

Australian Capital Territory

## **Territory Records (Records Disposal Schedule – Traffic and Transport Records) Approval 2004 (No 1)\***

**Notifiable instrument NI2004—180**

made under the

**Territory Records Act 2002, s 19**

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I approve the Records Disposal Schedule – Traffic and Transport Records.

David Wardle  
Director of Territory Records  
15 June 2004

\*Name amended under Legislation Act, s 60



# *Records Disposal Schedule Traffic & Transport Records*

<b>INTRODUCTION</b> .....	<b>4</b>
<b>PURPOSE</b> .....	<b>4</b>
<b>SCOPE</b> .....	<b>4</b>
<b>AUTHORITY</b> .....	<b>4</b>
<b>STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD</b>	
<b>AAA</b> .....	<b>4</b>
Territory Version of Keyword AAA.....	5
<b>GUIDELINES FOR USE</b> .....	<b>6</b>
Coverage of authority.....	6
<b>FORMAT OF RECORD</b> .....	<b>7</b>
Electronic records.....	7
<b>DESTRUCTION OF RECORDS</b> .....	<b>7</b>
<b>UPDATING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>7</b>
<b>ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>7</b>
<b>RELATED LEGISLATION</b> .....	<b>8</b>
<b>DEFINITIONS</b> .....	<b>9</b>
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
<b>BUSINESS CLASSIFICATION SCHEME</b> .....	<b>11</b>
<b>TRAFFIC &amp; TRANSPORT</b> .....	<b>12</b>
<i>Accreditation</i> .....	12
<i>Advice</i> .....	12
<i>Agreements</i> .....	12
<i>Appeals (decisions)</i> .....	12
<i>Audit</i> .....	12
<i>Authorisation</i> .....	12
<i>Committees</i> .....	12
<i>Compliance</i> .....	12
<i>Compulsory third party insurance</i> .....	13
<i>Conferences</i> .....	13
<i>Contracting out</i> .....	13
<i>Control</i> .....	13
<i>Customer service</i> .....	13
<i>Decisions review</i> .....	13
<i>Designing</i> .....	13
<i>Evaluation</i> .....	13
<i>Fees and charges determination</i> .....	13
<i>Infringements</i> .....	13
<i>Inspections</i> .....	13
<i>Joint ventures</i> .....	13
<i>Legislation</i> .....	14

**Records Disposal Schedule - Traffic and Transport Records May 2004**

<i>Liaison</i> .....	14
<i>Licensing</i> .....	14
<i>Meetings</i> .....	14
<i>Parking enforcement</i> .....	14
<i>Planning</i> .....	14
<i>Policy</i> .....	14
<i>Procedures</i> .....	14
<i>Programs</i> .....	14
<i>Registration</i> .....	14
<i>Regulation and monitoring</i> .....	14
<i>Reporting</i> .....	15
<i>Research</i> .....	15
<i>Road Safety</i> .....	15
<i>Service Providers</i> .....	15
<i>Service Provision</i> .....	15
<i>Standards</i> .....	15
<i>Tendering</i> .....	15
<i>Transport Strategy</i> .....	15
<b>RECORDS DISPOSAL SCHEDULE</b> .....	<b>16</b>
<b>CLASSES FOR RETENTION AS TERRITORY ARCHIVES</b> .....	<b>46</b>

## INTRODUCTION

The *Records Disposal Schedule – Traffic & Transport Records* is the official authority for the disposal of records relating to Traffic & Transport Records.

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 Traffic & Transport records created or maintained by ACT Government agencies.

## 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 – Traffic & Transport 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 Traffic & Transport Records regardless of titling conventions used, so that

## ***Records Disposal Schedule - Traffic and Transport Records May 2004***

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 – Traffic & Transport Records

- covers all Traffic & Transport records.
- is intended to cover most Traffic & Transport records common to all ACT Government agencies;
- 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  
*ACTION Authority Act 2001*  
*Interstate Road Transport Act 1985 (Cwlth)*  
*Interstate Road Transport Charge Act 1985 (Cwlth)*  
*Motor Omnibus Services Act 1955*  
*Motor Omnibus Services (Amendment) Act 1994*  
*Motor Traffic (Amendment) Act (No 3) 1993*  
*Motor Vehicle Standards Act 1989 (Cwlth)*  
*NRMA-ACT Road Safety Trust Act 1992*  
*Road Transport (Alcohol and Drugs) Act 1977*  
*Road Transport Charges (Australian Capital Territory) Act 1993 (Cwlth)*  
*Road Transport (Dimensions and Mass) Act 1990*  
*Road Transport (Driver Licensing) Act 1999*  
*Road Transport (General) Act 1999*  
*Road Transport (Public Passenger Services) Act 2001*  
*Road Transport (Safety and Traffic Management) Act 1999*  
*Road Transport Reform (Dangerous Goods) Act 1995 (Cwlth)*  
*Road Transport (Vehicles and Traffic) Act 1993 (Cwlth)*  
*Road Transport (Vehicle Registration) Act 1999*  
*Roads and Public Places Act 1937*  
and subordinate legislation.

## 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 - Traffic and Transport 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**

## ***TRAFFIC & TRANSPORT***

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***Accreditation***

The activities associated with the granting of authoritative permission, approval, consent or accreditation to undertake specific tasks, after the required standards have been met. Includes the accreditation of individuals, groups or corporations.

### ***Advice***

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

### ***Agreements***

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

### ***Appeals (decisions)***

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

### ***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.

### ***Authorisation***

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

### ***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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

### ***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.

***Compulsory third party insurance***

The process of taking out premiums to cover the owner or driver of a motor vehicle against injury or death resulting from the use of the motor vehicle.

***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.

***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.

***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.

***Customer service***

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

***Decisions review***

The activities associated with the review of decisions referred to external bodies, for instance the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

***Designing***

The activity of designing Departmental premises, offices, depots, other places of Department business, parks and reserves, roads and streets, drainage infrastructure, traffic and transport infrastructure, waste management infrastructure, water supply infrastructure and equipment.

***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.

***Fees and charges determination***

The activities associated with determining fees and charges.

***Infringements***

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

***Inspections***

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

***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

## ***Records Disposal Schedule - Traffic and Transport Records May 2004***

and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

### ***Legislation***

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

### ***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.

### ***Licensing***

The activities associated with the granting of authoritative permission, approval, consent or licence to undertake specific tasks. Includes the licensing of individuals, groups or corporations.

### ***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.

### ***Parking enforcement***

The activities associated with the ACT's parking legislation.

### ***Planning***

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

### ***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.

### ***Procedures***

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

### ***Programs***

Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.

Tip: Add subject of program or name of program as free text if appropriate.

### ***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

### ***Regulation and monitoring***

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

### ***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.

### ***Road Safety***

Road Safety includes measures to improve the safety of drivers, cyclists and pedestrians and includes initiatives to reduce the level of vehicle accidents, for instance, the lowering of speed limits, improvements to vehicle safety and improvements to roads.

See - TRAFFIC AND TRANSPORT – Planning for planning of truck routes and road limits

See - TRAFFIC AND TRANSPORT - Regulation and monitoring - Traffic studies for reviews of road speed limits and vehicle usage of roads

### ***Service Providers***

The activity of managing those agencies or organisations involved in the provision of services to the Department or to the local community in association with the Department. Includes Departmental negotiations and liaison with service providers over the provision of energy, sewerage services, traffic and transport services (e.g. air, bus, ferry, light rail, monorail, and taxi services) and water services. Also includes liaison and negotiations relating to routes, frequency of services, timetables of transport services.

### ***Service Provision***

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

### ***Signs***

The activity of regulating and managing signage including street signs and advertising.

### ***Standards***

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

### ***Tendering***

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

### ***Transport Strategy***

Activities associated with the development of long term strategies for high quality and sustainable transport for the Territory.

## **RECORDS DISPOSAL SCHEDULE**

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***Accreditation***

The activities associated with the granting of authoritative permission, approval, consent or accreditation to undertake specific tasks, after the required standards have been met. Includes the accreditation of individuals, groups or corporations.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.3.1 	Records documenting the accreditation of taxi operators, bus operators and hire car operators.	Retain as Territory Archives
1.3.2 	Records documenting the accreditation of Accredited Driving Instructors.	Retain as Territory Archives
1.3.3 	Records documenting the information relating to the Quality Assurance Accreditation of Road User Services.	Retain as Territory Archives
1.3.4 	Records documenting the accreditation of Authorised Inspection Stations and Authorised Examiner Repairers.	Retain as Territory Archives
1.3.5 	Records documenting Trader Plates applications and certificates of business, including listing of current businesses.	Retain as Territory Archives

## **Traffic and Transport**

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See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### **Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.6.1 ████████████████	Advice provided by the agency to members of the public and other organisations.	Destroy 7 years after action completed
1.6.2 ████████████████	Records and documents of correspondence with the ACT Ombudsman's Office.	Destroy 7 years after action completed
1.6.3 ████████████████	Records documenting advice (other than legal advice) received from an internal or external organisations or from members of the public.	Destroy 7 years after action completed

### **Agreements**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.7.1 ████████████████	Final version of agreements and memoranda of understanding made to support the traffic and transport function.	Retain as Territory Archives
1.7.2 ████████████████	Records documenting negotiation, establishment, maintenance and review of agreements.	Destroy 5 years after agreement expires or is superseded













## **Traffic and Transport**

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See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.28.1 ■■■■■■■■■■■■■■■■■■■■	Master control records for agency register systems (both paper and electronic). Includes: - registers and indexes giving details of control numbers, date, disposal details, and - lists of records destroyed, if master control records are not annotated.	Retain as Territory Archives
1.28.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting Ministerials, Internal Review Tracking System.	Retain as Territory Archives
1.28.3 ■■■■■■■■■■■■■■■■■■■■	Records relating to client request for search of electronic records.	Destroy 7 years after action completed

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### *Customer Service*

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.32.1 	Records documenting complaints from members of the public about taxi, bus and hire car services.	Retain as Territory Archives
1.32.2 	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients eg managing an enquiry desk or a telephone information service. Includes carrying out customer surveys.	Destroy 7 years after action completed
1.32.3 	Records documenting requests for information from the agency.	Destroy 7 years after action completed
1.32.4 	Information relating to the development of rego.act for the ACT Government.	Destroy 7 years after action completed
1.32.5 	Records relating to Internet information in providing services to customers online.	Destroy 1 year after production of procedures



## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.46.1 	Evaluation of Road Ready Program, including Road Ready Plus.	Retain as Territory Archives
1.46.2 	Evaluations of programs under the Traffic and Transport function.	Destroy 15 years after evaluation

### ***Fees and charges determination***

The activities associated with determining fees and charges.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.49.1 	Records documenting the activities associated with determining fees and charges for the traffic and transport function. Includes the determination of traffic fines.	Retain as Territory Archives
1.49.2 	Records relating to Fee Waiver Guidelines.	Retain as Territory Archives

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***Infringements***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.60.1 ████████████████████	Records documenting the issue of parking infringements.	Destroy 7 years after action ceases
1.60.2 ████████████████████	Records documenting the issue of dimensions & mass infringements.	Destroy 7 years after action ceases
1.60.3 ████████████████████	Records documenting vehicle infringements issued, and infringements cleared.	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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.62.1 ████████████████████	Records documenting routine inspections of premises, facilities, equipment and vehicles relating to the traffic and transport function.	Destroy 15 years after action completed

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### *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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.67.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of traffic and transport joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after action completed

### *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>
1.71.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the process of making ACT legislation. Includes Acts, Regulations, Disallowable Instruments and amendments to each.	Retain as Territory Archives

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.72.1 	Records documenting liaison between the agency and the Australian Federal Police.	Retain as Territory Archives
1.72.2 	Records documenting liaison between the agency and the National Transport Commission.	Retain as Territory Archives
1.72.3 	Records documenting the activities associated with maintaining regular contact between the agency and professional associations, private sector organisations and community groups. Includes collaborating on projects that are not joint ventures. Includes discussions and the sharing of information.	Destroy 7 years after last action

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***Licensing***

The activities associated with the granting of authoritative permission, approval, consent or licence to undertake specific tasks. Includes the licensing of individuals, groups or corporations.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.73.1 ████████████████	Records documenting the granting of driver licences in the ACT.	Destroy 7 years after action completed
1.73.2 ████████████████	Records documenting Court Bench Reports, and restorations of licences with conditions.	Destroy 7 years after action completed
1.73.3 ████████████████	Records documenting Underage licence approvals and non-approvals, show cause, and underage Public Vehicle applications.	Destroy 7 years after action completed
1.73.4 ████████████████	Records documenting the granting of taxi licences.	Destroy 7 years after action completed
1.73.5 ████████████████	Records documenting issues concerning the suspension or disqualification of driver licences.	Destroy 15 years after action completed
1.73.6 ████████████████	Records documenting correspondence received about driver licensing issues.	Destroy 7 years after action completed
1.73.7 ████████████████	Records of surrendered licences.	Destroy 7 years after action completed



## **Traffic and Transport**

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See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.78.1 ████████████████	Minutes, agendas and discussion papers for national meetings of the Australian Transport Council (ATC), the Standing Committee on Transport (SCOT) and Transport Agency Chief Executives (TACE).	Retain as Territory Archives
1.78.2 ████████████████	Final versions of minutes and supporting documents tabled at meetings held to support the traffic and transport function. Includes meetings with external agencies.	Destroy 7 years after last action
1.78.3 ████████████████	Working papers documenting the conduct and administration of meetings held to support the traffic and transport function. Includes agendas, notices.	Destroy when reference ceases

### **Parking enforcement**

The activities associated with the ACT's parking legislation

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.83.1 ████████████████	Records documenting correspondence received from organisations and members of the public regarding the enforcement of the ACT's parking legislation eg resident parking issues. This does not include the payment of parking infringements and representations about parking infringements.	Destroy 7 years after action completed



## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.87.1 ████████████████████	Records documenting the development and establishment of public transport policies (taxis, buses, hire cars and accessible public transport).	Retain as Territory Archives
1.87.2 ████████████████████	Records documenting the policy work involved in developing new series of vehicle number plates.	Retain as Territory Archives
1.87.3 ████████████████████	Records documenting the development and establishment of traffic and transport policies, except for public transport policies and issues concerning vehicle number plates. Includes: - policy proposals, - research papers, - results of consultations, - supporting reports, - major drafts, - final policy documents, and - final legislation.	Destroy 7 years after policy is superseded
1.87.4 ████████████████████	Working papers documenting the development of traffic and transport policies. Includes documentation of comments on draft policies.	Destroy 2 years after promulgation of new policy

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***Procedures***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.89.1 ████████████████████	Records documenting written-off vehicle notification forms and vehicle identity checks.	Retain as Territory Archives
1.89.2 ████████████████████	Records and documents relating to fraud and stolen vehicles, including notes regarding the risk of fraud.	Retain as Territory Archives
1.89.3 ████████████████████	Master set of agency manuals, handbooks etc detailing procedures supporting the traffic and transport function.	Destroy 7 years after procedures are superseded
1.89.4 ████████████████████	Records documenting the development of agency procedures supporting the traffic and transport function.	Destroy 1 year after production of procedures

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***Programs***

Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.

Tip: Add subject of program or name of program as free text if appropriate.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.91.1 	Records documenting National Transport Reform projects involving the agency, eg National Transport Commission projects and AUSTRROADS projects.	Retain as Territory Archives
1.91.2 	Records documenting ACT Government programs for activities supporting the traffic and transport function. Includes work progress reports against business plans and work plans.	Destroy 15 years after action completed

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### **Registration**

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.95.1 ████████████████████	Records documenting the granting and renewal of vehicle registrations in the ACT.	Destroy 7 years after action completed
1.95.2 ████████████████████	Records documenting variations to Restricted Hire Car Licences.	Destroy 7 years after action completed
1.95.3 ████████████████████	Records documenting Modified vehicles, Imported vehicles, Individual constructed vehicles, and Written-off, re-built vehicles.	Destroy 7 years after action completed
1.95.4 ████████████████████	Records documenting the operation of the Accredited Driving Instructors and Authorised Examiners Scheme in the ACT.	Destroy 7 years after action completed
1.95.5 ████████████████████	Records of information relating to Public Vehicles and information relating to vehicle registration.	Destroy 7 years after action completed
1.95.6 ████████████████████	Records documenting the establishment and maintenance of vehicle registration registers.	Destroy 7 years after action completed
1.95.7 ████████████████████	Records of surrendered vehicle registrations.	Destroy 7 years after action completed
1.95.8 ████████████████████	Registrations not renewed.	Destroy 7 years after action completed





## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### **Road safety**

Road Safety includes measures to improve the safety of drivers, cyclists and pedestrians and includes initiatives to reduce the level of vehicle accidents, for instance, the lowering of speed limits, improvements to vehicle safety and improvements to roads.

See - TRAFFIC AND TRANSPORT – Planning for planning of truck routes and road limits

See - TRAFFIC AND TRANSPORT - Regulation and monitoring - Traffic studies for reviews of road speed limits and vehicle usage of roads

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.106.1 	Records documenting ACT Road Crash Statistics.	Retain as Territory Archives
1.106.2 	Records documenting the establishment and maintenance of the Road Ready Program.	Retain as Territory Archives
1.106.3 	Records documenting final versions of ACT Road Safety Strategies and Action Plans.	Retain as Territory Archives
1.106.4 	Records documenting correspondence received from the NRMA-ACT Road Safety Trust. Includes policy issues and submissions.	Retain as Territory Archives
1.106.5 	Records documenting measures taken to improve the safety of drivers, cyclists and pedestrians (except for the Road Ready program).	Destroy 10 years after action completed

## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***Service providers***

The activity of managing those agencies or organisations involved in the provision of services to the Department or to the local community in association with the Department. Includes Departmental negotiations and liaison with service providers over the provision of energy, sewerage services, traffic and transport services (e.g. air, bus, ferry, light rail, monorail, and taxi services) and water services. Also includes liaison and negotiations relating to routes, frequency of services, timetables of transport services.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.110.1 ████████████████████	Records of Authorised Persons listed at Road User Services.	Retain as Territory Archives
1.110.2 ████████████████████	Records documenting liaison and negotiation with ACTION regarding bus routes, frequency of services and timetables.	Destroy 7 years after strategies are superseded

### ***Service provision***

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.111.1 ████████████████████	Records relating to requests for bus services.	Destroy 7 years after action completed
1.111.2 ████████████████████	Applications for passes for student concessions and free travel and associated correspondence.	Destroy 1 year after action ceases
1.111.3 ████████████████████	Applications for ticket replacements	Destroy 3 months after last action.



## **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.118.1 ■■■■■■■■■■■■■■■■■■■■	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. Includes evaluation of tenders received against selection criteria. Also includes post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1.118.2 ■■■■■■■■■■■■■■■■■■■■	Records of unsuccessful tenderers 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.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1.118.3 ■■■■■■■■■■■■■■■■■■■■	Signed contracts and agreements resulting from tenders.	Destroy 7 years after completion or other termination of agreement or contract

### ***Transport strategy***

Activities associated with the development of long term strategies for high quality and sustainable transport for the Territory.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.120.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning of long term strategies for high quality and sustainable transport for the ACT.	Retain as Territory Archives

## **CLASSES FOR RETENTION AS TERRITORY ARCHIVES**



## **Classes for retention as Territory Archives**

### **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

#### ***Agreements***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.7.1 ■■■■■■■■■■■■■■■■■■■■	Final version of agreements and memoranda of understanding made to support the traffic and transport function.	Retain as Territory Archives

#### ***Authorisation***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.15.1 ■■■■■■■■■■■■■■■■■■■■	Authorisation of parking permits and dimensions and mass permits.	Retain as Territory Archives

#### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.21.1 ■■■■■■■■■■■■■■■■■■■■	Records of committee meetings of the Traffic Liaison Committee (a Road Safety Committee) and the Australian Motor Vehicle Certification Board.	Retain as Territory Archives

#### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.22.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the issuing of Disciplinary Notices to Accredited Bus Operators, Taxi Operators and Hire Car Operators.	Retain as Territory Archives

## **Classes for retention as Territory Archives**

### **Traffic and Transport**

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See ROADS MANAGEMENT for the design, construction and maintenance of roads.

#### ***Compulsory third party insurance***

The process of taking out premiums to cover the owner or driver of a motor vehicle against injury or death resulting from the use of the motor vehicle.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.23.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the annual setting of compulsory third party insurance premiums for the ACT.	Retain as Territory Archives
1.23.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting other issues involving Compulsory Third Party Insurance.	Retain as Territory Archives

#### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.28.1 ■■■■■■■■■■■■■■■■■■■■	Master control records for agency register systems (both paper and electronic). Includes: - registers and indexes giving details of control numbers, date, disposal details, and - lists of records destroyed, if master control records are not annotated.	Retain as Territory Archives
1.28.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting Ministerials, Internal Review Tracking System.	Retain as Territory Archives

#### ***Customer Service***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.32.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting complaints from members of the public about taxi, bus and hire car services.	Retain as Territory Archives





## **Classes for retention as Territory Archives**

### **Traffic and Transport**

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See ROADS MANAGEMENT for the design, construction and maintenance of roads.

#### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.72.1 	Records documenting liaison between the agency and the Australian Federal Police.	Retain as Territory Archives
1.72.2 	Records documenting liaison between the agency and the National Transport Commission.	Retain as Territory Archives



## **Classes for retention as Territory Archives**

### **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

#### ***Procedures***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.89.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting written-off vehicle notification forms and vehicle identity checks.	Retain as Territory Archives
1.89.2 ■■■■■■■■■■■■■■■■■■■■	Records and documents relating to fraud and stolen vehicles, including notes regarding the risk of fraud.	Retain as Territory Archives

#### ***Programs***

Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.

Tip: Add subject of program or name of program as free text if appropriate.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.91.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting National Transport Reform projects involving the agency, eg National Transport Commission projects and AUSTRROADS projects.	Retain as Territory Archives



## **Classes for retention as Territory Archives**

### **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

#### ***Service providers***

The activity of managing those agencies or organisations involved in the provision of services to the Department or to the local community in association with the Department. Includes Departmental negotiations and liaison with service providers over the provision of energy, sewerage services, traffic and transport services (e.g. air, bus, ferry, light rail, monorail, and taxi services) and water services. Also includes liaison and negotiations relating to routes, frequency of services, timetables of transport services.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.110.1 ■■■■■■■■■■■■■■■■■■■■	Records of Authorised Persons listed at Road User Services.	Retain as Territory Archives

#### ***Signs***

The activity of regulating and managing signage including street signs and advertising.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.112.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the activity of regulating and managing street signs.	Retain as Territory Archives

## **Classes for retention as Territory Archives**

### **Traffic and Transport**

The function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.

See ROADS MANAGEMENT for the design, construction and maintenance of roads.

#### ***Standards***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.114.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the standards for vehicle modifications, personal vehicle imports, re-called vehicles and rally cars.	Retain as Territory Archives
1.114.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the standards required of taxi drivers, bus operators, hire car operators and accredited public passenger services.	Retain as Territory Archives

#### ***Transport strategy***

Activities associated with the development of long term strategies for high quality and sustainable transport for the Territory.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.120.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning of long term strategies for high quality and sustainable transport for the ACT.	Retain as Territory Archives