

Australian Capital Territory

Territory Records (Records Disposal Schedule – Legislative Assembly Secretariat Records) Approval 2004 (No 1)*

Notifiable instrument NI2004—177

made under the

Territory Records Act 2002, s 19

I approve the Records Disposal Schedule – Legislative Assembly Secretariat
Records.

David Wardle
Director of Territory Records
15 June 2004

*Name amended under Legislation Act, s 60



Records Disposal Schedule
Legislative Assembly Secretariat
Records

INTRODUCTION	4
PURPOSE	4
SCOPE	4
AUTHORITY	4
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD	
AAA	4
TERRITORY VERSION OF KEYWORD AAA.....	5
GUIDELINES FOR USE	6
COVERAGE OF AUTHORITY	6
FORMAT OF RECORD	7
ELECTRONIC RECORDS	7
DESTRUCTION OF RECORDS	7
UPDATING THE RECORDS DISPOSAL SCHEDULE	7
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	7
RELATED LEGISLATION	8
DEFINITIONS	9
AGENCY.....	9
APPRAISAL.....	9
BUSINESS CLASSIFICATION SCHEME	9
PRINCIPAL OFFICER	9
RECORDS	9
RECORDS OF AN AGENCY	9
RECORDS DISPOSAL SCHEDULE	9
RECORDS MANAGEMENT PROGRAM	9
RECORDKEEPING SYSTEMS	9
SCOPE NOTE.....	10
SENTENCING	10
TERRITORY ARCHIVES	10
BUSINESS CLASSIFICATION SCHEME	11
ASSEMBLY COMMITTEES	12
Assembly & Committee Transcripts.....	12
Broadcasting of Proceedings.....	12
Celebrations	12
Committee Inquiries.....	12
Committee Management.....	12
Conferences.....	12
ASSEMBLY MEMBERS	13
Advice	13
Cases	13
Members Entitlements	13
Members Induction	13
Members Interests	13
Policy	13
CHAMBER PROCEEDINGS	14
Assembly & Committee Transcripts.....	14
Broadcasting of Proceedings.....	14
Ceremonies.....	14
Meetings.....	14
INTER PARLIAMETARY RELATIONS	15
Celebrations	15

Records Disposal Schedule - Legislative Assembly Secretariat Records May 2004

Conferences.....	15
Distribution	15
Greetings	15
Inter Parliamentary Organisations	15
Official Gifts	16
Reporting.....	16
Research	16
Visits	16
LEGISLATIVE PROCESS.....	17
Advice	17
Drafting	17
Legislation.....	17
PARLIAMENTARY EDUCATION	18
Celebrations	18
Committees	18
Conferences.....	18
Enquiries	18
Evaluation	18
Meetings.....	18
Production.....	19
Research	19
Visits	19
PARLIAMENTARY PROCEDURE.....	20
Advice	20
Cases	20
Procedures.....	20
Research.....	20
Reviewing	20
RECORDS DISPOSAL SCHEDULE	21
CLASSES FOR RETENTION AS TERRITORY ARCHIVES	46

INTRODUCTION

The *Records Disposal Schedule – Legislative Assembly Secretariat Records* is the official authority for the disposal of records relating to Legislative Assembly Secretariat.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Legislative Assembly Secretariat records created or maintained by ACT Legislative Assembly.

SCOPE

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The Schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.

The *Records Disposal Schedule – Legislative Assembly Secretariat Records* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Legislative Assembly Secretariat records regardless of

titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (ie the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that documents functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule – Legislative Assembly Secretariat Records: covers all Legislative Assembly Secretariat records divided into the following functions:

- ASSEMBLY COMMITTEES
- ASSEMBLY MEMBERS
- CHAMBER PROCEEDINGS
- INTER PARLIAMENTARY RELATIONS
- LEGISLATIVE PROCESS
- PARLIAMENTARY EDUCATION
- PARLIAMENTARY PROCEDURE
 - is intended to be used in conjunction with TARDiS;
 - specifies the minimum period records should be kept (retention periods);
 - specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
 - is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or ‘disposal classes’ relating to the functions are described. These are followed by a composite list of classes designated ‘Retain as Territory Archives’. 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.

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 ‘Policy’ is linked to all of the functions. 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.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards,
- registers,
- files,
- microfilm,
- microfiche,
- COM (computer output microfiche),
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database or a special archives database); on magnetic media; on optical disks or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or rerecording) does constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the record classes covered by this Records Disposal Schedule:

Territory Records Act 2002

Freedom of Information Act 1989

Occupational Health and Safety Act 1989

Occupational Health and Safety Regulations 1991

Australian Capital Territory (Self-Government) Act 1988

Legislation Act 2001

Legislative Assembly (Broadcasting) Act 2001

Legislative Assembly (Members' Staff) Act 1989

Legislative Assembly Precincts Act 2001

Magna Carta (1297) 25 Edw 1 c 29

Superannuation (Legislative Assembly Members) Act 1991

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

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.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an 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 Disposal Schedule

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

Records Management Program

A document which complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies,

Records Disposal Schedule - Legislative Assembly Secretariat Records May 2004

procedures, practices and resources which are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

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.

BUSINESS CLASSIFICATION SCHEME

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.

Assembly & Committee Transcripts

The activities associated with producing verbatim transcripts of the Assembly and its committees.

Broadcasting of Proceedings

The activities associated with the broadcasting of the proceedings of the Assembly and its committees.

Celebrations

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

Committee Inquiries

The activities associated with supporting Assembly committees in the conduct of inquiries which have been either referred to a committee by the Assembly or self-referred.

Committee Management

The activity of arranging and supporting private and public meetings of standing and select committees.

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.

ASSEMBLY MEMBERS

The function of advising, reviewing and documenting the eligibility, conduct, attendance, remuneration, entitlements, and Assembly service of Members of the Legislative Assembly. Excludes condolences for Members and former Members.

Advice

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

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.

Members Entitlements

The activities associated with managing Members' entitlements.

Members Induction

The activities associated with managing and arranging induction programs for Members.

Members Interests

The activities associated with maintaining a register of the declaration of private interests of Members of the Legislative Assembly.

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.

CHAMBER PROCEEDINGS

The function of providing services to support and record the proceedings of the sittings of the Legislative Assembly. Includes programming, producing the Notice Paper and Minutes of Proceedings, processing and recording petitions, tabling of documents, provision of relevant research, statistics, processing questions on notice and arrangements for the first sitting of each Assembly.

Assembly & Committee Transcripts

The activities associated with producing verbatim transcripts of the Assembly and its committees.

Assembly Meetings

The activities associated with arranging and supporting the meetings of the Assembly.

Broadcasting of Proceedings

The activities associated with the broadcasting of the proceedings of the Assembly and its committees.

Ceremonies

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

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

Addresses (presentations)

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

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.

Celebrations

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

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.

Distribution

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

Greetings

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

Inter Parliamentary Organisations

The activities associated with the participation in national and international associations and committees concerned with inter parliamentary relations, such as Commonwealth Parliamentary Association, Australasian Study of Parliament Group, Australian and New Zealand Association of Clerks at the Table. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Official Gifts

The activities associated with the purchase, presentation and receipt of official gifts.

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.

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.

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.

LEGISLATIVE PROCESS

The function of processing legislation through the Assembly to certification by the Clerk and forwarding to Parliamentary Counsel by the Speaker.

Advice

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

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc prior to production.

Legislation

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

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

Addresses (presentations)

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

Celebrations

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

Committees

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

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.

Enquiries

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

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.

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.

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.

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.

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.

PARLIAMENTARY PROCEDURE

The function of developing, reviewing and implementing procedures, practices and policies relevant to carrying out the business of the Assembly and its committees. Includes advice from the Clerk.

Advice

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

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.

Procedures

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

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.

Reviewing

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

RECORDS DISPOSAL SCHEDULE

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.

Assembly & Committee Transcripts

The activities associated with producing verbatim transcripts of the Assembly and its committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ████████████████	Records documenting policies concerning the circulation of transcripts.	Retain as Territory Archives
1.4.2 ████████████████	Final versions of transcripts of committee hearings.	Retain as Territory Archives
1.4.3 ████████████████	Records documenting recording and transcription arrangements.	Destroy 7 years after last action
1.4.4 ████████████████	Style manuals and records documenting Hansard procedures and processes.	Destroy when superseded
1.4.5 ████████████████	Recordings of Assembly and committee proceedings.	Destroy when no longer required

Broadcasting of Proceedings

The activities associated with the broadcasting of the proceedings of the Assembly and its committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ████████████████	Records documenting approved guidelines for broadcasting of the proceedings of the Assembly and its committees.	Retain as Territory Archives
1.6.2 ████████████████	Working documents relating to the development of guidelines for broadcasting of the Assembly and its committees.	Destroy 3 years after promulgation of the new guidelines
1.6.3 ████████████████	Records documenting agreement to prescribed conditions for broadcasting of the Assembly and its committees.	Destroy 7 years after new agreement is implemented

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 ████████████████	Programs, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to a select or standing committee, eg a significant anniversary.	Retain as Territory Archives
1.8.2 ████████████████	Records documenting routine arrangements supporting celebrations to honour an event of major importance to a select or standing committee. Includes catering, venue bookings and entertainment.	Destroy 5 years after action completed

Committee Inquiries

The activities associated with supporting Assembly committees in the conduct of inquiries which have been either referred to a committee by the Assembly or self-referred.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 ████████████████	Records documenting the proceedings of inquiries conducted by standing and select committees such as: Submissions authorised for publication, Submissions not authorised for publication, Briefings prepared by staff for a committee, Tabled documents, Correspondence authorised for publication, Correspondence not authorised for publication, Responses to questions on notice, Transcripts of proceedings - public, and Transcripts of proceedings - in camera.	Retain as Territory Archives

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.

Committee Management

The activity of arranging and supporting private and public meetings of standing and select committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 ████████████████	Records documenting the overall administration and activity of the Assembly committee system eg The Business of Committees for each Assembly.	Retain as Territory Archives
1.11.2 ████████████████	Minutes of proceedings.	Retain as Territory Archives
1.11.3 ████████████████	Records documenting advice on committee procedures.	Retain as Territory Archives
1.11.4 ████████████████	Administrative records of standing or select committees including: Agendas, Staffing, Travel arrangements, Arrangements for meetings, including invitations to Submit, mailing lists and advertisements, Correspondence relating to routine procedural or Administrative matters (eg requests for corrections to Uncorrected proof transcripts, letters of appreciation, Acknowledgements of receipt of submissions, letters Confirming arrangements for public hearings), Printing arrangements, distribution lists for reports, Briefing papers for the Daily Program (prepared by the Administration and Procedure Committee), Routine progress reports and returns such as committee Work plans, activity returns, and Information on possible inquiries.	Destroy 5 years after action completed
1.11.5 ████████████████	Records documenting a committee's consideration of statutory appointments.	Destroy 5 years after last action

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ■■■■■■■■■■■■■■■■■■■■	Records of proceedings and reports of parliamentary committee conferences.	Retain as Territory Archives
1.13.2 ■■■■■■■■■■■■■■■■■■■■	Major briefs, submissions and discussion papers prepared by the Secretariat for conferences of parliamentary committees.	Retain as Territory Archives
1.13.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine administrative matters such as budgeting, staffing, attendance, travel arrangements.	Destroy 5 years after action completed

ASSEMBLY MEMBERS

The function of advising, reviewing and documenting the eligibility, conduct, attendance, remuneration, entitlements, and Assembly service of Members of the Legislative Assembly. Excludes condolences for Members and former Members.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ████████████████████	Records relating to the receipt and provision of advice relating to the Assembly members function eg advice on Members' responsibilities as employers.	Retain as Territory Archives
2.2.2 ████████████████████	Working papers relating to the development of advice relating to the Assembly members function.	Destroy 3 years after advice superseded

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 ████████████████████	Case files of Members including pay history records, payroll deduction authorities, taxation declaration records, advice provided, individual entitlements and allowances.	Destroy 75 years after the date of birth of the Member or 7 years after last action, which ever is the later.

ASSEMBLY MEMBERS

The function of advising, reviewing and documenting the eligibility, conduct, attendance, remuneration, entitlements, and Assembly service of Members of the Legislative Assembly. Excludes condolences for Members and former Members.

Members Entitlements

The activities associated with managing Members' entitlements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.22.1 ████████████████████	Records documenting Remuneration Tribunal decisions affecting Members and other monetary entitlements such as Discretionary Office Allowance. <i>[For the payment of salaries and allowances to individual Members use ASSEMBLY MEMBERS – Cases]</i>	Retain as Territory Archives
2.22.2 ████████████████████	Records documenting Members' entitlements such as telephones, newspapers, badges for former Members, furniture and fittings, stationery etc.	Destroy 10 years after last action

Members Induction

The activities associated with managing and arranging induction programs for Members.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.23.1 ████████████████████	Master sets of manuals, handbooks, directives relating to induction programs, such as the Members' Guide.	Retain as Territory Archives
2.23.2 ████████████████████	Records documenting the development of induction programs supporting the Assembly Members function.	Destroy 8 years after production of the information
2.23.3 ████████████████████	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

ASSEMBLY MEMBERS

The function of advising, reviewing and documenting the eligibility, conduct, attendance, remuneration, entitlements, and Assembly service of Members of the Legislative Assembly. Excludes condolences for Members and former Members.

Members Interests

The activities associated with maintaining a register of the declaration of private interests of Members of the Legislative Assembly.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.24.1 ████████████████████	Records documenting declarations of Members' private interests.	Destroy in accordance with the resolution of the Assembly

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.26.1 ████████████████████	Records documenting the development and establishment of policies concerning Assembly members.	Retain as Territory Archives
2.26.2 ████████████████████	Working papers documenting the development of policies concerning Assembly members.	Destroy 3 years after promulgation of the new policy

CHAMBER PROCEEDINGS

The function of providing services to support and record the proceedings of the sittings of the Legislative Assembly. Includes programming, producing the Notice Paper and Minutes of Proceedings, processing and recording petitions, tabling of documents, provision of relevant research, statistics, processing questions on notice and arrangements for the first sitting of each Assembly.

Assembly & Committee Transcripts

The activities associated with producing verbatim transcripts of the Assembly and its committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.4.1 ████████████████	Records documenting policies concerning the circulation of transcripts.	Retain as Territory Archives
3.4.2 ████████████████	Final edited version of transcripts of Assembly proceedings.	Retain as Territory Archives
3.4.3 ████████████████	Records documenting recording and transcription arrangements.	Destroy 7 years after last action
3.4.4 ████████████████	Style manuals and records documenting Hansard procedures and processes.	Destroy when superseded
3.4.5 ████████████████	Oral recordings of Assembly proceedings.	Destroy when no longer required

Assembly Meetings

The activities associated with arranging and supporting the meetings of the Assembly.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.5.1 ████████████████	Records documenting the proceedings of the Assembly and covers: Condolences, Minutes of Proceedings, Notice Paper, Petitions, Questions on Notice, Resolutions, Standing Orders, and Tabled documents.	Retain as Territory Archives
3.5.2 ████████████████	Daily program.	Destroy when action completed

CHAMBER PROCEEDINGS

The function of providing services to support and record the proceedings of the sittings of the Legislative Assembly. Includes programming, producing the Notice Paper and Minutes of Proceedings, processing and recording petitions, tabling of documents, provision of relevant research, statistics, processing questions on notice and arrangements for the first sitting of each Assembly.

Broadcasting of Proceedings

The activities associated with the broadcasting of the proceedings of the Assembly and its committees

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 ████████████████	Records documenting approved guidelines for broadcasting of the proceedings of the Assembly and its committees	Retain as Territory Archives
3.6.2 ████████████████	Working documents relating to the development of guidelines for broadcasting of the Assembly and its committees.	Destroy 3 years after the promulgation of new guidelines
3.6.3 ████████████████	Records documenting agreement to prescribed conditions for broadcasting of the Assembly and its committees.	Destroy 7 years after new agreement is implemented

Ceremonies

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.9.1 ████████████████	Programs, invitations, guest lists and photographs relating to ceremonies held to mark special occasions such as the first sitting of an Assembly.	Retain as Territory Archives
3.9.2 ████████████████	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes catering, venue booking and entertainment.	Destroy 2 years after action completed
3.9.3 ████████████████	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

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.1.1 ■■■■■■■■■■■■■■■■■■■■	Final version of address made by the Speaker, or Member at an inter parliamentary forum.	Retain as Territory Archives
4.1.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of addresses including drafts.	Destroy when reference ceases

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.3.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting assistance and arrangements for obtaining official passports, visas, clearances, entry permits etc for Members, spouses and staff relating to the inter parliamentary function.	Destroy 2 years after Member's Legislative Assembly service ceases and spouse and staff arrangements lapse / expire
4.3.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting travel arrangements to inter parliamentary activities, includes itineraries and accommodation.	Destroy 5 years after action completed

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.8.1 ████████████████	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance relating to the inter parliamentary relations function.	Retain as Territory Archives
4.8.2 ████████████████	Records documenting routine arrangements supporting celebrations to honour an event of major importance relating to the inter parliamentary relations function. Includes catering, venue bookings and entertainment.	Destroy 5 years after action completed
4.8.3 ████████████████	Records documenting all arrangements for other celebrations of lesser significance relating to the inter parliamentary relations function. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.13.1 ████████████████	Records of: Proceedings (transcripts) and reports, Major briefs, submissions and discussion papers prepared by the Secretariat for inter parliamentary conferences, and Committees or conferences of which the Speaker or the Clerk is a member or normally attends (eg Presiding Officers and Clerks meetings).	Retain as Territory Archives
4.13.2 ████████████████	Records documenting arrangements for inter parliamentary conferences including program development, arranging speakers, promotion, managing registrations and venue booking.	Destroy 5 years after action completed

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

Distribution

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.14.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the distribution of publications and correspondence related to the inter parliamentary relations function.	Destroy 2 years after action completed

Greetings

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.18.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the preparation, dispatch, and receipt of letters of introduction, appreciation, condolence and greeting cards. Includes mailing lists.	Destroy when no longer required

Inter Parliamentary Organisations

The activities associated with the participation in national and international associations and committees concerned with inter parliamentary relations, such as Commonwealth Parliamentary Association, Australasian Study of Parliament Group, Australian and New Zealand Association of Clerks at the Table. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.19.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting ACT Legislative Assembly membership in inter parliamentary organisations.	Retain as Territory Archives
4.20.2 ■■■■■■■■■■■■■■■■■■■■	Minutes of proceedings of the ACT branch of inter parliamentary organisations.	Retain as Territory Archives
4.19.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine administrative arrangements for inter parliamentary organisations.	Destroy 5 years after last action

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

Official Gifts

The activities associated with the purchase, presentation and receipt of official gifts.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.25.1 ████████████████	Records documenting the development of policy and procedures for the receipt, presentation or the exchange of gifts and commemorative items.	Retain as Territory Archives
4.25.2 ████████████████	Register of gifts and commemorative items received.	Retain as Territory Archives
4.25.3 ████████████████	Records documenting gifts and commemorative items presented to representatives of other parliaments.	Retain as Territory Archives
4.25.4 ████████████████	Letters of appreciation received or sent.	Destroy 3 years after action completed

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.29.1 ████████████████	Final version of reports made to external agencies in relation to the Inter parliamentary relations function.	Retain as Territory Archives
4.29.2 ████████████████	Final versions of reports on general administrative matters used to monitor and document recurring activities to support the Inter parliamentary relations function. Includes the collecting and reporting of statistical information relating to visits.	Destroy 10 years after action completed
4.29.3 ████████████████	Working papers documenting the development of all reports, including drafts and comments received.	Destroy 6 years after action completed
4.29.4 ████████████████	Copies of reports relating to the Inter parliamentary relations function.	Destroy when reference ceases

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.30.1 	Records documenting detailed research carried out to support the Inter parliamentary relations function.	Destroy 7 years after last action
4.30.2 	Records documenting routine research carried out to support the Inter parliamentary relations function.	Destroy 1 year after last action

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.32.1 ■■■■■■■■■■■■■■■■■■■■	Master copy of program for incoming inter parliamentary delegations (incorporates itinerary, program and list of delegation members).	Retain as Territory Archives
4.32.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting ACT Legislative Assembly membership of delegations including joint parliamentary delegations.	Retain as Territory Archives
4.32.3 ■■■■■■■■■■■■■■■■■■■■	Primary records prepared for parliamentary delegations includes: Invitations, Composition of delegation, Itinerary and program [outgoing delegations only], Financial planning, Travel arrangements, [incoming delegations only], Extension of travel arrangements, and Cancelled visits.	Destroy 5 years after action completed
4.32.4 ■■■■■■■■■■■■■■■■■■■■	Administrative arrangements for parliamentary delegations includes matters such as: Program drafts, Briefings, Transport, Venues, Functions, Receptions, Guest lists, Catering, Photographs, and Information kits.	Destroy when reference ceases

LEGISLATIVE PROCESS

The function of processing legislation through the Assembly to certification by the Clerk and forwarding to Parliamentary Counsel by the Speaker.

Includes the processing of proposed Assembly amendments and clerical amendments.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.2.1 ████████████████████	Records documenting advice provided or received in relation to the Legislative process function for example in relation to clerical amendments.	Retain as Territory Archives

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc prior to production.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.15.1 ████████████████████	Records documenting drafting instructions for legislation issued by the Secretariat.	Retain as Territory Archives

Legislation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.20.1 ████████████████████	Signed copies of bills including amendments.	Retain as Territory Archives
5.20.2 ████████████████████	Correspondence relating to the notification of legislation passed by the Assembly.	Retain as Territory Archives
5.20.3 ████████████████████	Final versions of documents outlining aspects of the process of making laws eg information provided to the community or to publications.	Retain as Territory Archives
5.20.4 ████████████████████	Working papers relating to the progress of legislation through the Assembly.	Destroy 1 year after last action
5.20.5 ████████████████████	Drafts of documents outlining aspects of the process of making laws eg information provided to the community or to publications.	Destroy when reference ceases

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.1.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of addresses made by the Speaker or the Clerk at major occasions relating to the Parliamentary education function.	Retain as Territory Archives
6.1.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of other addresses delivered relating to the Parliamentary education function.	Destroy 2 years after last presentation
6.1.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

Celebrations

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.8.1 ■■■■■■■■■■■■■■■■■■■■	Programs, guest lists and photographs relating to celebratory festivities held to honour an event of major importance relating to the Parliamentary education function.	Retain as Territory Archives
6.8.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine arrangements supporting celebrations to honour an event of major importance relating to the Parliamentary education function. Includes catering, venue bookings and entertainment.	Destroy 5 years after action completed
6.8.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting all arrangements for other celebrations of lesser significance relating to the Parliamentary education function. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.12.1 	Records of internal and external committees formed to consider matters relating to the parliamentary education function. Includes: Documents establishing the committee, Final versions of minutes, Reports, Recommendations, and Supporting documents such as briefing papers and Discussion papers.	Destroy 10 years after action completed
6.12.2 	Working papers documenting the conduct and administration of committees that consider matters relating to the parliamentary education function. Includes: Agenda, Notices of meetings, Draft minutes, Draft reports, and Draft discussion papers.	Destroy when reference ceases

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.13.1 ████████████████	Records documenting arrangements for conferences relating to the parliamentary education function including program development, arranging speakers, promotion, managing registrations and venue bookings.	Destroy 5 years after action completed
6.13.2 ████████████████	Records assessing the conduct of conferences organised by the Secretariat relating to the parliamentary education function (eg evaluation reports).	Destroy 5 years after action completed
6.13.3 ████████████████	Copies of unpublished proceedings, reports, speeches and papers of conferences relating to the parliamentary education function. <i>[For the printing and publication of parliamentary education conference proceedings and reports use PARLIAMENTARY EDUCATION - Production.]</i>	Destroy when reference ceases
6.13.4 ████████████████	Records documenting the attendance of staff at parliamentary education conferences arranged by other parliaments/agencies. Includes the completed conference registration forms, programs and conference promotion material.	Destroy 5 years after action completed
6.13.5 ████████████████	Participant’s reports on conferences arranged by other parliaments / agencies.	Destroy 5 years after action completed

Enquiries

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.16.1 ████████████████	Records documenting the handling of enquiries about the Assembly, its activities, products and services.	Destroy 2 years after action completed

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.17.1 ████████████████████	Records documenting major reports and submissions to the Speaker about programs relating to the parliamentary education function.	Retain as Territory Archives
6.17.2 ████████████████████	Records documenting the evaluation and ongoing monitoring of parliamentary education activities, programs and services.	Destroy 7 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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.21.1 ████████████████████	Final version of minutes, and supporting documents tabled at meetings held to support the Parliamentary Education function.	Destroy 5 years after action completed
6.21.2 ████████████████████	Working papers documenting the conduct and administration of meetings held to support the Parliamentary Education function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.28.1 ████████████████████	Master sets of publications relating to the Parliamentary Education function including biographical information on Members, and publications describing the role and functions of the Assembly.	Retain as Territory Archives
6.28.2 ████████████████████	Master copy of films / videos produced relating to the Parliamentary Education function.	Retain as Territory Archives
6.28.3 ████████████████████	Records documenting the production process concerning the parliamentary education function.	Destroy 3 years after Production

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.30.1 ████████████████████	Records documenting detailed research carried out to support the parliamentary education function.	Destroy 5 years after action completed
6.30.2 ████████████████████	Records documenting routine research carried out to support the parliamentary education function.	Destroy when reference cease

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.32.1 ████████████████████	Records documenting the development and review of the Assembly Internship Program.	Retain as Territory Archives
6.32.2 ████████████████████	Records documenting arrangements for visits or tours to the Assembly by the general public including University of the Third Age programs.	Destroy 6 years after action completed
6.32.3 ████████████████████	Records documenting arrangements for visits or tours to the Assembly by students including for special programs such as Youth Parliament, Schools Constitution Convention, debates etc.	Destroy 6 years after action completed
6.32.4 ████████████████████	Records documenting routine administrative matters, and arrangements for selection and supervision of work experience placements.	Destroy 6 years after action completed
6.32.5 ████████████████████	Records documenting routine administrative matters, and arrangements for selection and supervision of Assembly Internship placements.	Destroy 6 years after action completed
6.32.6 ████████████████████	Records documenting visits by staff to schools and community organisations in relation to the parliamentary education function.	Destroy 6 years after action completed

PARLIAMENTARY PROCEDURE

The function of developing, reviewing and implementing procedures, practices and policies relevant to carrying out the business of the Assembly and its committees. Includes advice from the Clerk.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.2.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of advice provided on parliamentary procedure relating to the Assembly and its committees.	Retain as Territory Archives
7.2.2 ■■■■■■■■■■■■■■■■■■■■	Working papers on advice provided on parliamentary procedure relating to the Assembly and its committees.	Destroy 5 years after action completed

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.7.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the case history of a matter relating to the parliamentary procedure function, such as a matter relating to a specific standing order or a particular procedure, where for operational reasons it is necessary to keep a number of activities on the one file.	Retain as Territory Archives

PARLIAMENTARY PROCEDURE

The function of developing, reviewing and implementing procedures, practices and policies relevant to carrying out the business of the Assembly and its committees. Includes advice from the Clerk.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.27.1 ████████████████	Final versions of procedures relating to the operation of the Assembly and its committees, for example Standing Orders.	Retain as Territory Archives
7.27.2 ████████████████	Working papers documenting procedures relating to the operation of the Assembly and its committees, for example Standing Orders.	Destroy 1 year after promulgation of the new procedures

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.30.1 ████████████████	Final versions of research relating to the parliamentary procedure function, for example research on Standing Orders.	Retain as Territory Archives
7.30.2 ████████████████	Working papers documenting research relating to the parliamentary procedure function.	Destroy 2 years 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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.31.1 ████████████████	Final versions of reviews conducted on matters relating to the parliamentary procedure function.	Retain as Territory Archives
7.31.2 ████████████████	Working papers of reviews conducted on matters relating to the parliamentary procedure function.	Destroy 2 years after action completed

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.

Assembly & Committee Transcripts

The activities associated with producing verbatim transcripts of the Assembly and its committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting policies concerning the circulation of transcripts.	Retain as Territory Archives
1.4.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of transcripts of committee hearings.	Retain as Territory Archives

Broadcasting of Proceedings

The activities associated with the broadcasting of the proceedings of the Assembly and its committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting approved guidelines for broadcasting of the proceedings of the Assembly and its committees.	Retain as Territory Archives

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 ■■■■■■■■■■■■■■■■■■■■	Programs, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to a select or standing committee, eg a significant anniversary.	Retain as Territory Archives


Classes for retention as Territory Archives

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.




Committee Inquiries

The activities associated with supporting Assembly committees in the conduct of inquiries which have been either referred to a committee by the Assembly or self-referred.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 	Records documenting the proceedings of inquiries conducted by standing and select committees such as: Submissions authorised for publication, Submissions not authorised for publication, Briefings prepared by staff for a committee, Tabled documents, Correspondence authorised for publication, Correspondence not authorised for publication, Responses to questions on notice, Transcripts of proceedings - public, and Transcripts of proceedings - in camera.	Retain as Territory Archives

Committee Management

The activity of arranging and supporting private and public meetings of standing and select committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 	Records documenting the overall administration and activity of the Assembly committee system eg The Business of Committees for each Assembly.	Retain as Territory Archives
1.11.2 	Minutes of proceedings.	Retain as Territory Archives
1.11.3 	Records documenting advice on committee procedures.	Retain as Territory Archives



Classes for retention as Territory Archives

ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 	Records of proceedings and reports of parliamentary committee conferences.	Retain as Territory Archives
1.13.2 	Major briefs, submissions and discussion papers prepared by the Secretariat for conferences of parliamentary committees.	Retain as Territory Archives

Classes for retention as Territory Archives

ASSEMBLY MEMBERS

The function of advising, reviewing and documenting the eligibility, conduct, attendance, remuneration, entitlements, and Assembly service of Members of the Legislative Assembly. Excludes condolences for Members and former Members.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the receipt and provision of advice relating to the Assembly members function eg advice on Members' responsibilities as employers.	Retain as Territory Archives

Members Entitlements

The activities associated with managing Members' entitlements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.22.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting Remuneration Tribunal decisions affecting Members and other monetary entitlements such as Discretionary Office Allowance. <i>[For the payment of salaries and allowances to individual Members use ASSEMBLY MEMBERS – Cases]</i>	Retain as Territory Archives

Members Induction

The activities associated with managing and arranging induction programs for Members.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.23.1 ■■■■■■■■■■■■■■■■■■■■	Master sets of manuals, handbooks, directives relating to induction programs, such as the Members' Guide.	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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.26.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of policies concerning Assembly members.	Retain as Territory Archives

Classes for retention as Territory Archives

CHAMBER PROCEEDINGS

The function of providing services to support and record the proceedings of the sittings of the Legislative Assembly. Includes programming, producing the Notice Paper and Minutes of Proceedings, processing and recording petitions, tabling of documents, provision of relevant research, statistics, processing questions on notice and arrangements for the first sitting of each Assembly.

Assembly & Committee Transcripts

The activities associated with producing verbatim transcripts of the Assembly and its committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.4.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting policies concerning the circulation of transcripts.	Retain as Territory Archives
3.4.2 ■■■■■■■■■■■■■■■■■■■■	Final edited version of transcripts of Assembly proceedings.	Retain as Territory Archives

Assembly Meetings

The activities associated with arranging and supporting the meetings of the Assembly.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.5.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the proceedings of the Assembly and covers: Condolences, Minutes of Proceedings, Notice Paper, Petitions, Questions on Notice, Resolutions, Standing Orders, and Tabled documents.	Retain as Territory Archives

Classes for retention as Territory Archives

CHAMBER PROCEEDINGS

The function of providing services to support and record the proceedings of the sittings of the Legislative Assembly. Includes programming, producing the Notice Paper and Minutes of Proceedings, processing and recording petitions, tabling of documents, provision of relevant research, statistics, processing questions on notice and arrangements for the first sitting of each Assembly.

Broadcasting of Proceedings

The activities associated with the broadcasting of the proceedings of the Assembly and its committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting approved guidelines for broadcasting of the proceedings of the Assembly and its committees.	Retain as Territory Archives

Ceremonies

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.9.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies held to mark special occasions such as the first sitting of an Assembly.	Retain as Territory Archives

Classes for retention as Territory Archives

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.1.1 ████████████████	Final version of address made by Mr Speaker, or Member at an inter parliamentary forum.	Retain as Territory Archives

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.8.1 ████████████████	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance relating to the inter parliamentary relations function.	Retain as Territory Archives

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.13.1 ████████████████	Records of: Proceedings (transcripts) and reports, Major briefs, submissions and discussion papers prepared by the Secretariat for inter parliamentary conferences, and Committees or conferences of which the Speaker or the Clerk is a member or normally attends (eg Presiding Officers and Clerks meetings).	Retain as Territory Archives

Classes for retention as Territory Archives

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

Inter Parliamentary Organisations

The activities associated with the participation in national and international associations and committees concerned with inter parliamentary relations, such as Commonwealth Parliamentary Association, Australasian Study of Parliament Group, Australian and New Zealand Association of Clerks at the Table. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.19.1 ████████████████████	Records documenting ACT Legislative Assembly membership in inter parliamentary organisations.	Retain as Territory Archives
4.19.2 ████████████████████	Minutes of proceedings of the ACT branch of inter parliamentary organisations.	Retain as Territory Archives

Official Gifts

The activities associated with the purchase, presentation and receipt of official gifts.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.25.1 ████████████████████	Records documenting the development of policy and procedures for the receipt, presentation or the exchange of gifts and commemorative items.	Retain as Territory Archives
4.25.2 ████████████████████	Register of gifts and commemorative items received.	Retain as Territory Archives
4.25.3 ████████████████████	Records documenting gifts and commemorative items presented to representatives of other parliaments.	Retain as Territory Archives

Classes for retention as Territory Archives

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.29.1 	Final version of reports made to external agencies in relation to the Inter parliamentary relations function.	Retain as Territory Archives

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.32.1 	Master copy of program for incoming inter parliamentary delegations (incorporates itinerary, program and list of delegation members).	Retain as Territory Archives
4.32.2 	Records documenting ACT Legislative Assembly membership of delegations including joint parliamentary delegations.	Retain as Territory Archives

Classes for retention as Territory Archives

LEGISLATIVE PROCESS

The function of processing legislation through the Assembly to certification by the Clerk and forwarding to Parliamentary Counsel by the Speaker.

Includes the processing of proposed Assembly amendments and clerical amendments.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.2.1 ████████████████	Records documenting advice provided or received in relation to the Legislative process function for example in relation to clerical amendments.	Retain as Territory Archives

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc prior to production.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.15.1 ████████████████	Records documenting drafting instructions for legislation issued by the Secretariat.	Retain as Territory Archives

Legislation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.20.1 ████████████████	Signed copies of bills including amendments.	Retain as Territory Archives
5.20.2 ████████████████	Correspondence relating to the notification of legislation passed by the Assembly.	Retain as Territory Archives
5.20.3 ████████████████	Final versions of documents outlining aspects of the process of making laws eg information provided to the community or to publications.	Retain as Territory Archives

Classes for retention as Territory Archives

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.1.1 ████████████████	Final versions of addresses made by the Speaker or the Clerk at major occasions relating to the Parliamentary education function.	Retain as Territory Archives

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.8.1 ████████████████	Programs, guest lists and photographs relating to celebratory festivities held to honour an event of major importance relating to the Parliamentary education function.	Retain as Territory Archives

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.17.1 ████████████████	Records documenting major reports and submissions to the Speaker about programs relating to the parliamentary education function.	Retain as Territory Archives

Classes for retention as Territory Archives

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.28.1 	Master sets of publications relating to the Parliamentary Education function including biographical information on Members, and publications describing the role and functions of the Assembly.	Retain as Territory Archives
6.28.2 	Master copy of films / videos produced relating to the Parliamentary Education function.	Retain as Territory Archives

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.32.1 	Records documenting the development and review of the Assembly Internship Program.	Retain as Territory Archives

Classes for retention as Territory Archives

PARLIAMENTARY PROCEDURE

The function of developing, reviewing and implementing procedures, practices and policies relevant to carrying out the business of the Assembly and its committees. Includes advice from the Clerk.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.2.1 ▄▄▄▄▄▄▄▄▄▄▄▄	Final versions of advice provided on parliamentary procedure relating to the Assembly and its committees.	Retain as Territory Archives

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.7.1 ▄▄▄▄▄▄▄▄▄▄▄▄	Records documenting the case history of a matter relating to the parliamentary procedure function, such as a matter relating to a specific standing order or a particular procedure, where for operational reasons it is necessary to keep a number of activities on the one file.	Retain as Territory Archives

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.27.1 ▄▄▄▄▄▄▄▄▄▄▄▄	Final versions of procedures relating to the operation of the Assembly and its committees, for example Standing Orders.	Retain as Territory Archives

Classes for retention as Territory Archives

PARLIAMENTARY PROCEDURE

The function of developing, reviewing and implementing procedures, practices and policies relevant to carrying out the business of the Assembly and its committees. Includes advice from the Clerk.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.30.1 ████████████████████	Final versions of research relating to the parliamentary procedure function, for example research on Standing Orders.	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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.31.1 ████████████████████	Final versions of reviews conducted on matters relating to the parliamentary procedure function.	Retain as Territory Archives