

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Business Development Records) Approval 2008 (No 1)**

**Notifiable instrument NI2008—437**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Business Development Records) Approval 2008 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Business Development Records.

## **3. Commencement**

This instrument commences on the day after notification.

David Wardle  
Director of Territory Records  
18 September 2008



# *Records Disposal Schedule Business Development Records*

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## **INTRODUCTION**

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

- covers all Business 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;
- 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:

*ACT Self-Government Act 1988*

*ACTEW/AGL Partnership Facilitation Act 2000*

*Territory Owned Corporations Act 1990*

## **DEFINITIONS**

### ***Agency***

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

### ***Appraisal***

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

### ***Business Classification Scheme***

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

### ***Principal Officer***

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

### ***Records***

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

### ***Records of an Agency***

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

***Records Disposal Schedule***

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

***Records Management Program***

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

***Recordkeeping Systems***

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

***Scope Note***

An explanation of terms used in describing the records and the context in which they were made and used.

***Sentencing***

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

***Territory Archives***

Records preserved for the benefit of present and future generations.

# **BUSINESS CLASSIFICATION SCHEME**

## ***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

### ***Acquisition***

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

### ***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. Includes the process of advising. [TARDiS]

### ***Agreements***

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

### ***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. [TARDiS]

### ***Consultation***

The process undertaken to formally seek opinions and comments which contribute to the development and implementation of organisational initiatives, policies, standards, programs, projects, guidelines and services. Includes consultation with external and/or internal organisations.

[Use Liaison for sharing informal advice]

### ***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.

## ***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

### ***Disposal***

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

For the disposal of real property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.

### ***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. [TARDiS]

### ***Joint ventures***

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.

### ***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.

### ***Marketing***

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

## ***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

### ***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. [TARDiS]

### ***Planning***

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

### ***Reporting***

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

### ***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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

### ***Submissions***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

### ***Tendering***

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

# **RECORDS DISPOSAL SCHEDULE**





















***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

***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. [TARDiS]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives
176.042.002 ■■■■■■■■■■■■■■■■■■■■	Other records documenting the evaluation and ongoing monitoring of the function.	Destroy 3 years after action completed
176.042.003 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluating the function.	Destroy 6 months after action completed



## ***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 years after action completed

### ***Marketing***

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.070.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the marketing of the function. Includes research and assessment of products against market trends, sales forecasting, pricing and liaison with retailers.  [For the development of a marketing plan, use Planning]	Destroy 5 years after action completed
176.070.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the promotion of agency publications. Includes arranging advertising, product launches, displays at appropriate venues and photographs taken.	Destroy 3 years after action completed

## ***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

### ***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. [TARDiS]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
176.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after action completed

### ***Planning***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major policy and/or projects.	Retain as Territory Archives
176.079.002 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for other projects.	Destroy 5 years after plan is superseded
176.079.003 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop plans for projects. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan

**BUSINESS DEVELOPMENT**

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

**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. [TARDiS]

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
176.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives
176.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed
176.088.003 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys.	Destroy 3 years after action completed
176.088.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after action completed

## ***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

### ***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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the function.	Retain as Territory Archives
176.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the function.	Destroy 7 years after action completed

### ***Submissions***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.102.001 ■■■■■■■■■■■■■■■■■■■■	Development of submissions (other than Cabinet submissions) relating to significant issues.	Retain as Territory Archives
176.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of Cabinet submissions.	Retain as Territory Archives
176.102.003 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, or government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic or international implications.	Destroy 10 years after action completed



***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

***Tendering***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.104.001 ■■■■■■■■■■■■■■■■■■■■	Signed contracts under seal resulting from tenders.	Destroy 12 years after completion or other termination of contract
176.104.002 ■■■■■■■■■■■■■■■■■■■■	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
176.104.003 ■■■■■■■■■■■■■■■■■■■■	Evaluation of tenders received against the 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
176.104.004 ■■■■■■■■■■■■■■■■■■■■	Post-offer negotiations and due diligence checks for tenders.	Destroy 7 years after tender process completed
176.104.005 ■■■■■■■■■■■■■■■■■■■■	Tender register	Destroy 7 years after last entry
176.104.006 ■■■■■■■■■■■■■■■■■■■■	Signed simple contract and agreements.	Destroy 7 years after completion or other termination of agreement or contract





**RETAIN AS TERRITORY ARCHIVES**



*Classes for Retention as Territory Archives*

***BUSINESS DEVELOPMENT***

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

***Addresses (presentations)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.004.001 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior officers at major public occasions.	Retain as Territory Archives

***Advice***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

***Agreements***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
176.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements, including joint venture agreements, relating to business development ventures.	Retain as Territory Archives







