documenting the agency's contribution and involvement in an inquiry directly relating to its functions.	Retain as Territory Archives

Classes for retention as Territory Archives

GOVERNMENT RELATIONS



The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Agencies must use their own Records Disposal Schedule for joint venture operations which relate to their core functions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.62.1 	Final signed version of joint venture agreements or contracts of major significance to the agency and the Territory. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • those with implications for major liabilities or obligations for the agency. 	Retain as Territory Archives
7.62.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements of major significance.	Retain as Territory Archives

Classes for retention as Territory Archives

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

For records documenting the development of the legislative requirements, use STRATEGIC MANAGEMENT - Legislation.

For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation, use GOVERNMENT RELATIONS - Advice.

For submissions relating to legislative proposals to the portfolio Minister and to Cabinet, use GOVERNMENT RELATIONS - Submissions.

For legal advice received on the interpretation of legislation and legislation proposals, use LEGAL SERVICES - Advice.

Entry No.	Description of Records	Disposal Action
7.66.1 ■■■■■■■■■■	Records documenting the preparation and passage of an agency's legislation through the Legislative Assembly. Includes: <ul style="list-style-type: none"> • preliminary drafting instructions • proposed bills • records documenting consultation with relevant government agencies • preparation of the Explanatory Memorandum • Second Reading Speech. 	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

Entry No.	Description of Records	Disposal Action
7.71.1 ■■■■■■■■■■	Master set of agency produced media releases in the Chief Minister or portfolio Minister's name and transcripts of interviews.	Retain as Territory Archives

Classes for retention as Territory Archives

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the provision of advice to government, use GOVERNMENT RELATIONS - Advice.

For agency contributions to government inquiries, use GOVERNMENT RELATIONS - Inquiries.

For agency submissions to Cabinet, use GOVERNMENT RELATIONS - Submissions.

Entry No.	Description of Records	Disposal Action
7.88.1 ■■■■■■■■■■	Final version of unpublished formal reports made on the agency's core functions. <i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i> <i>For published reports (eg Annual Reports), use PUBLICATION - Planning and PUBLICATION - Production.</i> <i>For submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	Retain as Territory Archives
7.88.2 ■■■■■■■■■■	Working papers documenting the development of formal reports made on the agency's core functions	Retain as Territory Archives

Classes for retention as Territory Archives

GOVERNMENT RELATIONS


The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Representations

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.


For registers of Ministerial correspondence, use INFORMATION MANAGEMENT - Control.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.89.2 	Records documenting responses to approaches received by the minister ('Ministerials') from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> • copies of letters received • draft responses • minutes providing background details for the Minister • requests from the Minister's office for changes • final response. 	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.102.6 	Working papers documenting the development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as Territory Archives

Classes for retention as Territory Archives

GOVERNMENT RELATIONS

The function of administering the formal relationship between the agency and those processes of government not covered by general administrative or agency core functions. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Assembly Committees and the Ombudsman; and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

For briefings for visits, use GOVERNMENT RELATIONS - Advice.

For visits to the agency by public and non-government visitors, use COMMUNITY RELATIONS - Visits.

For security arrangements made for the visits of government representatives, including the Minister, and delegations, use GOVERNMENT RELATIONS - Security.

Entry No.	Description of Records	Disposal Action
7.109.2 ■■■■■■■■■■	Records documenting visits to the agency by royalty and Heads of State. Includes visitor books signed by such dignitaries.	Retain as Territory Archives

Classes for retention as Territory Archives

INDUSTRIAL RELATIONS


The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.


For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.

For Australian Workplace Agreements with individual employees, use PERSONNEL - Cases.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.6.1 	Records documenting cases covering awards and agreements heard or certified by the central arbitration or determining body (eg Australian Industrial Relations Commission) where the agency is a major participant in negotiations. Includes arbitrated variations and consent variations to an award.	Retain as Territory Archives

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.9.1 	Records documenting appeals made to the central arbitration or determining body (eg the Australian Industrial Relations Commission) against a decision or an order where the agency is a major participant in negotiations.	Retain as Territory Archives



Classes for retention as Territory Archives

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Enterprise Bargaining

The process where employees negotiate increased pay or other benefits with their employers in exchange for implementation of working arrangements that improve the performance of the agency. Includes activities associated with establishing and implementing an enterprise agreement.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.41.1 	Records documenting negotiation, establishment and implementation of Certified Agreements made under the terms of the Workplace Relations Act 1996. Includes: <ul style="list-style-type: none"> • negotiations with staff and union representatives • records documenting the conduct of the staff ballot • draft agreement • liaison with the Territory's lead agency • Ministerial approval • records to support lodgement with the Australian Industrial Registry • certified copy of final agreement • minutes of Workplace Relations Committee meetings considering issues relating to the development of certified agreements. <p><i>[For Australian Workplace Agreements with an individual employee, use PERSONNEL - Agreements.]</i></p>	Retain as Territory Archives
8.41.2 	Records documenting negotiations, establishment and implementation of other industrial relations agency-wide agreements (eg Enterprise Bargaining Agreements made under the Industrial Relations Act 1988).	Retain as Territory Archives

Classes for retention as Territory Archives

INDUSTRIAL RELATIONS

The function of establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Industrial Action

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc.

For advice on legal aspects of managing an industrial action, use LEGAL SERVICES - Advice.

For the management of any variation in employees' pay as a result of an industrial action, use PERSONNEL - Salaries.

Entry No.	Description of Records	Disposal Action
8.54.1 ■■■■■■■■■■	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a significant nature eg involving large numbers of agency staff, where the action has a major affect on the provision of services to the community or if it has service-wide implications. Includes: <ul style="list-style-type: none"> • notification to Minister • liaison with the relevant lead agency • discussions/ meetings and conferences between parties • hearings with the Australian Industrial Relations Commission. • hearings before the Federal Court and predecessor bodies • communications with staff. 	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Entry No.	Description of Records	Disposal Action
8.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's industrial relations policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as Territory Archives

Classes for retention as Territory Archives

INFORMATION MANAGEMENT


The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

For the application of the privacy principles to an agency's recordkeeping practices and development of access restrictions, use INFORMATION MANAGEMENT - Privacy.

For registers of cases, use INFORMATION MANAGEMENT - Control.

Entry No.	Description of Records	Disposal Action
9.16.1 	Records documenting requests for public access to records and documents under the FOI Act, the Territory Records Act 2002 and other legislation specific to the agency that: <ul style="list-style-type: none"> • set a precedent • lead to a change of policy • relate to issues of national significance • relate to issues of public controversy • result in appeals to the Administrative Appeals Tribunal or the Federal or High Court. 	Retain as Territory Archives

Classes for retention as Territory Archives

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry No.	Description of Records	Disposal Action
9.26.1 ■■■■■■■■■■	Master control records for agency recordkeeping systems (both paper and electronic). Includes: <ul style="list-style-type: none"> • relevant metadata elements • registers of inwards/outwards correspondence (including Ministerial correspondence) • registers and indexes giving details of control numbers, titles, date, disposal details • file movement cards (if they also constitute the main control record or have been used to record disposal detail) • list of records destroyed, if master control records are not annotated • registers of case files (eg personnel and compensation case files registers.) 	Retain as Territory Archives
9.26.4 ■■■■■■■■■■	Master copy of file classification systems or an agency's authorised business classification schemes (currently created using the methodology of the Australian Standard AS ISO 15489 Records Management) and abbreviations used in paper and electronic systems.	Retain as Territory Archives
9.26.5 ■■■■■■■■■■	Records documenting the creation, maintenance and evaluation of an agency record titling thesauruses. Includes master copy of the thesaurus. <i>[For agency documentation of its functional analysis, the development of its business classification scheme and the recordkeeping requirements necessary for the creation of an agency Records Disposal Schedule and functional thesaurus, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as Territory Archives

Classes for retention as Territory Archives

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Control - Continued

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.26.6 ■■■■■■■■■■	Business rules and configuration settings for agency metadata. Includes developmental records and requests for changes. <i>[For the application, allocation and maintenance of the metadata in electronic systems, other than those covered by the Information Management function, use TECHNOLOGY & TELECOMMUNICATIONS - Control.]</i>	Retain as Territory Archives

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the development of Records Disposal Schedules specific to the operations of an agency, use INFORMATION MANAGEMENT - Policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.34.3 ■■■■■■■■■■	Records documenting arrangement for the transfer of ownership of records following the corporatisation and privatisation of an agency, or part of an agency.	Retain as Territory Archives


Classes for retention as Territory Archives

INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.


Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry No.	Description of Records	Disposal Action
9.53.2 	Records documenting the implementation of vital records plans and counter-disaster plans after disasters such as fire or floods, and implementation of emergency destruction plans covering the organisation's information resources. Includes a copy of current plan implemented for the disaster recovery process. <i>[For the development of the counter-disaster plan, vital records plan, and other plans relating to the information management function, use INFORMATION MANAGEMENT - Planning.]</i>	Retain as Territory Archives

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

Entry No.	Description of Records	Disposal Action
9.82.3 	Master copy of recordkeeping rules/guidelines of the agency. <i>[For recordkeeping requirements data, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as Territory Archives

Classes for retention as Territory Archives


INFORMATION MANAGEMENT

The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For breaches of privacy of information, use INFORMATION MANAGEMENT - Privacy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9.97.1 	Records documenting major security breaches where classified records and information have been removed from official custody and passed to a third party. Includes referral to law enforcement authorities. <i>[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]</i>	Retain as Territory Archives


Classes for retention as Territory Archives

LEGAL SERVICES

The function of providing legal services to the agency . Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.


Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.5.1 	Records documenting advice received from an internal or external legal service provider relating to: <ul style="list-style-type: none"> • International or national law • security • agency-wide industrial issues • interpretation of an agency's own legislation • proposal for new or amended agency legislation. <p>Includes instructions to the provider, records of ongoing discussions, revisions of instructions and drafts.</p> <p><i>[For advice given on claims, infringements, inquiries, intellectual property and litigation, use these activities attached to LEGAL SERVICES.]</i></p>	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, eg subpoenas and discovery orders.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10.68.1 	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives

Classes for retention as Territory Archives

PERSONNEL

The function of managing all employees in the agency employed under the Public Sector Management Act 1994 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Agencies which employ staff under legislation other than the Public Sector Management Act 1994 should check their own enabling legislation and other regulatory directives for any major variations in scope and conditions of employment. In cases where the variations differ greatly this Disposal Schedule should not be used. Coverage must be included in the Agency's own disposal schedule(s).

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's personnel policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as Territory Archives

Classes for retention as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.

For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.

For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.

For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Entry No.	Description of Records	Disposal Action
13.3.1 ■■■■■■■■■■	Records documenting the acquisition of properties of Territory significance (see functional scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> • investigations into and reports on the property • environmental impact assessments • budgetary estimates • cost benefit analyses. 	Retain as Territory Archives

Classes for retention as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.20.1 ■■■■■■■■■■	Records of committees formed to consider the management of properties of territory significance (see functional scope note). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. <p>Includes both internal and external committees.</p>	Retain as Territory Archives

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

For maintenance activities, use PROPERTY MANAGEMENT - Maintenance.

For environmental audits, use PROPERTY MANAGEMENT - Audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.23.1 ■■■■■■■■■■	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of properties of territory significance (see functional scope note).	Retain as Territory Archives
13.23.3 ■■■■■■■■■■	Records documenting the restoration of contaminated land. <i>[For inspection to identify the type of contamination, use PROPERTY MANAGEMENT - Inspection.]</i>	Retain as Territory Archives

Classes for retention as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Construction

The process of making or building something.

For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.

For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.

For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.

For submissions to Cabinet seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.

Entry No.	Description of Records	Disposal Action
13.24.1 ■■■■■■■■■■	Records documenting construction activities carried out on properties of territory significance (see functional scope note). Includes: <ul style="list-style-type: none"> • records of consultations (eg with owners and local authorities) • specifications • building plans • project management records. 	Retain as Territory Archives

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.

Entry No.	Description of Records	Disposal Action
13.34.1 ■■■■■■■■■■	Records documenting the disposal of properties of territory significance (see functional scope note). Includes: <ul style="list-style-type: none"> • assessments and investigations • valuation certificates • details of preparation undertaken before disposal ('making good'). 	Retain as Territory Archives

Classes for retention as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Fit-outs - Continued

The process of establishing or refurbishing a workplace. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.46.1 ■■■■■■■■■■	Records documenting the fit-outs of properties of territory significance (see functional scope note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.53.1 ■■■■■■■■■■	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to property of territory significance (see functional scope note). Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives

Classes for retention as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.

For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.

For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.

Entry No.	Description of Records	Disposal Action
13.69.1 ■■■■■■■■	Records documenting repairs made to properties of territory significance (see functional scope note) after a disaster eg fire, floods etc.	Retain as Territory Archives
	<i>[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.</i>	
	<i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i>	
	<i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For diagrams and drawings used to support the property management function, use the appropriate activity.

Entry No.	Description of Records	Disposal Action
13.79.1 ■■■■■■■■	Final version of plans to support the management of properties of territory significance (see functional scope note).	Retain as Territory Archives

Classes for retention as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.88.1 ■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies on properties of territory significance (see functional scope note).	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13.93.1 ■■■■■■■■■■	Records documenting the review of programs and operations impacting on the management of properties of territory significance (see functional scope note). Includes documents establishing the review, final report and action plan.	Retain as Territory Archives

Classes for retention as Territory Archives

PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Entry No.	Description of Records	Disposal Action
13.97.1 ■■■■■■■■■■	<p>Records documenting major security breaches or incidents (eg which result in the laying of charges, or where sabotage is strongly suspected). Includes:</p> <ul style="list-style-type: none"> • break-ins • unauthorised access or entry/trespass • intrusions into restricted areas • terrorism • intentional damage • bomb threats • fires • records of investigations • liaison with law-enforcement agencies. <p><i>[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.</i></p> <p><i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i></p> <p><i>For breaches involving equipment, use EQUIPMENT & STORES - Security.</i></p> <p><i>For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]</i></p>	Retain as Territory Archives

Classes for retention as Territory Archives

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Production

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.

Entry No.	Description of Records	Disposal Action
14.83.1 ■■■■■■■■■■	Master set of agency publications produced before 1968 (ie before the commencement of legal deposit under the Copyright Act 1968). <i>[For the disposal of duplicate agency publications produced before 1968, use PUBLICATIONS - Disposal.]</i>	Retain as Territory Archives
14.83.3 ■■■■■■■■■■	Publications produced only in an electronic format on an agency's public website.	Retain as Territory Archives (1) capture in agency's electronic recordkeeping system, and (2) transfer to National Library's Pandora project.
14.83.4 ■■■■■■■■■■	Master copy of agency-produced films.	Retain as Territory Archives
14.83.5 ■■■■■■■■■■	Snapshot of agency's public website. <i>[For carrying out a risk analysis to determine the timing of taking a snapshot of an agency's website, use PUBLICATIONS - Risk Management For system logs recording changes to websites and intranet site, use TECHNOLOGY & TELECOMMUNICATIONS - Control.]</i>	Retain as Territory Archives

Classes for retention as Territory Archives

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
16.20.1 ■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of agency policy and agency corporate planning (eg executive management boards). Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives


Classes for retention as Territory Archives

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.


Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry No.	Description of Records	Disposal Action
16.66.1 	Records documenting the development of proposals for new legislation and amendments to existing legislation administered by the agency. Includes submissions prepared for the agency's executive or corporate management board. <i>[For submissions to the portfolio Minister and to Cabinet relating to legislative proposals, use GOVERNMENT RELATIONS - Submissions.</i> <i>For records supporting the preparation and passage of agency legislation through the Legislative Assembly, use GOVERNMENT RELATIONS - Legislation.</i> <i>For advice provided to Cabinet, the portfolio Minister and other government agencies on the proposed legislation for the agency and for comments made on other agencies' proposed legislation, use GOVERNMENT RELATIONS - Advice.</i> <i>For legal advice received on the interpretation of legislation, use LEGAL SERVICES - Advice.]</i>	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry No.	Description of Records	Disposal Action
16.79.1 	Final version of agency-wide strategic or corporate plans.	Retain as Territory Archives

Classes for retention as Territory Archives

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Entry No.	Description of Records	Disposal Action
16.80.1 ■■■■■■■■■■	Records documenting the development and establishment of the agency's strategic management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents <p><i>[For the development of the Chief Executive instructions, use FINANCIAL MANAGEMENT - Policy.]</i></p>	Retain as Territory Archives

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry No.	Description of Records	Disposal Action
16.88.1 ■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies relating to the strategic management function. <p><i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i></p> <p><i>For the design, printing and retention of the final copy of an agency's Annual Report, use PUBLICATION - Production.</i></p> <p><i>For the submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i></p>	Retain as Territory Archives


Classes for retention as Territory Archives

TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry No.	Description of Records	Disposal Action
17.53.1 	Records documenting the application of an agency's counter-disaster plan or business continuity plan following an incident. Includes records covering the protection and re-establishment of data and the agency backup plan. <i>[For the development of a counter-disaster plan covering the technology and telecommunications function, use TECHNOLOGY & TELECOMMUNICATIONS - Planning.</i> <i>For the recovery of information on an ad-hoc basis, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.</i> <i>For the implementation of the counter-disaster plan, vital records plan and emergency destruction plan within the organisation's information resources, use INFORMATION MANAGEMENT - Implementation.]</i>	Retain as Territory Archives

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