

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Economic Management Records) Approval 2006 (No. 1)**

**Notifiable instrument NI2006—442**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Economic Management Records) Approval 2006 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Economic Management Records.

## **3. Commencement**

This instrument commences on the day after notification.

David Wardle  
Director of Territory Records  
11 December 2006



*Records Disposal Schedule  
Economic Management Records*

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## **INTRODUCTION**

The *Records Disposal Schedule – Economic Management Records* is the official authority for the disposal of records relating to the government solicitor in the ACT.

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 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 records relating government solicitor 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 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 The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been replaced by the Principal Officer of the agency.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 – Economic Management Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Economic Management 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 (i.e., 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 document 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 – Economic Management Records*:

- covers all Economic Management records divided relating to the function of ECONOMIC MANAGEMENT;
- 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 the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., 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 re-recording) does not 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 records classes covered by this Records Disposal Schedule:

*Financial Management Act 1996*

*Limitations Act 1985*

*Territory Records Act 2002*

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;
- determine 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 transition 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 that 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 that 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 that 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**

## ***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

### ***Addresses (presentations)***

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. (NI2003-262-TARDiS)

### ***Advice***

The activities associated with offering opinions by or to the agency as to an action or judgment. (NI2003-262-TARDiS)

### ***Agreements***

The activities associated with the establishment, maintenance, review and negotiation of agreements. (NI2003-262-TARDiS)

### ***Analysing***

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis. (NI 2006-138-Treasury Management RDS)

### ***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. Use TARDiS STRATEGIC MANAGEMENT – Committees for audit committees. (NI2003-262-TARDiS)

### ***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. Use TARDiS STRATEGIC MANAGEMENT – Committees for audit committees. (NI2003-262-TARDiS)

### ***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. (NI2003-262-TARDiS)

### ***Forecasting***

The activities involved in predicting a future event or action and providing an opinion on such an event. (NI 2006-138-Treasury Management RDS)

***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. (NI2003-262-TARDiS)

***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. (NI2003-262-TARDiS)

***Modelling***

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis. (NI2003-262-TARDiS)

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (NI2003-262-TARDiS)

***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 agency's operating procedures are determined. (NI2003-262-TARDiS)

***Procedures***

Standard methods of operating laid down by the agency according to formulated policy. (NI2003-262-TARDiS)

***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. (NI2003-262-TARDiS)

***Representatives***

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the agency or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. (NI2003-262-TARDiS)

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. (NI2003-262-TARDiS)

***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.  
(NI2003-262-TARDiS)

## **RECORDS DISPOSAL SCHEDULE**

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Addresses (presentations)***

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.01.1 ██████████████████	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public or government occasions.	Retain as Territory Archives
1.01.2 ██████████████████	Final versions of other addresses delivered in the routine promotion of the agency's services, products or events.	Destroy 7 years after last presentation
1.01.3 ██████████████████	Working papers documenting the development of addresses, including drafts.	Destroy 6 months after last action.

***Advice***

The activities associated with offering opinions by or to the agency as to an action or judgment. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.02.1 ██████████████████	Receipt and provision of advice that resulted in major changes to the organisations or management. Includes advice provided by consultants.	Retain as Territory Archives
1.02.2 ██████████████████	Receipt and provision of all other advice on economic management. Includes advice provided by consultants.	Destroy 5 years after action completed
1.02.3 ██████████████████	Working papers documenting the development of advice.	Destroy 2 years after action completed.



***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Agreements***

The activities associated with the establishment, maintenance, review and negotiation of agreements. (NI2003-262-TARDiS)


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.03.1 ████████████████████	Final version of significant agreements with government bodies or private organisations, with implications for major liabilities or obligations.	Retain as Territory Archives
1.03.2 ████████████████████	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
1.03.3 ████████████████████	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract.
1.03.4 ████████████████████	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement.

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Analysing***

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis. (NI 2006-138-Treasury Management RDS)



<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.04.1 	Records documenting the receipt and provision of advice on economic and financial matters. Includes advice on major infrastructure projects	Destroy 25 years after action complete

***ECONOMIC MANAGEMENT***

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***Committees***

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc. Use TARDiS STRATEGIC MANAGEMENT – Committees for audit committees. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.05.1 	External and internal committees formed to manage or advise. Includes final versions of documents: <ul style="list-style-type: none"><li>• Establishing the committee;</li><li>• Terms of reference;</li><li>• Appointment of members;</li><li>• Minutes;</li><li>• Reports;</li><li>• Recommendations; and</li><li>• Supporting documents such as briefing and discussion papers.</li></ul>	Retain as Territory Archives
1.05.2 	Working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• Agenda</li><li>• Notice of meetings</li><li>• Draft minutes</li><li>• Room bookings</li></ul>	Destroy 6 months after last action

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***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. Use TARDiS STRATEGIC MANAGEMENT – Committees for audit committees. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.06.1 ■■■■■■■■■■■■■■■■■■■■	Contract management. Includes: <ul style="list-style-type: none"><li>• Minutes of meetings with stakeholders</li><li>• Performance and evaluation reports.</li></ul>	Destroy 7 years after completion or other termination of the contract

***Evaluation***

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.07.1 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating the economic management function.	Retain as Territory Archives
1.07.2 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluating the function.	Destroy 6 months after last action.

***ECONOMIC MANAGEMENT***

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***Forecasting***

The activities involved in predicting a future event or action and providing an opinion on such an event. (NI 2006-138-Treasury Management RDS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.08.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting forecasts on the economic and/or financial conditions of the Territory.	Retain as Territory Archives

***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. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.09.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after last transaction

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***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 arrangement, agenda, taking of minutes etc. Excludes committee meetings. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.10.1 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the function. Includes meetings with external agencies.	Destroy 3 years after action is completed
1.10.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action.

***Modelling***

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis. (NI2003-262-TARDiS)




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.11.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting results of economic and/or financial modelling.	Retain as Territory Archives

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.12.1 	Final versions of plans for major projects.	Retain as Territory Archives
1.12.2 	Final version of plans for other projects.	Destroy 5 years after plan superseded
1.12.3 	Working papers used to develop plans for projects. Includes draft plans, reports analysing issues, and comments on draft plans. Includes copies of economic management plans.	Destroy 1 year after adoption of the final plan

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***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. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.13.1 ████████████████	Final version of policies.	Retain as Territory Archives
1.13.2 ████████████████	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>• Policy proposals;</li><li>• Results of consultations and comments on proposals;</li><li>• Supporting reports; and</li><li>• Major drafts.</li></ul>	Destroy 5 years after policy is superseded
1.13.3 ████████████████	Working papers documenting the development of policies.	Destroy 3 years after the promulgation of the new policy
1.13.4 ████████████████	Comments made on the development of policies.	Destroy 2 years after the promulgation of the new policy



***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Procedures***

Standard methods of operating laid down by the agency according to formulated policy. (NI2003-262-TARDiS)

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks and directives etc. detailing procedures.	Retain as Territory Archives
1.14.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of procedures.	Destroy 2 years after procedures are superseded

***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. (NI2003-262-TARDiS)

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.15.1 ■■■■■■■■■■■■■■■■■■■■	Final version of internal and external formal reports made to external agencies.	Retain as Territory Archives
1.15.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports used to monitor and document recurring activities to support the economic management function. Includes the collection and reporting of statistical information.	Destroy 7 years after last action
1.15.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
1.15.4 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys, questionnaires, etc.	Destroy 2 years after action completed

***ECONOMIC MANAGEMENT***

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***Representatives***

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the agency or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.16.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in community and other organisations. Includes intergovernmental groups.	Destroy 3 years after last action

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. (NI2003-262-TARDiS)





<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.17.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting a review of agency programs and operations.	Retain as Territory Archives
1.17.2 ■■■■■■■■■■■■■■■■■■■■	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
1.17.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations.	Destroy 1 year after action completed

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***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. (NI2003-262-TARDiS)





<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.18.1 	Signed contracts under seal resulting from tenders.	Destroy 12 years after completion or other termination of contract
1.18.2 	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.
1.18.3 	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.
1.18.4 	Post-offer negotiations and due diligence checks for tenders.	Destroy 7 years after tender process completed.

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***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. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.18.5 	Tender register.	Destroy 7 years after last entry
1.18.6 	Signed simple contracts and agreements resulting from tenders.	Destroy 7 years after completion or other termination of agreement or contract
1.18.7 	Contract register.	Destroy 7 years after last entry
1.18.8 	Unsuccessful tenders 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

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

*Classes for Retention as Territory Archives*

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Addresses (presentations)***

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.01.1 ████████████████████	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public or government occasions.	Retain as Territory Archives

***Advice***

The activities associated with offering opinions by or to the agency as to an action or judgment. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.02.1 ████████████████████	Receipt and provision of advice that resulted in major changes to the organisations or management. Includes advice provided by consultants.	Retain as Territory Archives

***Agreements***

The activities associated with the establishment, maintenance, review and negotiation of agreements. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.03.1 ████████████████████	Final version of significant agreements with government bodies or private organisations, with implications for major liabilities or obligations.	Retain as Territory Archives
1.03.2 ████████████████████	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***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. Use TARDiS STRATEGIC MANAGEMENT – Committees for audit committees. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.05.1 ■■■■■■■■■■■■■■■■■■■■	External and internal committees formed to manage or advise. Includes final versions of documents: <ul style="list-style-type: none"><li>• Establishing the committee;</li><li>• Terms of reference;</li><li>• Appointment of members;</li><li>• Minutes;</li><li>• Reports;</li><li>• Recommendations; and</li><li>• Supporting documents such as briefing and discussion papers.</li></ul>	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. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.07.1 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating the economic management function.	Retain as Territory Archives

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Forecasting***

The activities involved in predicting a future event or action and providing an opinion on such an event. (NI 2006-138-Treasury Management RDS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.08.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting forecasts on the economic and/or financial conditions of the Territory.	Retain as Territory Archives

***Modelling***

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis. (NI2003-262-TARDiS)

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.11.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting results of economic and/or financial modelling.	Retain as Territory Archives

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.12.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of plans for major projects.	Retain as Territory Archives



***ECONOMIC MANAGEMENT***

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***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. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.13.1 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives

***Procedures***

Standard methods of operating laid down by the agency according to formulated policy. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.14.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks and directives etc. detailing procedures.	Retain as Territory Archives

***Reporting***

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (NI2003-262-TARDiS)


<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.15.1 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

***ECONOMIC MANAGEMENT***

The function of managing the Territory's economic analysis, regulatory reforms, and inter-jurisdictional financial relations. Includes financial and economic analysis of the Territory's economy, major projects and policy proposals, providing advice on the private provision of public infrastructure, implementing regulatory impact assessment and competitive neutrality processes, structural reform of infrastructure monopolies, promoting the Territory's financial position, best practice accounting and whole of government taxation management and third-party access to significant infrastructure facilities, preparing reports and funding submissions. Also includes reviewing legislation and mutual recognition arrangements, maintaining bank accounts and signatories, and assessing proposals for financial assistance.

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. (NI2003-262-TARDiS)

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.17.1 	Records documenting a review of agency programs and operations.	Retain as Territory Archives