

Australian Capital Territory

Territory Records (Records Disposal Schedule – Sport and Athlete Development Records) Approval 2006 (No. 3)

Notifiable instrument NI2006—448

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 – Sport and Athlete Development Records) Approval 2006 (No 3)

2. Approval

I approve the Records Disposal Schedule – Sport and Athlete Development Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI 2006-346 notified 26 September 2006.

David Wardle
Director of Territory Records
11 December 2006



Records Disposal Schedule Sport & Athlete Development Records

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INTRODUCTION

The *Records Disposal Schedule – Sport & Athlete Development Records* is the official authority for the disposal of records relating to Sport and Athlete Development 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 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 Sport and Athlete Development records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. 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 – Sport & Athlete Development 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 Sport and Athlete Development 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 – Sport & Athlete Development Records:

- covers all Sport & Athlete Development records;
- 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:

Boxing Control Act 1993

Drugs in Sport Act 1999

Limitations Act 1985

Privacy Act 1998 (Commonwealth)

Public Sector Management Act 1994

Stadiums Authority Act

Territory Records Act 2002

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.

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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

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Addresses (presentations)

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

Advice

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

Agreements

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

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Athlete Progress

The activity of managing and enhancing an athlete's progress through ongoing training and support.

Athlete Services

The process of managing programs, initiatives and the provision of services such as nutrition information, career and education information to assist in athlete development. Does not include individual athlete records.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Awards administration

The activities associated with processing nominations and acceptances for industry awards that aim to provide recognition for excellent achievements and examples of industry best practice. Includes coaches, volunteers, officials, administrators etc.

Contracting out

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

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.

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.

Funding administration

The activities associated with administering funding to external people and organisations to implement programs, projects and provide services on behalf of the agency. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of the funding activity, dealing with breaches of funding conditions and acquittal of funds.

Medical Assessments

The activities involved athletes medical information including sports psychology, results of medical examinations and tests. Includes biomechanics and physiology testing.

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.

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 the agency according to formulated policy.

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.

Reviewing

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

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.

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Addresses (presentations)

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

Advice

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

Agreements

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

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Awards administration

The activities associated with processing nominations and acceptances for industry awards that aim to provide recognition for excellent achievements and examples of industry best practice. Includes coaches, volunteers, officials, administrators etc.

Celebrations

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

Ceremonies

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

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.

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.

Enquiries

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

Evaluation

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

Events

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, etc.

Funding administration

The activities associated with administering funding to external people and organisations to implement programs, projects and provide services on behalf of the agency. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of the funding activity, dealing with breaches of funding conditions and acquittal of funds.

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.

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.

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 the agency according to formulated policy.

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.

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.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches etc.

Reviewing

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

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.

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

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. Use Celebrations for arranging festivities to honour a particular occasion.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 ■■■■■■■■■■	Final versions of addresses delivered.	Destroy 5 years after last presentation
1.1.2 ■■■■■■■■■■	Working papers documenting the development of addresses, including drafts	Destroy after reference ceases

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 ■■■■■■■■■■	Records documenting the receipt and provision of high-level advice on athlete development.	Destroy 7 years after action completed
1.2.2 ■■■■■■■■■■	Records documenting the receipt and provision of general advice on athlete development.	Destroy 2 years after action completed
1.2.3 ■■■■■■■■■■	Advice given to athletes on services and programs provided, and general information on development programs.	Destroy 7 years after athlete completes scholarship

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Agreements

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements.	Destroy 7 years after expiry or other termination of agreement
1.3.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements	Destroy 7 years after expiry or other termination of agreement
1.3.3 ■■■■■■■■■■■■■■■■■■■■	Final versions of other agreements. Includes agreements with sporting associations.	Destroy 7 years after expiry or other termination of agreement

Arrangement

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ■■■■■■■■■■■■■■■■■■■■	Records detailing arrangements carried out to support the athlete development function. Includes arrangements for guest speakers.	Destroy 2 years after action completed

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Athlete Progress

The activity of managing and enhancing an athlete's progress through ongoing training and support.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■	Records documenting the progress of an athlete's development while under scholarship.	Destroy 7 years after expiry or other termination of scholarship

Athlete Services

The process of managing programs, initiatives and the provision of services such as nutrition information, career and education information to assist in athlete development. Does not include individual athlete records.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ■■■■■■■■■■	Records documenting general advice and programs provided to athletes. Includes: <ul style="list-style-type: none">- Nutrition information- Career and education information- Vocational and job search assistance- Chaplaincy- Program design and instruction.- Copy of programs.	Retain as Territory Archives

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the function. Includes: liaison with the auditing body, notes taken at opening and exit interviews, draft report and comments.	Destroy 5 years after action completed

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Awards Administration

The activities associated with processing nominations and acceptances for industry awards that aim to provide recognition for excellent achievements and examples of industry best practice. Includes coaches, volunteers, officials, administrators etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the conferring of awards (honours) on individuals, groups and teams in recognition of achievements.	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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the function. Includes: minutes of meetings with main stakeholders, performance and evaluation reports. May include providers contracted to provide sport science services such as nutritionists, massage therapists etc	Destroy 7 years after expiry or other termination of agreement

Evaluation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the function. Includes: minutes of meetings with main stakeholders, performance and evaluation reports. May include providers contracted to provide sport science services such as nutritionists, massage therapists etc	Destroy 5 years after action completed

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image. Use Celebrations for arranging festivities to honour a particular occasion.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 ████████████████████	Programs, invitations, guest lists and photographs relating to ceremonies and functions held to mark a special occasion e.g. the presentation of awards	Retain as Territory Archives
1.11.2 ████████████████████	Records relating to the negotiations, establishment, maintenance and review of significant agreements	Destroy 7 years after expiry or other termination of agreement

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Funding administration

The activities associated with administering funding to external people and organisations to implement programs, projects and provide services on behalf of the agency. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of the funding activity, dealing with breaches of funding conditions and acquittal of funds.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications made to the agency for grant funding. Includes the National League Funding Program	Destroy 10 years after grant finalised
1.12.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting scholarships given to athletes.	Destroy 7 years after expiry or other termination of scholarship
1.12.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting sponsorship or other funding to sporting associations.	Destroy 7 years after expiry or other termination of funding agreement
1.12.4 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications made to the agency for grant funding from a non-government source.	Destroy 2 years after action completed

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Medical Assessments

The activities involved athletes medical information including sports psychology, results of medical examinations and tests. Includes biomechanics and physiology testing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting medical, physiotherapy and other general clinical or screening notes held on athletes.	Destroy 7 years after last action or when person turns 25, whichever is longer
1.13.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting sports psychology records.	Destroy 7 years after last action or when person turns 25, whichever is longer

Meetings

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the function. Includes meetings with external agencies.	Destroy 5 years after action completed
1.14.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the function. Includes agenda, notices of meetings and draft minutes.	Destroy after reference ceases

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Planning

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.15.1 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the function.	Destroy 5 years after plan superseded
1.15.2 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop all plans to support the function. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of final plan
1.15.3 ■■■■■■■■■■■■■■■■■■■■	Copies of plans.	Destroy after reference ceases

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 ■■■■■■■■■■■■■■■■■■■■	Final policy documents.	Retain as Territory Archives
1.16.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of the athlete development policies. Includes: <ul style="list-style-type: none">• policy proposals,• research papers,• results of consultations,• supporting reports,• major drafts,• final policy documents. Includes policies on anti-doping, nutrition, anti-harassment and talent development.	Destroy 7 years after policy is superseded
1.16.3 ■■■■■■■■■■■■■■■■■■■■	Comments and working papers documenting the development of policies	Destroy 2 years after promulgation of new policy

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 ■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the athlete development function.	Retain as Territory Archives
1.17.2 ■■■■■■■■■■■	Records documenting the development of agency procedures supporting the athlete development function.	Destroy 1 year after production of procedures

Reporting

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 ■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to the function, e.g. number of athletes on scholarship.	Destroy 5 years after action completed
1.18.2 ■■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the athlete development. Includes the collection and reporting of statistical information relating to visits.	Destroy 3 years after action completed
1.18.3 ■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy after reference ceases
1.18.4 ■■■■■■■■■■■	Responses to surveys carried out to support the function.	Destroy 3 years after action completed

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.

Reviewing

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the athlete development function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
1.19.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the athlete development function.	Destroy 1 year after action completed

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting risk management relating to the athlete development function. Includes records covering each stage of the process, treatment schedules, risk register and action plans.	Destroy 7 years after next risk assessment

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.1.1 ■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
2.1.2 ■■■■■■■■■■	Final versions of addresses presented by Chief Minister or portfolio Ministers and agency heads at government occasions.	Retain as Territory Archives
2.1.3 ■■■■■■■■■■	Final versions of other addresses delivered in the routine promotion of the agency's service or products.	Destroy 2 years after last presentation
2.1.4 ■■■■■■■■■■	Working papers documenting the development of addresses, including drafts.	Destroy after reference ceases

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ■■■■■■■■■■	Records documenting the receipt and provision of advice on sport and recreation services.	Destroy 2 years after action completed
2.2.2 ■■■■■■■■■■	Records documenting the receipt and provision of high level advice on sport and recreation services.	Destroy 7 years after action completed

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Agreements

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.3.1 ■■■■■■■■■■	Final version of significant agreements with government bodies.	Destroy 7 years after completion or other termination of agreement
2.3.2 ■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Destroy 7 years after completion or other termination of agreement
2.3.3 ■■■■■■■■■■	Final versions of other agreements. Includes agreements for the running of sport and recreation facilities.	Destroy 7 years after completion or other termination of contract

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.4.1 ■■■■■■■■■■	Records detailing arrangements carried out to support the sport and recreation services function. Includes arrangements for guest speakers and boxing matches.	Destroy 2 years after event

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Awards administration

The activities associated with processing nominations and acceptances for industry awards that aim to provide recognition for excellent achievements and examples of industry best practice. Includes coaches, volunteers, officials, administrators etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■	Master list of agency conferred awards (honours) to individuals, groups and teams in recognition of achievements	Retain as Territory Archives
2.5.2 ■■■■■■■■■■	Records documenting the conferring of awards (honours) on individuals, groups and teams in recognition of achievements.	Destroy 5 years after action completed

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 ■■■■■■■■■■	Records documenting routine arrangements supporting celebrations to honour an event of major importance to an agency. Includes catering, venue bookings and entertainment.	Destroy 2 years after action completed
2.6.2 ■■■■■■■■■■	Records documenting all arrangements for other celebrations of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Ceremonies

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion eg the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as Territory Archives
2.7.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting all arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed
2.7.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes catering, venue bookings and entertainment.	Destroy 2 years after action completed

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.8.1 ■■■■■■■■■■■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the function. Includes: documents establishing the committee, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers. Includes: ACT Sport and Recreation Council Sub committee on women in sport and recreation	Destroy 5 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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.9.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the function. Includes: minutes of meetings with main stakeholders, performance and evaluation reports.	Destroy 7 years after completion or other termination of contract

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Enquiries

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.10.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the handling of public enquiries about the sport and recreation services programs, products and services.	Destroy 5 years after last action

Evaluation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.11.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of sport and recreation services programs and services.	Destroy 5 years after action completed

Events

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.12.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements, promotion, displays, community liaison, schedules for all other events, including regular events such as open days, Community Expo, Second Hand Sunday.	Destroy 5 years after last action
2.12.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of regular and routine events organised by the agency.	Destroy 3 years after last action

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Funding administration

The activities associated with administering funding to external people and organisations to implement programs, projects and provide services on behalf of the agency. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of the funding activity, dealing with breaches of funding conditions and acquittal of funds.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.13.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications made to the agency for grant funding from a non-government source. Includes: Sport and recreation ACT Grant program.	Destroy 7 years after action completed
2.13.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications made to the agency for grant funding from a non-government source.	Destroy 2 years after action completed

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.14.1 ■■■■■■■■■■■■■■■■■■■■	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 action completed

Meetings

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.15.1 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the function. Includes meetings with external agencies.	Destroy 2 years after action completed
2.15.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the function. Includes agenda, notices of meetings and draft minutes.	Destroy after reference ceases

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Planning

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

Entry	Description of Records	Disposal Action
2.16.1 ■■■■■■■■■■■■■■■■■■■■	Final version of sport and recreation services plans.	Destroy 5 years after plan is superseded
2.16.2 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop all sport and recreation services plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of final plan

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.

Entry	Description of Records	Disposal Action
2.17.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of sport and recreation policies. Includes: policy proposals research papers results of consultations supporting reports major drafts final policy documents. Includes: Actively Ageing Framework and Anti-doping.	Destroy 5 years after policy is superseded
2.17.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting comments made on the development of government-wide sport and recreation services policies.	Destroy 1 year after promulgation of the new policy
2.17.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all community relations policies.	Destroy 1 year after promulgation of the new policy
2.17.4 ■■■■■■■■■■■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy after reference ceases

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Procedures

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

Entry	Description of Records	Disposal Action
2.18.1 ■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the sport and recreation services function.	Destroy after procedures are superseded
2.18.2 ■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting the sport and recreation services function.	Destroy 1 year after production of procedures
2.18.3 ■■■■■■■■■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy after reference ceases

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	Description of Records	Disposal Action
2.19.1 ■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to the function.	Destroy 5 years after action completed
2.19.2 ■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities. Includes the collection and reporting of statistical information relating to visits and boxing matches and reports to advisory councils e.g. the ACT Sport and Recreation Council.	Destroy 3 years after action completed
2.19.3 ■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy after reference ceases
2.19.4 ■■■■■■■■■■■■■■■■■■	Copies of advisory council reports; e.g ACT Sport and Recreation Council	Destroy after reference ceases
2.19.5 ■■■■■■■■■■■■■■■■■■	Responses to surveys carried out to support the function.	Destroy 3 years after action completed

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.20.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in sporting and community organisations. May include representatives to Stadium Advisory Board, Sport and Recreation Ministers Council and National Elite Sports Council.	Destroy 2 years after last action

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.21.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the sport and recreation services function.	Destroy 5 years after action completed
2.21.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the sport and recreation services function. Includes reference material.	Destroy after reference ceases

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Reviewing

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.22.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the sport and recreation services function. Includes documents establishing the review, final report and action plan.	Destroy 3 years after action completed
2.22.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the sport and recreation services function.	Destroy 1 year after action completed

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.23.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting risk management relating to the sport and recreation services function. Includes records covering each stage of the process, treatment schedules, risk registers and action plans.	Destroy 7 years after next risk assessment

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.24.1 ████████████████	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
2.24.2 ████████████████	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
2.24.3 ████████████████	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
2.24.4 ████████████████	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 3 years after tender process completed
2.24.5 ████████████████	Tender register.	Destroy 7 years after last entry
2.24.6 ████████████████	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after expiry or other termination of contract
2.24.7 ████████████████	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after expiry or other termination of contract
2.24.8 ████████████████	Contract register.	Destroy 7 years after last entry

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

Athlete Services

The process of managing programs, initiatives and the provision of services such as nutrition information, career and education information to assist in athlete development. Does not include individual athlete records.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ■■■■■■■■■■	Records documenting general advice and programs provided to athletes. Includes: <ul style="list-style-type: none">- Nutrition information- Career and education information- Vocational and job search assistance- Chaplaincy- Program design and instruction.- Copy of programs.	Retain as Territory Archives

Awards Administration

The activities associated with processing nominations and acceptances for industry awards that aim to provide recognition for excellent achievements and examples of industry best practice. Includes coaches, volunteers, officials, administrators etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 ■■■■■■■■■■	Records documenting the conferring of awards (honours) on individuals, groups and teams in recognition of achievements.	Retain as Territory Archives

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image. Use Celebrations for arranging festivities to honour a particular occasion.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 ■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies and functions held to mark a special occasion e.g. the presentation of awards	Retain as Territory Archives

Classes for retention as Territory Archives

ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.


Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 	Final policy documents.	Retain as Territory Archives

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the athlete development function.	Retain as Territory Archives

Classes for retention as Territory Archives

SPORT AND RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.1.1 ■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
2.1.2 ■■■■■■■■■■	Final versions of addresses presented by Chief Minister or portfolio Ministers and agency heads at government occasions.	Retain as Territory Archives

Awards administration

The activities associated with processing nominations and acceptances for industry awards that aim to provide recognition for excellent achievements and examples of industry best practice. Includes coaches, volunteers, officials, administrators etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■	Master list of agency conferred awards (honours) to individuals, groups and teams in recognition of achievements	Retain as Territory Archives

Ceremonies

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 ■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion eg the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as Territory Archives