

Australian Capital Territory

Territory Records (Records Disposal Schedule – Stormwater Drainage Records) Approval 2004 (No 1)

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made under the

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

I approve the Records Disposal Schedule – Stormwater Drainage Records.

David Wardle
Director of Territory Records
10 December 2004



Records Disposal Schedule Stormwater Drainage Records

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INTRODUCTION

The *Records Disposal Schedule – Stormwater Drainage Records* is the official authority for the disposal of records relating to Stormwater Drainage.

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 Stormwater Drainage 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 – Stormwater Drainage 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 Stormwater Drainage 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 – Stormwater Drainage Records*:

- covers all Stormwater Drainage records;
- is intended to cover most Stormwater Drainage 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:

Administrative Decisions (Judicial Review) Act 1989
Building Act 1972
Building Regulations 1972
Civil Law (Wrongs) Act 2002
Civil Law (Wrongs) Regulations 2003
Environment Protection Act 1997
Freedom of Information Act 1989
Land (Planning and Environment) Act 1991
Land (Planning and Environment) Regulations 1992
Limitation Act 1985
Nature Conservation Act 1980
Planning and Land Act 2002
Planning and Land Regulations 2003
Plumbers, Drainers and Gasfitters Board Act 1982
Roads and Public Places Act 1937
Territory Records Act 2002
Utilities Act 2000
Water and Sewerage Act 2000
Water and Sewerage Regulations 2001
Water Resources Act 1998

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

STORMWATER DRAINAGE

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

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 judgement. Includes the process of advising.

Agreements

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

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.

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.

Inspections

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

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.

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 agency according to formulated policy.

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.

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.

Supply and distribution

The activities relating to the supply and use of single pipe-laying systems, including applications for connections.

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

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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 ■■■■■■■■■■■■■■■■■■■■	Records on the purchase or other acquisition of land to permit the construction or maintenance of stormwater systems.	Retain as Territory Archives
1.1.2 ■■■■■■■■■■■■■■■■■■■■	Records on the purchase or other acquisition of materials for the construction or maintenance of stormwater systems. Materials may include pipes, concrete, etc.	Destroy 7 years after action completed

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 stormwater construction, maintenance or use.	Destroy 6 years after action completed

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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 ■■■■■■■■■■■■■■■■■■■■	Agreements and associated records relevant to the maintenance, construction or use of stormwater drainage systems.	Destroy 7 years after expiry or completion or termination of agreement

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ■■■■■■■■■■■■■■■■■■■■	Records of agency compliance with mandatory or optional standards, specifications or with statutory requirements relating to stormwater systems. <i>[See Tendering and Contracting out for monitoring compliance with contractual arrangements.]</i>	Destroy 6 years after last action

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■■■■■■■■■■■	Records of construction activities carried out for the stormwater drainage function. Includes: <ul style="list-style-type: none">• records of consultations• specifications• plans, designs and drawings• project management records	Retain as Territory Archives

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>
1.6.1 ■■■■■■■■■■■■■■■■■■■■	Records on the management of contracts relating to the management of stormwater drainage. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports• records of conversation• photographs• variations, amendments to contracts.	Destroy 7 years after completion or other termination of contract

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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>
1.7.1 ■■■■■■■■■■■■■■■■■■■■	Records relevant to the design of stormwater drainage systems.	Retain as Territory Archives

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>
1.8.1 ■■■■■■■■■■■■■■■■■■■■	Inspections of stormwater drainage systems for the purpose of asset acceptance.	Destroy 7 years after last action
1.8.2 ■■■■■■■■■■■■■■■■■■■■	Inspections of existing stormwater drainage systems to determine compliance with standards.	Destroy 6 years after last action
1.8.3 ■■■■■■■■■■■■■■■■■■■■	Inspections of stormwater drainage systems following complaints of flooding.	Destroy 6 years after last action

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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>
1.9.1 ■■■■■■■■■■■■■■■■■■■■	Records of participation in industry groups relevant to stormwater drainage.	Destroy 6 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>
1.10.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the maintenance of stormwater drainage systems.	Destroy 7 years after last action




Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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>
1.11.1 	Final version of plans to support the management of stormwater systems, eg <ul style="list-style-type: none">• counter disaster plan• annual maintenance plans• acquisition and disposal plans.	Retain as Territory Archives
1.11.2 	Working papers used in developing all stormwater drainage plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy when reference ceases
1.11.3 	Copies of all stormwater drainage plans.	Destroy when reference ceases

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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>
1.12.1 	Records on the development and establishment of stormwater management policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents	Retain as Territory Archives
1.12.2 	Records documenting comments made on the development of government-wide stormwater management policies.	Destroy 2 years after promulgation of new policy
1.12.3 	Working papers documenting the development of all waste management policies.	Destroy 2 years after promulgation of new policy
1.12.4 	Copies of policy documents and supporting papers.	Destroy when reference ceases

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ██████████████████	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the stormwater drainage function. Includes emergency procedures.	Retain as Territory Archives
1.13.2 ██████████████████	Records documenting the development of agency procedures supporting the stormwater drainage function.	Destroy 2 years after procedures are superseded
1.13.3 ██████████████████	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Regulation and monitoring

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 ██████████████████	Records documenting the regulation and monitoring of stormwater drainage systems.	Destroy 7 years after last action

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

Reporting

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

Entry No.	Description of Records	Disposal Action
1.15.1 ■■■■■■■■■■■■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the stormwater drainage function.	Destroy 5 years after action completed
1.15.2 ■■■■■■■■■■■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the stormwater drainage function. Includes cumulative summary reports and work progress reports.	Destroy 5 years after action completed
1.15.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports relating to the stormwater drainage function. Includes drafts and comments received.	Destroy 1 year after action completed
1.15.4 ■■■■■■■■■■■■■■■■■■■■	Copies of reports relating to the stormwater drainage function.	Destroy when reference ceases

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting activities relating to the management of providers of stormwater drainage services.	Destroy 7 years after action completed

Supply and distribution

The activities relating to the supply and use of single pipe-laying systems, including applications for connections.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the supply and use of single pipe laying systems for stormwater drainage systems. Includes applications for connections.	Retain as Territory Archives

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

Tendering

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation for the stormwater drainage function. Includes Statement of Requirements, Request for Proposals, Expressions of Interest, Requests for Tender (RFT) and draft contracts.	Destroy 7 years after completion or other termination of contract
1.18.2 ■■■■■■■■■■■■■■■■■■■■	Evaluation of tenders for the waste management function received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, tender briefings, evaluation reports, recommendations, final reports and public notices.	Destroy 7 years after completion or other termination of contract
1.18.3 ■■■■■■■■■■■■■■■■■■■■	Records of unsuccessful tenders or a tender process for the waste management function 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 5 years after tender process completed or decision made not to continue with the tender
1.18.4 ■■■■■■■■■■■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

Stormwater Drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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 ■■■■■■■■■■	Records on the purchase or other acquisition of land to permit the construction or maintenance of stormwater systems.	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>
1.5.1 ■■■■■■■■■■	Records of construction activities carried out for the stormwater drainage function. Includes: <ul style="list-style-type: none">• records of consultations• specifications• plans, designs and drawings• project management records.	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>
1.7.1 ■■■■■■■■■■	Records relevant to the design of stormwater drainage systems.	Retain as Territory Archives

Classes for retention as Territory Archives

Stormwater drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

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>
1.11.1 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the management of stormwater systems, eg <ul style="list-style-type: none">• counter disaster plan• annual maintenance plans• acquisition and disposal plans.	Retain as Territory Archives

Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 ■■■■■■■■■■■■■■■■■■■■	Records on the development and establishment of stormwater management policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents	Retain as Territory Archives

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the stormwater drainage function. Includes emergency procedures.	Retain as Territory Archives

Classes for retention as Territory Archives


Stormwater drainage

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

See ENVIRONMENTAL MANAGEMENT for the protection and conservation of natural waterways, rivers and coasts, and foreshores.

Supply and distribution

The activities relating to the supply and use of single pipe-laying systems, including applications for connections.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 	Records documenting the supply and use of single pipe laying systems for stormwater drainage systems. Includes applications for connections.	Retain as Territory Archives