

Australian Capital Territory

Territory Records (Records Disposal Schedule – Roads Management Records) Approval 2004 (No 2)

Notifiable instrument NI2004—474

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Roads Management Records) Approval 2004 (No 2)

2. Revocation

This instrument revokes NI 2004 – 339, Territory Records (Records Disposal Schedule – Roads Management Records) Approval 2004 (No 1), notified on the legislation register on 6 September 2004.

3. Approval

I approve the Records Disposal Schedule – Roads Management Records (No 2).

David Wardle
Director of Territory Records
10 December 2004



*Records Disposal Schedule
Roads Management Records*

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INTRODUCTION

The *Records Disposal Schedule – Roads Management 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 – Roads Management 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, 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 – Roads Management Records*:

- covers all Roads Management records.
- is intended to cover most Roads Management 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

Motor Traffic (Amendment) Act (No 3) 1993

NRMA-ACT Road Safety Trust Act 1992

Planning and Land Act 2002

Road Transport Charges (Australian Capital Territory) Act 1993 (C'wlth)

Road Transport (Dimensions and Mass) Act 1990

Road Transport (General) Act 1999

Road Transport (Safety and Traffic Management) Act 1999

Road Transport Reform (Dangerous Goods) Act 1995 (C'wlth)

Road Transport (Vehicles and Traffic) Act 1993 (C'wlth)

Roads and Public Places Act 1937

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, 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

ROADS MANAGEMENT

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Acquisition

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

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.

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.

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.

Construction

The process of making or building something.

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.

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.

Horticultural services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

Inquiries

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

Inspections

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

Installation

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

Insurance

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

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.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and

preservation of internal/external conditions of premises, equipment, vehicles etc.

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.

Notifications

The activities of notifying businesses and residents of a failure to comply with the Department's standards and regulations, inappropriate practices, or the Department's intention to take action. Includes the management of notices.

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.

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.

Risk Management

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

Road Closures

The activity of managing the closure of roads.

Road Hierarchy

The activity of managing the relationship between Departmental and road funding and construction agencies for the classification of roads into State, local, arterial, etc. Roads are grouped according to their use, traffic flow, links and thus the allocation of responsibility for maintenance.

Road Openings

Activities relevant to creating an opening in a road reserve to allow the installation of utility services. Includes openings in both traffic and non-traffic areas of the road. Includes restoration of the openings.

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.

Standards

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

Street Management

The activity of managing permission and control of the use of roadside facilities. Includes managing advertising on footpaths, street stalls, roadside dining, rights of way, street decoration, public telephone booths, and street furniture.

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.

RECORDS DISPOSAL SCHEDULE

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Acquisition

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 ■■■■■■■■■■■■■■■■■■■■	All records associated with the purchase or other acquisition of land to permit the construction or maintenance of a road, bridge or pathway.	Retain as Territory Archives

Advice

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 ■■■■■■■■■■■■■■■■■■■■	Records pertaining to advice given as to action to be taken or not taken to address a particular issue of road construction, maintenance or use.	Destroy 6 years after action completed

Agreements

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 ■■■■■■■■■■■■■■■■■■■■	Records associated with agreements relevant to the maintenance, construction or use of roads, bridges or pathways.	Destroy 7 years after expiry or completion or termination of agreement

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Committees

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ■■■■■■■■■■	Records pertaining to the establishment and operation of committees relevant to the Roads Management function.	Destroy 7 years after action completed
1.4.2 ■■■■■■■■■■	Records pertaining to the participation in committees relevant to the Roads Management function.	Destroy 1 year after term of office expires or resignation of officer

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■	Records of compliance.	Destroy 6 years after last action

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ■■■■■■■■■■■■■■■■■■■■	Records detailing the construction details of roads, bridges and pathways. Includes roads, bridges, etc with heritage or territory significance.	Retain as Territory Archives
1.6.2 ■■■■■■■■■■■■■■■■■■■■	Records pertaining to the construction of temporary works associated with road construction.	Destroy 6 years after action completed

Contracting out

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 ■■■■■■■■■■■■■■■■■■■■	Details of contracts for construction, management or maintenance of roads.	Destroy 7 years after completion or other termination of contract


Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.


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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 	Records relevant to the design of roads, bridges and pathways. Includes roads, bridges, etc with heritage or territory significance.	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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.1 	Records relevant to the evaluation of proposals for the construction or maintenance of roads, bridges and pathways.	Destroy 6 years after last action

Horticultural services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 	Records pertaining to the construction of horticultural assets in road reserves.	Retain as Territory Archives
1.10.2 	Records pertaining to the maintenance and demolition of horticultural assets in road reserves.	Destroy 6 years after action completed

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Inquiries

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 ■■■■■■■■■■■■■■■■■■■■	Information relevant to the Roads Management function provided to inquiries.	Destroy 7 years after final report of inquiry is released

Inspections

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 ■■■■■■■■■■■■■■■■■■■■	Inspections of roads, bridges and pathways for the purpose of asset acceptance.	Destroy 7 years after last action
1.12.2 ■■■■■■■■■■■■■■■■■■■■	Inspections of existing road assets to determine compliance with standards.	Destroy 6 years after action completed

Installation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ■■■■■■■■■■■■■■■■■■■■	Records pertaining to the installation of permanent equipment.	Retain as Territory Archives
1.13.2 ■■■■■■■■■■■■■■■■■■■■	Records pertaining to installation of temporary equipment.	Destroy 7 years after disposal

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Insurance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 ████████████████████	Insurance policies arranged including renewal notices.	Destroy 7 years after policy expires

Liaison

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.15.1 ████████████████████	Records of participation in professional and industry groups relevant to roads, bridges and pathways.	Destroy 7 years after last action

Maintenance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 ████████████████████	Records pertaining to the maintenance of road, bridge and pathway assets with heritage or territory significance.	Retain as Territory Archives
1.16.2 ████████████████████	Records pertaining to the maintenance of road, bridge and pathway assets.	Destroy 6 years after action completed

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Meetings

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 ■■■■■■■■■■■■■■■■■■■■	Records of meetings relevant to the management of business units involved in the Roads Management function.	Destroy 7 years after last action

Notifications

The activities of notifying businesses and residents of a failure to comply with the Department's standards and regulations, inappropriate practices, or the Department's intention to take action. Includes the management of notices.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 ■■■■■■■■■■■■■■■■■■■■	Records of notifications of breaches of standards and legislation relevant to the Roads Management function.	Destroy 7 years after action completed

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 ■■■■■■■■■■■■■■■■■■■■	Records of planning for the Roads Management function.	Destroy 5 years after plan is superseded

Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 ■■■■■■■■■■■■■■■■■■■■	Management of road assets policy.	Destroy 7 years after policy is superseded

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 ████████████████████	Management of road assets procedures.	Destroy 2 years after procedures are superseded

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 ████████████████████	Records of the development and implementation of programs for planning, design, construction, maintenance and management of roads, bridges and pathways.	Destroy 2 years after last action

Reporting

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 ████████████████████	Records associated with the development and promulgation of a formal report on an issue of the Roads Management function.	Destroy 7 years after publication

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Risk Management

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

Entry No.	Description of Records	Disposal Action
1.24.1 ████████████████████	Records relative to the analysis of risk and development of associated risk management plans with respect to planning, design, construction, maintenance and operation of roads, bridges and pathways.	Destroy 6 years after plan is superseded

Road Closures

The activity of managing the closure of roads. Identify the road to be closed as free text.

Entry No.	Description of Records	Disposal Action
1.25.1 ████████████████████	Records relevant to the permanent closure of roads.	Retain as Territory Archives
1.25.2 ████████████████████	Records related to the temporary closure of roads.	Destroy 6 years after last action

Road Hierarchy

The activity of managing the relationship between Departmental and road funding and construction agencies for the classification of roads into State, local, arterial, etc. Roads are grouped according to their use, traffic flow, links and thus the allocation of responsibility for maintenance.

Entry No.	Description of Records	Disposal Action
1.26.1 ████████████████████	Records of activities related to the establishment and management of a road hierarchy.	Destroy 2 years after last action

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Road Openings

Activities relevant to creating an opening in a road reserve to allow the installation of utility services. Includes openings in both traffic and non-traffic areas of the road. Includes restoration of the openings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.27.1 ■■■■■■■■■■■■■■■■■■■■	Records related to the restoration of road openings.	Destroy 7 years after action completed
1.27.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the issuing of permits to open roads or public places.	Destroy 6 years after action completed

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.28.1 ■■■■■■■■■■■■■■■■■■■■	Records relevant to the provision of road management services.	Destroy 7 years after action completed

Standards

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.29.1 ■■■■■■■■■■■■■■■■■■■■	Implementation of agency standards for roads, bridges and pathways assets.	Destroy 7 years after standards are superseded
1.29.2 ■■■■■■■■■■■■■■■■■■■■	Contribution to the development of industry standards by others.	Destroy 1 year after publication

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Street management

The activity of managing permission and control of the use of roadside facilities. Includes managing advertising on footpaths, street stalls, roadside dining, rights of way, street decoration, public telephone booths, and street furniture.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.30.1 ████████████████████	Permits to use roads and public places.	Destroy 6 years after action completed

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.31.1 ████████████████████	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed.
1.31.2 ████████████████████	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed.
1.31.3 ████████████████████	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed.
1.31.4 ████████████████████	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender.





Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Tendering (Continued)

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.31.5 	Tender register.	Destroy 7 years after last entry.
1.31.6 	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract.
1.31.7 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract.
1.31.8 	Contract register.	Destroy 7 years after last entry.

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Acquisition

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 ■■■■■■■■■■■■■■■■■■■■	All records associated with the purchase or other acquisition of land to permit the construction or maintenance of a road, bridge or pathway.	Retain as Territory Archives

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ■■■■■■■■■■■■■■■■■■■■	Records detailing the construction details of roads, bridges and pathways. Includes roads, bridges, etc with heritage or territory significance.	Retain as Territory Archives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 ■■■■■■■■■■■■■■■■■■■■	Records relevant to the design of roads, bridges and pathways. Includes roads, bridges, etc with heritage or territory significance.	Retain as Territory Archives

Classes for retention as Territory Archives

Roads Management

The provision of design, construction and maintenance of roads and streets. Includes the design, construction and maintenance of associated infrastructure such as kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.

Use TRAFFIC AND TRANSPORT for policy and planning of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.

Horticultural services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 ■■■■■■■■■■■■■■■■■■■■	Records pertaining to the construction of horticultural assets in road reserves.	Retain as Territory Archives

Installation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ■■■■■■■■■■■■■■■■■■■■	Records pertaining to the installation of permanent equipment.	Retain as Territory Archives

Maintenance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 ■■■■■■■■■■■■■■■■■■■■	Records pertaining to the maintenance of road, bridge and pathway assets with heritage or territory significance.	Retain as Territory Archives

Road Closures

The activity of managing the closure of roads. Identify the road to be closed as free text.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 ■■■■■■■■■■■■■■■■■■■■	Records relevant to the permanent closure of roads.	Retain as Territory Archives