

Australian Capital Territory

Territory Records (Records Disposal Schedule – Government Coordination Records) Approval 2007 (No 1)

Notifiable instrument NI2007—280

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 – Government Coordination Records) Approval 2007 (No 1)

2. Approval

I approve the Records Disposal Schedule – Government Coordination Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI 2006–348 notified 25 September 2006.

David Wardle
Director of Territory Records
11 September 2007



Records Disposal Schedule Government Coordination Records

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INTRODUCTION

The *Records Disposal Schedule - Government Coordination Records* is the official authority for the disposal of records relating to Government Coordination 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 Government Coordination 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 - Government Coordination 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 Government Coordination 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 - Government Coordination Records:

- covers all Government Coordination 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;
- 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:

City of Canberra Arms Act 1932
Freedom of Information Act 1989
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 – Government Coordination Records July 2007

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

GOVERNMENT COORDINATION 150

The function of coordinating a whole-of-government approach to the development of strategic policies, plans, programs and projects. Includes reviewing Administrative Arrangement Orders, and authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra), governance arrangements for Government Business Enterprises and bestowing of Territory honours and awards.

Use COMMUNITY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have a community development focus.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use FINANCIAL MANAGEMENT for the development of agency budget estimates.

Use GOVERNMENT RELATIONS for activities involved in preparing responses to questions raised in the Legislative Assembly by Members of the Legislative Assembly.

Use INDUSTRY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have an industry development focus.

Use PUBLICATIONS for designing and publishing promotion materials such as newsletters.

Advice 005

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

Arrangements 011

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. [TARDiS]

Assembly liaison 319

The activities involved in maintaining regular communication between Assembly members, executives and all Government agencies to support and coordinate the government's business in parliament.

Authorisation 014

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

GOVERNMENT COORDINATION 150

The function of coordinating a whole-of-government approach to the development of strategic policies, plans, programs and projects. Includes reviewing Administrative Arrangement Orders, and authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra), governance arrangements for Government Business Enterprises and bestowing of Territory honours and awards.

Use COMMUNITY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have a community development focus.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use FINANCIAL MANAGEMENT for the development of agency budget estimates.

Use GOVERNMENT RELATIONS for activities involved in preparing responses to questions raised in the Legislative Assembly by Members of the Legislative Assembly.

Use INDUSTRY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have an industry development focus.

Use PUBLICATIONS for designing and publishing promotion materials such as newsletters.

Ceremonies 018

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

[Use Addresses for addresses made at ceremonies.]

[Use Accounting and/or Payments for managing financial transactions supporting ceremonies]

Committees 020

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. [TARDiS]

Functions (social) 048

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. [TARDiS]

Government Business Enterprise Arrangements 320

The activities associated with arranging administrative authority and control of external including a Government Business Enterprises (GBE). Includes arranging appointments to boards, remuneration, determination of board members, and reviews of structures.

GOVERNMENT COORDINATION 150

The function of coordinating a whole-of-government approach to the development of strategic policies, plans, programs and projects. Includes reviewing Administrative Arrangement Orders, and authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra), governance arrangements for Government Business Enterprises and bestowing of Territory honours and awards.

Use COMMUNITY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have a community development focus.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use FINANCIAL MANAGEMENT for the development of agency budget estimates.

Use GOVERNMENT RELATIONS for activities involved in preparing responses to questions raised in the Legislative Assembly by Members of the Legislative Assembly.

Use INDUSTRY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have an industry development focus.

Use PUBLICATIONS for designing and publishing promotion materials such as newsletters.

Joint Ventures 062

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

Legislation program services 355

The formulation and implementation of the program of legislative proposals that the government intends to bring forward for the Spring or Autumn sitting sessions in the Legislative Assembly.

Includes development the requirements, priorities, timetable and bid proforma, and production and review of the progress and readiness of the legislative program.

Does not include private members' or non-government parties' legislation program.

Meetings 072

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. [TARDiS]

GOVERNMENT COORDINATION 150

The function of coordinating a whole-of-government approach to the development of strategic policies, plans, programs and projects. Includes reviewing Administrative Arrangement Orders, and authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra), governance arrangements for Government Business Enterprises and bestowing of Territory honours and awards.

Use COMMUNITY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have a community development focus.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use FINANCIAL MANAGEMENT for the development of agency budget estimates. Use GOVERNMENT RELATIONS for activities involved in preparing responses to questions raised in the Legislative Assembly by Members of the Legislative Assembly.

Use INDUSTRY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have an industry development focus.

Use PUBLICATIONS for designing and publishing promotion materials such as newsletters.

Official visits 321

The activities involved in arranging and coordinating official visits for Government Minister's, Members the Assembly, and for visits to the Territory by overseas dignitaries, Heads of state, Ministerial offices and advisers, and Community representatives.

Policy 080

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. [TARDiS]

Registrable instrument management 356

The activity of managing the original signed copies and supporting documentation of subordinate laws, disallowable instruments, notifiable instruments and commencement notices. These include the Administrative Arrangements.

Reviewing 093

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

RECORDS DISPOSAL SCHEDULE

GOVERNMENT COORDINATION 150

The function of coordinating a whole-of-government approach to the development of strategic policies, plans, programs and projects. Includes reviewing Administrative Arrangement Orders, and authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra), governance arrangements for Government Business Enterprises and bestowing of Territory honours and awards.

Use COMMUNITY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have a community development focus.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use FINANCIAL MANAGEMENT for the development of agency budget estimates.

Use GOVERNMENT RELATIONS for activities involved in preparing responses to questions raised in the Legislative Assembly by Members of the Legislative Assembly.

Use INDUSTRY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have an industry development focus.

Use PUBLICATIONS for designing and publishing promotion materials such as newsletters.

Committees 020 continued

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
150.020.003 ■■■■■■■■■■■■■■■■■■■■	Working papers and administration of committees. Includes: <ul style="list-style-type: none">- Agenda- Notice of meetings- Draft minutes- Room bookings	Destroy 6 months after action completed

Functions (social) 048

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
150.048.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the organisation and management of an official or formal social occasion. Includes venue bookings, guest lists, invitations and catering.	Destroy 7 years after action completed

RETAIN AS TERRITORY ARCHIVES

SCHEDULE OF AMENDMENTS – This information is provided for the assistance of users but does not form part of the Notifiable Instrument.

Changes to
NI2006-348

Dated
26/09/2006

New Features (Insertions)

FUNCTION	ACTIVITY	Entry no.	Description
Government Coordination 150	Legislation program services 355		
Government Coordination 150	Policy 080		
Government Coordination 150	Registrable instrument management 356		

Enhancements (Changes)

FUNCTION	ACTIVITY	Entry no.	Description
All	All	All	All Records Disposal Schedule entry numbers are being systematically changed to reflect the adoption of a new unique number for record disposal schedules. The changes facilitate barcode technology that may be adopted in the future. This update applies
Where necessary	As required	Various	Disposal actions triggered by 'last action' have been changed to 'after action completed' to allow electronic triggering.
Where necessary	As required	Various	Disposal actions triggered by 'when reference ceases' have been changed to '6 months after action completed' to allow electronic triggering.

Corrections (Deletions)

FUNCTION	ACTIVITY	Entry no.	Description