

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Technology & Telecommunications Records) Approval 2015 (No 1)**

**Notifiable instrument NI2015-361**

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 – Technology & Telecommunications Records) Approval 2015 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Technology & Telecommunications Records.

## **3. Commencement**

This instrument commences on the day after notification.

## **4. Revocation**

I revoke Notifiable Instrument NI2009-454.

Danielle Wickman  
Director of Territory Records  
3 July 2015



# **Records Disposal Schedule**

## **Technology & Telecommunications Records**

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## **INTRODUCTION**

The *Records Disposal Schedule – Technology & Telecommunications 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 - Technology & Telecommunications 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 - Technology & Telecommunications 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:

*Electronic Transactions Act 2001*

*Emergencies Act 2004*

*Evidence Act 2011*

*Financial Management Act 1996*

*Freedom of Information Act 1989*

*Government Procurement Act 2001*

*Limitation Act 1985*

*Public Sector Management Act 1994*

*Territory Records Act 2002*

*Work Health and Safety Act 2011*

## **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**

## ***TECHNOLOGY & TELECOMMUNICATIONS***

The function of managing the planning, provision, development or acquisition of information and communication technologies. Includes specifying, developing, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems, the evaluation of software and hardware and the tendering, leasing, enterprise licensing of whole-of-government software and the disposal of systems and end user equipment. Also includes the maintenance of software libraries, the provision of data centres and telecommunications networks such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### ***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.

### ***Advice***

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

### ***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.

### ***Application Development***

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

### ***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.

### ***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.

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

### ***Contracting out***

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

### ***Control***

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

### ***Customer Service***

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

### ***Data Administration***

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.

### ***Database Management***

The activities associated with building, prototyping and testing databases. Includes management of user rules, passwords and monitoring usage and response times.

### ***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.

### ***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.

### ***Implementation***

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

### ***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.

### ***Intellectual Property***

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

### ***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.

### ***Modelling***

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.

### ***Operations***

The activities associated with keeping computer systems in effective operation on a daily basis. Includes fault reporting, help and desktop support.

### ***Planning***

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

### ***Policy***

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

### ***Privacy***

The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.

### ***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.

### ***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 business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

### ***Restructuring***

The activities involved in reassessing the activities, goals and structure of an agency. Includes consideration of the number of staff, their position descriptions, equipment and other resources required to meet objectives.

### ***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.

***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**





































### **Implementation (Continued)**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
017.053.002 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the implementation of plans, policies, strategies, procedures and instructions formulated to support the technology and telecommunications function. Includes monitoring implementation activities (e.g. regular backups) and the introduction of new equipment and software to a wide audience.</p> <p><i>[For post implementation reviews, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Reviewing.</i></p> <p><i>For the non-technological aspects of an implementation, use the appropriate function, e.g. FINANCIAL MANAGEMENT for the implementation of a finance system and PERSONNEL for the implementation of a personnel system.]</i></p>	Destroy 5 years after last action
017.053.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting project management of all technology and telecommunications projects.	Destroy 5 years after last action

### **Inspections**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
017.057.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the routine inspection of technology and telecommunications assets and facilities (e.g. to ensure that unauthorised software or equipment is not being used).</p> <p><i>[For formal audits, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Audit.]</i></p>	Destroy 3 years after last action

### Installation

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
017.058.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting installation, configuration and relocation of technology and telecommunications equipment and facilities. Includes cabling from wall socket to a device and configuration of network hubs.  <i>[For the installation of cabling for communications networks from a network hub or PABX, etc. to a user wall socket or to the telecommunications provider point of entry, use PROPERTY MANAGEMENT- Installation.]</i>	Destroy 2 years after last action
017.058.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting configuration of corporate software.	Destroy 5 years after software is defunct and any data supported is either migrated or destroyed

### Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
017.060.001 ■■■■■■■■■■■■■■■■■■■■	Applications made by the agency to use portions of software developed by another agency, organisation or individual.  <i>[For the purchase of licences to use commercial-off-the-shelf (COTS) solutions, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Acquisition.]</i>	Destroy 7 years after last action
017.060.002 ■■■■■■■■■■■■■■■■■■■■	Requests from the public and other agencies for permission to reproduce portions of agency-developed software.	Destroy 7 years after last action









### Operations

The activities associated with keeping computer systems in effective operation on a daily basis. Includes fault reporting, help and desktop support.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
017.076.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records relating to help desk operations. Includes:</p> <ul style="list-style-type: none"> <li>• minor maintenance and advice;</li> <li>• technical assistance to an individual;</li> <li>• requests to reset passwords; and</li> <li>• requests to recover data from backup tapes, etc.</li> </ul> <p><i>[For the repair of equipment by an external service provider, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Maintenance.</i></p> <p><i>For the introduction of new equipment or software to a wider audience, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Implementation.</i></p> <p><i>For the planning, monitoring and evaluation of services, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Customer Service.</i></p> <p><i>For the recovery of data on a wide scale (i.e. after a disaster), use TECHNOLOGY &amp; TELECOMMUNICATIONS - Data Administration.]</i></p>	Destroy 1 year after last action









***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
017.088.001 ■■■■■■■■■■■■■■■■■■■■	Final copies of formal internal reports and reports made to external agencies relating to the technology and telecommunications function.	Destroy 7 years after last action
017.088.002 ■■■■■■■■■■■■■■■■■■■■	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the technology and telecommunications function. Includes: <ul style="list-style-type: none"> <li>• summary reports;</li> <li>• work progress reports; and</li> <li>• production reports.</li> </ul>	Destroy 3 years after last action
017.088.003 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys by other agencies or by the central office of an agency.	Destroy 3 years after last action
017.088.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after last action
017.088.005 ■■■■■■■■■■■■■■■■■■■■	Copies of technology and telecommunications reports.	Destroy 6 months after last action

















**RETAIN AS TERRITORY ARCHIVES**





***Application Development (Continued)***

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
017.010.001 (Continued)▮▮▮	<p><i>[For system analysis and development of specifications, user requirements and business rules, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Evaluation.</i></p> <p><i>For business process reengineering and revision of specifications, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Reviewing.</i></p> <p><i>For the maintenance of agency-wide data dictionaries, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Data Administration.</i></p> <p><i>For the ongoing management of database applications, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Database Management.</i></p> <p><i>For requests for changes to existing systems, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Reviewing.]</i></p>	

## **Implementation**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
017.053.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the application of an agency's counter-disaster plan or business continuity plan following an incident. Includes records covering the protection and re-establishment of data and the agency backup plan.</p> <p><i>[For the development of a counter-disaster plan covering the technology and telecommunications function, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Planning.</i></p> <p><i>For the recovery of information on an ad-hoc basis, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Operations.</i></p> <p><i>For the implementation of the counter-disaster plan, vital records plan and emergency destruction plan within the organisation's information resources, use INFORMATION MANAGEMENT - Implementation.]</i></p>	Retain as Territory Archives

**Policy**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
017.080.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the development and establishment of government-wide information and communications technology policies. Includes:</p> <ul style="list-style-type: none"> <li>• policy proposals;</li> <li>• research papers;</li> <li>• results of consultations;</li> <li>• supporting reports;</li> <li>• major drafts; and</li> <li>• final policy documents.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• information system security policy;</li> <li>• IT security policy;</li> <li>• small system security scheme policy; and</li> <li>• mobile phone policy.</li> </ul>	Retain as Territory Archives

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

Changes to **Technology & Telecommunications**

Dated

July 2015

**New Features (Insertions)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
<b>Technology &amp; Telecommunications</b>	Application Development	017.010.001	New class added for applications that are unique, rare or have technological, scientific or historical significance developed by the Territory.

**Enhancements (Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
<b>Technology &amp; Telecommunications</b>	Application Development	017.010.002-017.010.005	Renumbered to accommodate new class 017.010.001.

**Corrections (Deletions)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>