

Territory Records (Records Disposal Schedule – Equipment & Stores Records) Approval 2012 (No 1)

Notifiable instrument NI2012—186

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 – Equipment & Stores Records) Approval 2012 (No 1)

2. Approval

I approve the Records Disposal Schedule – Equipment & Stores Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instruments:

NI2009-436 notified 11 September 2009.

NI2011-91 notified 8 March 2011

David Wardle
Director of Territory Records
28 March 2012



Records Disposal Schedule

Equipment & Stores Records

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INTRODUCTION

The *Records Disposal Schedule – Equipment & Stores Records* is the official authority for the disposal of these ACT Government 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 other Territory Records Disposal Schedules.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of 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 such as a records disposal freeze. Current records disposal freezes can be found at the Territory Records Office Internet site <http://www.territoryrecords.act.gov.au/recordsadvice>.

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 WHOLE OF GOVERNMENT THESAURUS

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 or if there is a current records disposal freeze in effect.

The *Records Disposal Schedule - Equipment & Stores 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 Whole of Government Thesaurus originally based on the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all ACT Government 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.

Whole of Government Thesaurus

The Whole of Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole of Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA 2010), a thesaurus which incorporated 16 common functions. All other functions within the Whole of Government Thesaurus are considered functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the TRO for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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 original 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 - Equipment & Stores Records*:

- covers all ACT Government records;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- 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:

Electricity Safety Act 1971

Dangerous Substances Act 2004

Dangerous Substances (Storage and Handling Code of Practice) Approval 2006

Emergencies Act 2004

Evidence Act 1971

Freedom of Information Act 1989

Government Procurement Act 2001

Machinery Act 1949

Occupational Health and Safety Act 1989

Public Sector Management Act 1994

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.

Emergency equipment

Devices for use only in serious situations.

Emergency vehicle equipment

Equipment fitted to, or carried by, an emergency vehicle, which is additional to any equipment such as headlights, steering wheels or windshield/windcreens that a standard non-emergency vehicle is fitted with., (e.g. Visual warning devices, Audible warning devices (sirens), Auxiliary lighting, Communications devices.

Medical equipment and stores

Medical equipment and stores (also referred to as “medical devices”) includes surgical and medical instruments; orthopaedic, prosthetic and surgical appliances and supplies; dental equipment and supplies; x-ray apparatus, tubes and related irradiation apparatus; electro-medical and electro-therapy apparatus; and ophthalmic equipment, electro medical and electrotherapeutic apparatus, irradiation apparatus, surgical and medical instruments, surgical appliances and supplies, dental equipment and supplies and ophthalmic goods.

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

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores used by the Territory. This includes hospital, health and medical equipment and equipment used for emergency and disaster situations. Items of equipment includes instruments, implements, tools, machines, plant, furniture and furnishings, breathing apparatus pumps, protective clothing. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

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.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Allocation

The process of assigning of money, items, or equipment.

Arrangements

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

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation

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

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Construction

The process of making or building something.

Contracting out

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

Corporate Style

The activity of compiling and administering guidelines on the consistency in written style, graphic design, corporate wardrobe etc., within the agency. Includes designing logos, letterhead, stationery, publications etc., that incorporate the corporate image of the agency.

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.

Distribution

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

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.

Inspections

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

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate. Includes the process of chartering.

Leasing out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency, organisation, group or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities, etc. of both parties. Also includes subleasing.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

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, regulation, or legislation, e.g. Annual Report). Includes statistics 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.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

Stocktake

The activities associated with the examination, counting and valuing of goods with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

Submissions

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

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

Acquisition

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

Entry No.	Description of Records	Disposal Action
003.003.001 	<p>Records relating to the acquisition of equipment and stores, including hospital, medical or emergency services equipment and stores, considered to be unique, rare or have technological, scientific or historical significance. Includes the acquisition of equipment featured in exhibitions and museum collections, and specially developed equipment where the Territory owns the intellectual rights to the equipment. Also includes:</p> <ul style="list-style-type: none"> • formal requests for quotes; • orders; • handover reports; • designs and specifications; • correspondence relating to the acquisition. <p><i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT & STORES – Evaluation</i></p> <p><i>For records relating to tendering for equipment and stores, use EQUIPMENT & STORES - Tendering]</i></p>	Retain as Territory archives


Acquisition (Continued)

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.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.003.002 	<p>Records documenting the acquisition of hospital, medical or emergency services equipment and stores, not considered to be unique, rare or to have technological, scientific or historical significance.</p> <p>Includes:</p> <ul style="list-style-type: none"> • formal requests for quotes; • orders; • handover reports; • correspondence relating to the acquisition; • donated equipment. <p><i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT & STORES - Evaluation.</i></p> <p><i>For records relating to tendering for equipment and stores, use EQUIPMENT & STORES - Tendering]</i></p>	<p>Destroy 10 years after equipment or stores disposed of</p>



Acquisition (Continued)

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.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

Entry No.	Description of Records	Disposal Action
003.003.003 	<p>Records documenting the acquisition of equipment and stores, excluding hospital, medical or emergency services equipment and stores, not considered to be unique, rare or to have technological, scientific or historical significance or where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes:</p> <ul style="list-style-type: none"> • formal requests for quotes; • orders; • handover reports; • correspondence relating to the acquisition; • donated equipment. <p><i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT & STORES - Evaluation.</i></p> <p><i>For records relating to tendering for equipment and stores, use EQUIPMENT & STORES - Tendering]</i></p>	Destroy 7 years after action completed
003.003.004 	Investigations into the acquisition of equipment and stores, including hospital, medical or emergency services equipment and stores, not proceeded with.	Destroy 1 year after action completed


Acquisition (Continued)

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.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.



For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.003.005 	Information provided by vendors relating to equipment and stores, including hospital, medical or emergency services equipment and stores.	Destroy 6 months after last action

Agreements





The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For leasing of equipment and stores, use EQUIPMENT & STORES - Leasing and/or EQUIPMENT & STORES - Leasing out.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.006.001 	Final version of agreements with vendors or other agencies to provide equipment and stores, including hospital, medical or emergency services equipment and stores, (e.g. Memoranda of Understanding).	Destroy 7 years after expiry or other termination of agreement
003.006.002 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

Allocation



The process of assigning of money, items, or equipment.

Entry No.	Description of Records	Disposal Action
003.007.001 	Records relating to the allocation of hospital, health or medical equipment. <i>[For the distribution of equipment and stores, use EQUIPMENT & STORES - Distribution.]</i>	Destroy 10 years after action completed
003.007.002 	Records relating to the allocation of emergency equipment and stores. Includes allocation to Rural Fire Units and State Emergency Services. <i>[For the distribution of equipment and stores, use EQUIPMENT & STORES - Distribution.]</i>	Destroy 7 years after action completed
003.007.003 	Records held by the area responsible for the management of the allocation of equipment or stores, excluding hospital, health, medical and emergency equipment, to individuals or organisational units. Includes hospital, health, medical and emergency stores and requests for issue of stores. <i>[For the distribution of equipment and stores, use EQUIPMENT & STORES - Distribution.]</i>	Destroy 2 years after action completed
003.007.004 	Records held by the requesting area relating to the allocation of equipment or stores to individuals or organisational units.	Destroy 6 months after action completed

Arrangements




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

[For arrangements for the removal and/or storage of personal effects, use PERSONNEL - Moving.]

Entry No.	Description of Records	Disposal Action
003.011.001 	Records documenting the storage of hazardous materials, equipment or stores, including hospital, medical or emergency services equipment and stores (e.g. unused material). Includes location management.	Destroy 5 years after action completed
	<i>[For the disposal of hazardous materials, equipment or stores, use EQUIPMENT & STORES – Disposal.</i>	
	<i>For the Hazardous Substance Register, use OCCUPATIONAL HEALTH & SAFETY - Compliance.]</i>	
003.011.002 	Records documenting the storage of equipment and stores, including hospital, medical or emergency services equipment and stores (excluding hazardous materials, equipment or stores). Includes location management and stock control.	Destroy 6 months after last action
003.011.003	Records documenting arrangements for the delivery of equipment and stores, including hospital, medical or emergency services equipment and stores.	Destroy 6 months after last action
	<i>[For the dispatch of equipment or stores within an agency or from an agency, use EQUIPMENT & STORES - Distribution.]</i>	

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.013.001 	Final audit reports relating to audits of equipment and stores, including hospital, medical or emergency services equipment and stores, which resulted in substantial changes to policy or procedures or have a significant impact on the Territory or its operations.	Retain as Territory Archives
003.013.002 	Final internal and external audit reports relating to equipment and stores that did not result in substantial changes to policy or procedures or have a significant impact on the Territory or its operations.	Destroy 5 years after action completed
003.013.003 	Records documenting the planning and conduct of internal and external audits relating to equipment and stores, including hospital, medical or emergency services equipment and stores. Includes: <ul style="list-style-type: none"> • liaison with the auditing body; • minutes of meetings; • notes taken at opening and exit interviews; • draft reports; • comments. 	Destroy 2 years after action completed

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.020.001 	Records documenting high-level committees with overall responsibility for making major decisions relating to the acquisition of equipment and stores, including hospital, medical or emergency services equipment and stores, considered to be unique, rare or have technological, scientific or historical significance. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; • supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives
003.020.002 	Records of internal and external committees formed to consider matters relating to the management of equipment and stores, including hospital, medical or emergency services equipment and stores, not considered to be unique, rare or have technological, scientific or historical significance. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; • supporting documents such as briefing papers and discussion papers. 	Destroy 10 years after action completed

Committees (Continued)

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.



[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.020.003 	Working papers documenting the conduct and administration of all committees which consider matters relating to the management of equipment and stores, including hospital, medical or emergency services equipment and stores, within the agency. Includes draft agenda and minutes.	Destroy 6 months after action completed




Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Entry No.	Description of Records	Disposal Action
003.021.001 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to hospital, medical, emergency services equipment or stores, including items considered to be unique, rare or have technological, scientific or historical significance. <i>[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Compliance.]</i>	Retain as Territory Archives
003.021.002 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to equipment and stores that are not considered to be hospital, medical or emergency services equipment and stores. <i>[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Compliance.]</i>	Destroy 7 years after action completed


Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.024.001 	Records documenting the design and construction of equipment, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance. <i>[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>	Retain as Territory Archives
003.024.002 	Records documenting the design and construction of equipment and plant not considered to be unique, rare or have technological, scientific or historical significance. <i>[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>	Destroy 7 years after disposal of asset
003.024.003 	Records documenting the development and issue of specifications for equipment and stores, including hospital, medical or emergency services equipment.	Destroy 7 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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.025.001 	Records documenting contract management relating to the equipment and stores function. Includes: <ul style="list-style-type: none"> minutes of meetings with main stakeholders performance and evaluation reports. 	Destroy 7 years after completion or other termination of agreement or contract

Disposal (Continued)

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.

[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.]



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.034.002 	Records documenting the disposal of Territory-owned or leased hospital, medical or emergency services equipment, excluding hazardous materials, equipment or stores. Also includes: <ul style="list-style-type: none"> • independent valuation certificates verifying that work undertaken on assets was done prior to valuation; • written quotes; • auction records and routine forms; • correspondence relating to the disposal of equipment and stores. <p><i>[For the disposal of equipment and stores by tender, use EQUIPMENT & STORES - Tendering.</i></p> <p><i>For the removal of items from the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]</i></p>	Destroy 10 years after action completed

Disposal (Continued)

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.




[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.]

Entry No.	Description of Records	Disposal Action
003.034.003 	<p>Records documenting the disposal of Territory-owned equipment and stores, excluding hospital, medical or emergency services equipment, and hazardous materials, equipment or stores. Also includes:</p> <ul style="list-style-type: none"> • independent valuation certificates verifying that work undertaken on assets was done prior to valuation; • written quotes; • auction records and routine forms; • correspondence relating to the disposal of equipment and stores. <p><i>[For the disposal of equipment and stores by tender, use EQUIPMENT & STORES - Tendering.</i></p> <p><i>For the removal of items from the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]</i></p>	Destroy 7 years after disposal
003.034.004 	<p>Records documenting the disposal of leased equipment and stores, excluding hospital, medical or emergency services equipment. Includes:</p> <ul style="list-style-type: none"> • written notices and correspondence to and from leasing companies in relation to return of equipment and stores; • handover reports; • notifications that an agency or their nominee wish to purchase equipment and stores. 	Destroy 3 years after disposal




Distribution

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

Entry No.	Description of Records	Disposal Action
003.036.001 	Records documenting the distribution of hazardous materials, equipment or stores, including hospital, medical or emergency services materials and stores.	Destroy 10 years after action completed
	<i>[For the Hazardous Substance Register, use OCCUPATIONAL HEALTH & SAFETY - Compliance.]</i>	
003.036.002 	Records documenting the distribution of non- hazardous materials, equipment and stores, including hospital, medical or emergency services equipment, to other locations, including other offices. Also includes consignment notes.	Destroy 7 years after action completed
	<i>[For arrangements relating to the receipt of equipment and stores, use EQUIPMENT & STORES - Arrangements.</i>	
	<i>For arrangements relating to the distribution of equipment and stores via mail services, use INFORMATION MANAGEMENT - Distribution.</i>	
	<i>For managing financial transactions supporting the distribution activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	
003.036.003 	Records documenting the distribution of equipment and stores within an office of an agency.	Destroy 6 months after last action
	<i>[For requests for issue of equipment and stores, use EQUIPMENT & STORES - Allocation.]</i>	

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.

Entry No.	Description of Records	Disposal Action
003.042.001 	Records documenting the evaluation of equipment, including hospital, medical or emergency services equipment, found to be unique, rare or have technological, scientific or historical significance. Includes testing reports, trial evaluations, and job sheets. Also includes specially commissioned or initiated reports that contain detailed findings and recommendations. <i>[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>	Retain as Territory Archives
003.042.002 	Records documenting the initial evaluation of equipment and stores requirements, including hospital, medical or emergency services equipment. Includes assessment of whole of government solutions (i.e. period contracts, buyer's guides, endorsed suppliers). Includes justification of decision not to proceed with such solutions. <i>[For the acquisition of equipment and stores, use EQUIPMENT & STORES - Acquisition.</i> <i>For the re-evaluation of existing equipment and stores, use EQUIPMENT & STORES - Reviewing.]</i>	Destroy 7 years after action completed
003.042.003 	Records documenting activities undertaken to determine requirements for hospital, medical or emergency services equipment. <i>[For the acquisition of equipment and stores, use EQUIPMENT & STORES - Acquisition.</i> <i>For the re-evaluation of existing equipment and stores, use EQUIPMENT & STORES - Reviewing.]</i>	Destroy 2 years after action completed





Inspections

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

[illegible]

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.



Entry No.	Description of Records	Disposal Action
003.058.001 	Records documenting the installation and initial configuration of equipment and plant, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance. <i>[For the installation of equipment and plant within a building, use PROPERTY MANAGEMENT - Installation.]</i>	Retain as Territory Archives
003.058.002 	Records documenting the installation and initial configuration of hospital, medical or emergency services equipment and plant not considered to be unique, rare or have technological, scientific or historical significance.	Destroy 10 years after action completed
003.058.003 	Records documenting the installation and initial configuration of equipment and plant, excluding hospital, medical or emergency services equipment, not considered to be unique, rare or have technological, scientific or historical significance. <i>[For the installation of equipment and plant within a building, use PROPERTY MANAGEMENT - Installation.]</i>	Destroy 2 years after action completed
003.058.004 	Records documenting the reconfiguration and adjustment of equipment and plant after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.


[For insurance claims lodged, use EQUIPMENT & STORES - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.059.001 	Insurance policies covering equipment and stores, including hospital, medical or emergency services equipment and stores.	Destroy 7 years after policy expires
003.059.002 	Records documenting the annual renewal of insurance policies covering equipment and stores, including hospital, medical or emergency services equipment and stores.	Destroy 1 year after action completed


Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.061.001 	Records documenting the listing of equipment and stores items, including hospital, medical or emergency services equipment and stores. <i>[For formal stocktakes of equipment and stores, use EQUIPMENT & STORES - Stocktake.</i> <i>For making subsequent changes to the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]</i>	Destroy 6 months after action completed


Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate. Includes the process of chartering.

Entry No.	Description of Records	Disposal Action
003.063.001 	Records documenting the administration and management of leased hospital, medical or emergency services equipment. Also includes reports received from leasing companies and signed leases.	Destroy 10 years after lease expires or is terminated
	<i>[For the activities associated with acquiring leased equipment, use EQUIPMENT & STORES - Acquisition.</i>	
	<i>For the disposal of leased equipment, use EQUIPMENT & STORES - Disposal.</i>	
	<i>For the maintenance of leased equipment, use EQUIPMENT & STORES - Maintenance.</i>	
	<i>For Fringe Benefit Tax reports received from a leasing company, use PERSONNEL - Salaries.</i>	
	<i>For managing financial transactions supporting leasing activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	


Leasing (Continued)

The activities involved in leasing items, equipment, accommodation, premises or real estate. Includes the process of chartering.

Entry No.	Description of Records	Disposal Action
003.063.002 	Records documenting the administration and management of leased equipment, excluding hospital, medical or emergency services equipment. Also includes reports received from leasing companies and signed leases.	Destroy 7 years after lease expires or is terminated
	<p><i>[For the activities associated with acquiring leased equipment, use EQUIPMENT & STORES - Acquisition.</i></p> <p><i>For the disposal of leased equipment, use EQUIPMENT & STORES - Disposal.</i></p> <p><i>For the maintenance of leased equipment, use EQUIPMENT & STORES - Maintenance.</i></p> <p><i>For Fringe Benefit Tax reports received from a leasing company, use PERSONNEL - Salaries.</i></p> <p><i>For managing financial transactions supporting leasing activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i></p>	




Leasing out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency, organisation, group or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities, etc. of both parties. Also includes subleasing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.064.001 	Arrangements for the leasing-out of agency equipment covering equipment and stores, including hospital, medical or emergency services equipment, to other bodies. Includes signed leases.	Destroy 7 years after lease expires or is terminated
<p><i>[For managing financial transactions supporting leasing-out activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i></p>		



Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.069.001 	Records documenting the maintenance and repair of hospital and medical equipment. Also includes identifying and reporting of defects or faults.	Destroy 10 years after equipment is disposed of or no longer used
003.069.002 	Records documenting the maintenance and repair of equipment not considered to be unique, rare or have technological, scientific or historical significance. Also includes identifying and reporting of defects or faults. <i>[For the management of contracts relating to maintenance, use EQUIPMENT & STORES - Contracting out.]</i>	Destroy 3 years after action completed
003.069.003 	Records documenting the maintenance and repair of equipment, excluding hospital or medical equipment, considered to be unique, rare or have technological, scientific or historical significance. Also includes identifying and reporting of defects or faults.	Destroy 6 months after equipment is disposed of or no longer used or transfer to new owner



Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.072.001 	Final versions of minutes and supporting documents tabled at meetings held to support the equipment and stores function. Includes meetings with external agencies.	Destroy 5 years after action completed
003.072.002 	Working papers documenting the conduct and administration of meetings to support the equipment and stores function. Includes: <ul style="list-style-type: none"> • agendas • notices of meetings • draft minutes. 	Destroy 6 months after last action






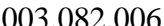
Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.080.001 	Records documenting the development and establishment of the agency's equipment and stores policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• working papers• results of consultations• supporting reports• major drafts• final policy documents.	Destroy 3 years after policy is superseded
003.080.002 	Copies of policy documents and supporting papers.	Destroy 6 months after last action

Procedures


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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.082.001 	Master copies of procedures, codes of practice or instructions in regards to the operation of hospital, medical or emergency equipment.	Destroy 10 years after equipment disposed of
003.082.002 	Working papers supporting the development of procedures in regards to the operation of hospital, medical or emergency equipment, etc. Includes drafts.	Destroy 2 years after procedures are promulgated
003.082.003 	Records documenting the development of agency procedures, excluding procedures relating to the operation of hospital, medical or emergency equipment, supporting the equipment and stores function.	Destroy 1 year after production of procedures
003.082.004 	Copies of manuals, handbooks, directives, etc.	Destroy 6 months after last action
003.082.005 	Operating manuals and instructions, excluding manuals and instructions relating to the operation of hospital, medical or emergency equipment, for equipment, plant and stores.	Destroy 6 months after last action
003.082.006 	Master set of agency manuals, handbooks, directives, etc. detailing procedures, excluding procedures relating to the operation of hospital, medical or emergency equipment, supporting the equipment and stores function.	Destroy after procedures are superseded

Reporting



The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity (e.g. inspection reports), form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.088.001 	Records relating to reporting on activities involved in the equipment and stores function. Includes: <ul style="list-style-type: none"> • working papers • comments received • draft reports • final documents. <p><i>[For specially commissioned or initiated reports on the status or feasibility of emergency equipment, use EQUIPMENT & STORES – Evaluation.]</i></p>	Destroy 2 years after action completed

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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.093.001 	Records documenting a review of agency programs and operations supporting the equipment and stores function. Includes: <ul style="list-style-type: none"> • documents establishing the review • final reports • action plans • identification of further problems needing rectification. 	Destroy 3 years after action completed
003.093.002 	Working papers documenting a review of agency programs and operations supporting the equipment and stores 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.


[See also the OCCUPATIONAL HEALTH & SAFETY (OH&S) function.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.095.001 	Records documenting risk management relating to the equipment and stores function. Includes: <ul style="list-style-type: none"> • records covering each stage of the process • treatment schedules • action plans. 	Destroy 7 years after next risk assessment
003.095.002 	Equipment and stores risk register.	Destroy 7 years after next risk assessment

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

[For disciplinary action taken for theft or damage involving agency staff use, PERSONNEL - Discipline.]

Entry No.	Description of Records	Disposal Action
003.097.001 	Records documenting the activities undertaken to protect equipment and stores. Includes investigations into theft or intentional damage and referral of an alleged incident to law enforcement authorities.	Destroy 5 years after action completed
	<p><i>[For disciplinary action resulting from a breach of the law involving ACTPS employees, use PERSONNEL - Discipline.</i></p> <p><i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i></p> <p><i>For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]</i></p>	

Security (Continued)

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

[For disciplinary action taken for theft or damage involving agency staff use, PERSONNEL - Discipline.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.097.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting combinations and/or keys for equipment or plant, such as safes, filing cabinets. Includes key register. <i>[For combinations or keys to security containers which are built into the building, use PROPERTY MANAGEMENT - Security.]</i>	Destroy 6 months after last action

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

[For the adherence and monitoring of industry standards, use INDUSTRY DEVELOPMENT - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.100.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development and implementation, by the agency, of standards for hospital, medical or emergency equipment.	Retain as Territory Archives
003.100.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development by other organisations of standards for hospital, medical or emergency equipment. Includes records relating to implementation of the standards by the agency.	Destroy 6 months after last action

Stocktake

The activities associated with the examination, counting and valuing of goods with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

Entry No.	Description of Records	Disposal Action
003.101.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the stocktake of equipment and stores. <i>[For lists of equipment and stores, use EQUIPMENT & STORES - Inventory.]</i>	Destroy 3 years after action completed

Submissions

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







[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

Entry No.	Description of Records	Disposal Action
003.102.001 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister and other government bodies, directly relating to equipment and stores including hospital, medical or emergency services equipment, strategies concerning controversial issues with far reaching social, economic or national implications or equipment and stores considered to be unique, rare or to have technological, scientific or historical significance.	Retain as Territory Archives
003.102.002 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) relating to equipment and stores including hospital, medical or emergency services equipment, strategies with no controversial issues, far reaching social, economic or national implications, or equipment and stores not considered to be unique, rare or to have technological, scientific or historical significance.	Destroy 10 years after action completed
003.102.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to equipment and stores including hospital, medical or emergency services equipment,	Destroy 2 years after action completed



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.

Entry No.	Description of Records	Disposal Action
003.104.001 	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
003.104.002 	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statements of requirements • requests for proposals • expressions of interest • requests for tender (RFT) • draft contracts. 	Destroy 7 years after tender process completed
003.104.003 	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation reports • recommendations • final reports • public notices. 	Destroy 7 years after tender process completed
003.104.004 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
003.104.005 	Tender registers.	Destroy 7 years after last entry
003.104.006 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

Tendering (Continued)

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


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.104.007 	Contract registers.	Destroy 7 years after last entry
003.104.008 	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notifications of outcome • reports on debriefing sessions. 	Destroy 2 years after tender process completed or decision made not to continue with the tender

RETAIN AS TERRITORY ARCHIVES

Acquisition

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

Entry No.	Description of Records	Disposal Action
003.003.001 	<p>Records relating to the acquisition of equipment and stores, including hospital, medical or emergency services equipment and stores, considered to be unique, rare or have technological, scientific or historical significance. Includes the acquisition of equipment featured in exhibitions and museum collections, and specially developed equipment where the Territory owns the intellectual rights to the equipment. Also includes:</p> <ul style="list-style-type: none"> • formal requests for quotes; • orders; • handover reports; • designs and specifications; • correspondence relating to the acquisition. <p><i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT & STORES – Evaluation]</i></p> <p><i>For records relating to tendering for equipment and stores, use EQUIPMENT & STORES - Tendering]</i></p>	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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit reports relating to audits of equipment and stores, including hospital, medical or emergency services equipment and stores, which resulted in substantial changes to policy or procedures or have a significant impact on the Territory or its operations.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level committees with overall responsibility for making major decisions relating to the acquisition of equipment and stores, including hospital, medical or emergency services equipment and stores, considered to be unique, rare or have technological, scientific or historical significance. Includes: <ul style="list-style-type: none">• documents establishing the committee;• final versions of minutes;• reports;• recommendations;• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives


Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.021.001 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to hospital, medical, emergency services equipment or stores, including items considered to be unique, rare or have technological, scientific or historical significance.	Retain as Territory Archives
	<i>[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Compliance.]</i>	


Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.024.001 	Records documenting the design and construction of equipment, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance.	Retain as Territory Archives
	<i>[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>	


Corporate Style

The activity of compiling and administering guidelines on the consistency in written style, graphic design, corporate wardrobe etc., within the agency. Includes designing logos, letterhead, stationery, publications etc., that incorporate the corporate image of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.027.001 	Master copies of designs of hospital and emergency personnel uniforms and accessories (e.g. helmets, insignia).	Retain as Territory Archives


Evaluation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.042.001 	Records documenting the evaluation of equipment, including hospital, medical or emergency services equipment, found to be unique, rare or have technological, scientific or historical significance. Includes testing reports, trial evaluations, and job sheets. Also includes specially commissioned or initiated reports that contain detailed findings and recommendations.	Retain as Territory Archives
<i>[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>		


Inspections

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.057.001 	Records documenting the inspection of equipment, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance. Also includes identifying and reporting of defects or faults.	Retain as Territory Archives
	<i>[For repairs and maintenance, use EQUIPMENT & STORES – Maintenance.]</i>	

Installation


Activities involved in placing equipment in position and connecting and adjusting it for use.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.058.001 	Records documenting the installation and initial configuration of equipment and plant, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance.	Retain as Territory Archives
	<i>[For the installation of equipment and plant within a building, use PROPERTY MANAGEMENT - Installation.]</i>	

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

[For the adherence and monitoring of industry standards, use INDUSTRY DEVELOPMENT - Compliance.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.100.001 	Records relating to the development and implementation, by the agency, of standards for hospital, medical or emergency equipment.	Retain as Territory Archives

Submissions

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

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
003.102.001 	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister and other government bodies, directly relating to equipment and stores including hospital, medical or emergency services equipment, strategies concerning controversial issues with far reaching social, economic or national implications or equipment and stores considered to be unique, rare or to have technological, scientific or historical significance.	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.

Amendments to the Equipment & Stores Records Disposal Schedule

Dated October 2011

Function (Amendments)

The EQUIPMENT & STORES function incorporates classes that were previously found in:

- NI2011-91 Emergency Services Records – Materiel Support Function

New Features (Insertions)

Activity	Entry no.	Description
Acquisition	003.003.001 003.003.002	New Classes
Allocation	003.007.001 003.007.002	New Classes
Audit	003.013.001	New Class
Committees	003.020.001 003.020.002 003.020.003	New Classes
Compliance	003.021.001	New Class
Construction	003.024.001	New Class
Corporate Style	003.027.001 003.027.002 003.027.003	New Classes
Disposal	003.034.001 003.034.002	New Classes
Distribution	003.036.001	New Class
Evaluation	003.042.001 003.042.003	New Classes
Inspections	003.057.001 003.057.002	New Classes
Installation	003.058.001 003.058.002	New Classes
Leasing	003.063.002	New Class
Maintenance	003.069.001 003.069.002	New Classes
Procedures	003.082.001 003.082.002	New Classes

New Features (Insertions)

Activity	Entry no.	Description
Standards	003.100.001 003.100.002	New Classes
Submissions	003.102.001 003.102.002 003.102.003	New Classes

Enhancements (Changes)

Activity	Entry no.	Description
Acquisition	003.003.003 003.003.004 003.003.005	Renumbered and Class description changed.
Agreements	003.006.001	Class description changed.
Allocation	003.007.003 003.007.004	Renumbered and Class description changed.
Arrangements	003.011.001 003.011.002 003.011.003	Class description changed.
Audit	003.013.002 003.013.003	Renumbered and Class description changed.
Claims	003.019.001	Class description changed.
Compliance	003.021.002	Renumbered and Class description changed.
Construction	003.024.002 003.024.003	Renumbered and Class description changed.
Disposal	003.034.003 003.034.004 003.034.005	Renumbered and Class description changed.
Distribution	003.036.002 003.036.003	Renumbered and Class description changed.
Evaluation	003.042.002	Renumbered and Class description changed.
Inspections	003.057.003 003.057.004	Renumbered and Class description changed.
Installation	003.058.003 003.058.004	Renumbered and Class description changed.
Insurance	003.059.001 003.059.002	Class description changed.
Inventory	003.061.001	Class description and disposal trigger changed

Enhancements (Changes)

Activity	Entry no.	Description
Leasing	003.063.001	Class description and retention period changed.
Leasing out	003.064.001	Class description changed.
Maintenance	003.069.003	Class description changed.
Procedures	003.082.003 003.082.004 003.082.005 003.082.006	Renumbered and Class description changed
Reporting	003.088.001	Class description changed.