Australian Capital Territory

Territory Records (Records Disposal Schedule – Government & Stakeholder Relations Records) Approval 2017 (No 1)

Notifiable instrument NI2017-84

made under the

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

1 Name of instrument

This instrument is the Territory Records (Records Disposal Schedule – Government & Stakeholder Relations Records) Approval 2017 (No 1).

2 Commencement

This instrument commences on 27 February 2017.

3 Approval

I approve the Records Disposal Schedule – Government & Stakeholder Relations Records.

4 Revocation

This instrument revokes:

Territory Records (Records Disposal Schedule - Territory Administrative Records Disposal Schedules - Community Relations Records) Approval 2011 (No 1) NI2011-84;

Territory Records (Records Disposal Schedule - Territory Administrative Records Disposal Schedules - Government Relations Records) Approval 2011 (No 1) NI2011-88; and

Territory Records (Records Disposal Schedule - Publication Records) Approval 2013 (No 1) NI2013-370.

Danielle Wickman Director of Territory Records 16 February 2017



Records Disposal Schedule

Government & Stakeholder Relations Records

Authorised by the ACT Parliamentary Counsel-also accessible at www.legislation.act.gov.au

Table of Contents

INTRODUCTION	5
PURPOSE	5
SCOPE	5
AUTHORITY	
STRUCTURE AND RELATIONSHIP TO THE WHOLE OF GOVERNMENT	
THESAURUS	5
Whole of Government Thesaurus	
GUIDELINES FOR USE	
Coverage of authority	
Layout of the schedule	
<i>Electronic records</i>	
DESTRUCTION OF RECORDS	
UPDATING THE RECORDS DISPOSAL SCHEDULE	
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	8
RELATED LEGISLATION	9
DEFINITIONS	10
Agency	
Appraisal	
Business Classification Scheme	10
Principal Officer	
Records	
Records of an Agency	
Records Disposal Schedule Records Management Program	
Records Management Frogram Recordkeeping Systems	
Scope Note	
Sector Sentencing	
Territory Archives	
BUSINESS CLASSIFICATION SCHEME	12
GOVERNMENT & STAKEHOLDER RELATIONS	
Government & Assembly Matters	
RECORDS DISPOSAL SCHEDULE	15
GOVERNMENT & STAKEHOLDER RELATIONS	16
Acquisition	
Acquisition (Continued)	
Acquisition (Continued)	
Contract Management	20
Customer Service	
Customer Service (Continued)	
Events	
Events (Continued)	24

Events (Continued)	
Government & Assembly Matters	
Government & Assembly Matters (Continued)	
Government & Assembly Matters (Continued)	
Government & Assembly Matters (Continued)	
Marketing & Publication	
Marketing & Publication (Continued)	
Marketing & Publication (Continued)	
Media Relations	
Partnerships & Collaboration	
Partnerships & Collaboration (Continued)	
Planning	
Planning (Continued)	
Policies & Procedures	
RETAIN AS TERRITORY ARCHIVES	
GOVERNMENT & STAKEHOLDER RELATIONS	
Acquisition	
Customer Service	
Events	
Government & Assembly Matters	
Government & Assembly Matters (Continued)	
Marketing & Publication	
Media Relations	
Partnerships & Collaboration	
Planning	
Policies & Procedures	

INTRODUCTION

The *Records Disposal Schedule - Government & Stakeholder Relations Records* is the official authority for the disposal of these ACT Government Records.

It is one of a series of Whole of Government 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.

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 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 take all reasonable steps to ensure that no legal action is contemplated in relation to its records and 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.

Records Disposal Schedule – Government & Stakeholder Relations Records February 2017

The *Records Disposal Schedule - Government & Stakeholder Relations 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 Whole of Government Thesaurus. The Records Disposal Schedule is designed to be applicable to all records relating to the function described in this schedule regardless of titling conventions used, so that records, which have not been classified and 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 former Territory Version of Keyword AAA (TVKAAA) (2010). In the Whole of Government Thesaurus all functions are considered to be functions performed by the ACT Government and have been included following consultation with stakeholder agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the Director of Territory Records for use by all ACT Government agencies as part of classifying and titling of their 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 (Records, Information and Data) Standard 2016.* Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Whole of Government Thesaurus. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Government & Stakeholder Relations Records:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Whole of Government 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:

Corporations Act 2001 (Cwlth) Criminal Code 2002 Evidence Act 2011 Freedom of Information Act 1989 Government Procurement Act 2001 Information Privacy Act 2014 Limitations Act 1985 Partnership Act 1963 Privacy Act 1988 (Cwlth) Protection of Public Participation Act 2008 Territory-owned Corporations Act 199 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 created and 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

GOVERNMENT & STAKEHOLDER RELATIONS

The function of establishing formal communication channels and relationships between the ACT Government, its organisations and other governments and for establishing rapport with the community and raising and maintaining the Territory's or organisation's broad public profile. Includes marketing and promoting the Territory government, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities (e.g. community consultation exercises). Also includes relationships with professional bodies and industry, consultation and feedback and handling government and parliamentary matters such as government inquiries, ministerial, representations and questions on notice, etc.

Acquisition

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

Contract Management

The activities associated with managing the performance of work or the provision of services by external consultants and contractors following their initial engagement. Includes instructions to contracted personnel, progress reports, monitoring of expenditure against budgets, and performance reviews.

Customer Service

The activities associated with providing services of the organisation to meet the needs of customers by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer's requirements are met. Includes providing assistance and support, receiving and responding to complaints, enquiries, requests, feedback, suggestions, customer greetings, the preparation of customer service plans and charters and conducting customer research and surveys.

Events

The activities associated with organising, arranging and managing internal or external conferences, exhibitions, functions, celebrations, ceremonies, visits or other events for the purpose of either informing attendees, promoting the activities, services and programs of the organisation or supporting local suppliers and organisations to attend, display or promote at events, (e.g. trade displays, Christmas pageants, Canberra Show). Includes the development of speeches and presentations at events, arrangements such as venue and facility bookings, catering and security arrangements, managing registrations and invitations, and event transcripts, proceedings and photographs.

Government & Assembly Matters

The activities associated with managing formal matters of government and the Assembly, including government briefings, ministerial representations, and submissions in response to specific requests from government. Includes Ministerial briefings, Ministerial submissions, Questions on Notice, Question Time Briefs, and Senate Estimates.

Note: This activity is for an organisation's input, including submissions, to Royal Commissions and Commissions of Inquiry, etc. of any jurisdiction, It is not for classifying records of an ACT body conducting an inquiry which are to be classified under INQUIRIES & COMMISSIONS.

Marketing & Publication

The activities associated with communicating the value of the organisation's products, services, events or other activities through sales, promotion and/or publication production. Includes marketing plans and research, sales forecasting, campaigns and advertising, pricing, the design, drafting, development and production of marketing products and managing the design, layout and production of corporate publications into an end product.

Media Relations

The activities associated with establishing and managing relationships with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, organising media interviews, and media monitoring.

Partnerships & Collaboration

The activities associated with establishing and managing partnerships, joint ventures or similar collaborative arrangements where there is joint contribution of funds and/or time. Includes private sector ventures with public sector organisations.

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & Insurance for risk management plans and strategies).

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

RECORDS DISPOSAL SCHEDULE

GOVERNMENT & STAKEHOLDER RELATIONS

The function of establishing formal communication channels and relationships between the ACT Government, its organisations and other governments and for establishing rapport with the community and raising and maintaining the Territory's or organisation's broad public profile. Includes marketing and promoting the Territory government, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities (e.g. community consultation exercises). Also includes relationships with professional bodies and industry, consultation and feedback and handling government and parliamentary matters such as government inquiries, ministerial, representations and questions on notice, etc.

[Use STRATEGY & GOVERNANCE – Performance Management, for evaluating, reviewing and reporting on the performance of the function, business area, or specific organisation programs and services.

Use STRATEGY & *GOVERNANCE* – *Planning, for the development of business and corporate plans which set the strategic agenda and direction for the organisation.*

Use STRATEGY & GOVERNANCE – Risk Management & Insurance, for disaster and business continuity planning, taking out insurance premiums to manage risks and handling associated insurance claims.]

Disposal Action

Retain as Territory

Acquisition

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

[For the ongoing management of contracts and agreements with consultants, contractors and service providers once established, use Contract Management.

For acquisition policies, procedures and guidelines use STRATEGY & GOVERNANCE - Policies & Procedures.

For donations of property, vehicles, equipment, artefacts, money or other items donated to the organisation, use Donations.]

Entry No. 193.003.001

Description of Records

Records documenting the evaluation of potential programs, services and projects for their suitability and the development of significant procurement agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory and support government priorities, policies and economic reforms in the community. Includes:

- budget bids;
- tender documentation and tenders;
- post-offer negotiations and due diligence checks;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews;
- final versions.

Acquisition (Continued)

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

[For the ongoing management of contracts and agreements with consultants, contractors and service providers once established, use Contract Management.

For acquisition policies, procedures and guidelines use STRATEGY & GOVERNANCE - Policies & Procedures.

For donations of property, vehicles, equipment, artefacts, money or other items donated to the organisation, use Donations.]

Entry No. 193.003.002

Description of Records

Records documenting the activities involved in the acquisition of items or services for relating to governments & stakeholders. Includes;

Disposal Action

Destroy 12 years after last action

- requisitions and order forms;
- tender documentation and tenders;
- agreements that <u>do not</u> support government priorities, policies and economic reforms made relating to governments & stakeholders;
- negotiations, establishment, maintenance and review of agreements;
- simple contracts and agreements and contracts under seal;
- post-offer negotiations and due diligence checks;

Disposal Action

Acquisition (Continued)

Entry No.

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

[For the ongoing management of contracts and agreements with consultants, contractors and service providers once established, use Contract Management.

For acquisition policies, procedures and guidelines use STRATEGY & GOVERNANCE - Policies & Procedures.

For donations of property, vehicles, equipment, artefacts, money or other items donated to the organisation, use Donations.]

Description of Records

2		Disposition
193.003.002 Cont.	 minutes of meetings with main stakeholders, includes meetings with external agencies; performance and evaluation reports; evaluation of potential programs and services that are considered minor or have not major impacts on government priorities, policies or economic reforms; review of agency government & stakeholder related programs and operations, including documents establishing the review, final reports, action plans; tender and contract registers; unsuccessful tenders or where there is no suitable bidder or tender process discontinued; working papers. 	Destroy 12 years after last action
193.003.003	Authorisations for administrative actions relating to governments & stakeholders aspects of acquisition (e.g. authorisation to acquire goods, services, equipment, etc. from a public account).	Destroy 10 years after last action

Contract Management

The activities associated with managing the performance of work or the provision of services by external consultants and contractors following their initial engagement. Includes instructions to contracted personnel, progress reports, monitoring of expenditure against budgets, and performance reviews.

[For the initial selection and appointment of consultants and contractors, including tendering, selection, the establishment of contracts and terms of engagement, use Acquisition

For material developed by contractors and consultants in accordance with their terms of engagement, use the relevant activity (e.g. use Marketing & Publication, for marketing plans prepared for the organisation by consultants).]

Entry No. 193.276.001

Description of Records

Records documenting contract management relating to the Government & Stakeholder Relations function. Includes:

- minutes of meetings with main stakeholders, includes meetings with external agencies;
- joint ventures contracts;
- performance and evaluation reports.

Disposal Action

Destroy 7 years after last action

Customer Service

The activities associated with providing services of the organisation to meet the needs of customers by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer's requirements are met. Includes providing assistance and support, receiving and responding to complaints, enquiries, requests, feedback, suggestions, customer greetings, the preparation of customer service plans and charters and conducting customer research and surveys.

[For evaluating and developing the services provided by an organisation, use STRATEGY & GOVERNANCE – Performance Management.

For customer service policies and procedures, use Policies & Procedures.

For customer service standards, use Standards.

For the provision of information and systems helpdesk and support services, use INFORMATION & COMMUNICATIONS TECHNOLOGY– Operation & Control.

For the provision of helpdesk and support services relating to the management of property, facilities and equipment, use PROPERTY EQUIPMENT & FLEET – Operation & Control.]

Entry No.	Description of Records	Disposal Action
193.030.001	Records documenting the review and evaluation of programs and services provided to government and the community that resulted in significant changes to service delivery.	Retain as Territory Archives
193.030.002	Records documenting the research, evaluation, reviewing and ongoing monitoring of programs, delivery of services and relationships with governments and the community, including:	Destroy 7 years after g last action
	 public enquiries; letters of introduction; letters of appreciation; letters of condolence; greetings cards; mailing lists; market research; feedback mechanisms; conduct and administration of meetings; public reaction to community relations policies, activities, etc. and agency responses; 	

• internal formal and recurring reports;

Customer Service (Continued)

The activities associated with providing services of the organisation to meet the needs of customers by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer's requirements are met. Includes providing assistance and support, receiving and responding to complaints, enquiries, requests, feedback, suggestions, customer greetings, the preparation of customer service plans and charters and conducting customer research and surveys.

[For evaluating and developing the services provided by an organisation, use STRATEGY & GOVERNANCE – Performance Management.

For customer service policies and procedures, use Policies & Procedures.

For customer service standards, use Standards.

For the provision of information and systems helpdesk and support services, use INFORMATION & COMMUNICATIONS TECHNOLOGY– Operation & Control.

For the provision of helpdesk and support services relating to the management of property, facilities and equipment, use PROPERTY EQUIPMENT & FLEET – Operation & Control.]

Entry No.

193.030.002 Cont.

Description of Records

- monitoring and documenting recurring activities;
- service charters;
- reports made to external agencies;
- the collection and reporting of statistical information relating to visits;
- development and conduct of surveys;
- responses to external surveys;
- provision of, communications and information technology services to agencies;
- agency submissions made to community organisations;
- staff suggestion schemes; and
- working papers.

Disposal Action

Destroy 7 years after last action

Events

The activities associated with organising, arranging and managing internal or external conferences, exhibitions, functions, celebrations, ceremonies, visits or other events for the purpose of either informing attendees, promoting the activities, services and programs of the organisation or supporting local suppliers and organisations to attend, display or promote at events, (e.g. trade displays, Floriade, Canberra Show). Includes the development of speeches and presentations at events, arrangements such as venue and facility bookings, catering and security arrangements, managing registrations and invitations, and event transcripts, proceedings and photographs.

[For event management policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For the design, drafting, development and production of marketing material for events, use Marketing & Publication.

For building security arrangements for events, use PROPERTY EQUIPMENT & FLEET – **Operation & Control.**

For staff attendance at conferences and events organised for learning and development *purposes, use HUMAN RESOURCES – Training & Development.*]

Entry No.	Description of Records	Disposal Action
193.043.001	Records relating to the organisation and staging of major public or government occasions or events, celebrations, ceremonies, celebratory festivities that are of local, state or national significance or of major importance to an agency. Includes:	Retain as Territory Archives
	 a significant anniversary, (e.g. Australia Day) special occasion (e.g. the opening of a building or major facility conferring of special community awards promoted by the agency significant community festivals significant receptions programs, invitations, guest lists photographs addresses made by the Chief Minister or portfolio Minister or senior agency officers major anniversaries of significant people, or structures. 	

Disposal Action

y

Events (Continued)

The activities associated with organising, arranging and managing internal or external conferences, exhibitions, functions, celebrations, ceremonies, visits or other events for the purpose of either informing attendees, promoting the activities, services and programs of the organisation or supporting local suppliers and organisations to attend, display or promote at events, (e.g. trade displays, Floriade, Canberra Show). Includes the development of speeches and presentations at events, arrangements such as venue and facility bookings, catering and security arrangements, managing registrations and invitations, and event transcripts, proceedings and photographs.

[For event management policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For the design, drafting, development and production of marketing material for events, use Marketing & Publication.

For building security arrangements for events, use PROPERTY EQUIPMENT & FLEET – Operation & Control.

For staff attendance at conferences and events organised for learning and development purposes, use HUMAN RESOURCES – Training & Development.]

Entry No.	Description of Records	Dispos
193.043.002	Records documenting routine arrangements supporting celebrations, ceremonies, conferences, events, social functions of Social Clubs, official or formal social occasions, visits, including meetings, submissions to community groups, detailed research and security arrangements. Records include:	Destro
	 addresses delivered in the routine promotion of the agency's service or products presented by the Chief Minister or portfolio Minister or agency staff; requests for input into ministerial speeches; agendas; notices of meetings; draft minutes; arrangements for guest speakers; quality monitoring; comments; clearances; draft versions; programs; invitations; 	

Disposal Action

Destroy 7 years after action completed

Events (Continued)

The activities associated with organising, arranging and managing internal or external conferences, exhibitions, functions, celebrations, ceremonies, visits or other events for the purpose of either informing attendees, promoting the activities, services and programs of the organisation or supporting local suppliers and organisations to attend, display or promote at events, (e.g. trade displays, Floriade, Canberra Show). Includes the development of speeches and presentations at events, arrangements such as venue and facility bookings, catering and security arrangements, managing registrations and invitations, and event transcripts, proceedings and photographs.

[For event management policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For the design, drafting, development and production of marketing material for events, use Marketing & Publication.

For building security arrangements for events, use PROPERTY EQUIPMENT & FLEET – Operation & Control.

For staff attendance at conferences and events organised for learning and development purposes, use HUMAN RESOURCES – Training & Development.]

Entry No.

193.043.002 Cont.

Description of Records

- guest lists;
- catering;
- venue bookings;
- entertainment;
- program development;
- promotion;
- managing registrations;
- reports assessing the conduct of conferences;
- unpublished proceedings, reports, speeches and papers from agency conferences;
- published proceedings;
- completed conference registration forms;
- promotion activities and material;
- mounting of displays;
- exhibition briefs and design;
- attendance of staff;
- working papers.

[For the printing and publication of agency conference proceedings and reports, use Marketing & Publication.]

[For travel and accommodation arrangements made for staff to attend events, use PERSONNEL - Arrangements.]

Disposal Action

Destroy 7 years after action completed

Government & Assembly Matters

The activities associated with managing formal matters of government and the Assembly, including government briefings, ministerial representations, and submissions in response to specific requests from government. Includes Ministerial briefings, Ministerial submissions, Questions on Notice, Question Time Briefs, and Senate Estimates.

Note: This activity is for an organisation's input, including submissions, to Royal Commissions and Commissions of Inquiry, etc. of any jurisdiction, It is not for classifying records of an ACT body conducting an inquiry which are to be classified under INQUIRIES & COMMISSIONS.

[For reporting to government on the organisation's core functions and performance, i.e. annual reports, use STRATEGY & GOVERNANCE – Performance Management.

For attendance at government conferences, ceremonies, celebrations, functions or other events, use Events.]

Entry No. 193.296.001

Description of Records

Records of inter-government (both State/Territory and overseas) or inter-agency committees, Royal Commissions and Commissions of Inquiry. Includes:

- documents establishing the committee, Royal Commission or Commission of Inquiry;
- agendas;
- minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

Also includes Cabinet documents and Cabinet submissions as defined in the Cabinet Handbook held by an agency or Minister, including master sets of Cabinet documents held by the Cabinet Secretariat in the Cabinet Office and working papers documenting the development of Cabinet submissions held by the Cabinet Office and the development or receipt of submissions, representations or advice to the Chief Minister, Ministers, and government bodies on controversial issues with far reaching social, economic and international implications and advice provided in the form of:

• briefing notes (includes background briefs and Question Time Briefs);

Disposal Action

Retain as Territory Archives

Government & Assembly Matters (Continued)

The activities associated with managing formal matters of government and the Assembly, including government briefings, ministerial representations, and submissions in response to specific requests from government. Includes Ministerial briefings, Ministerial submissions, Questions on Notice, Question Time Briefs, and Senate Estimates.

Note: This activity is for an organisation's input, including submissions, to Royal Commissions and Commissions of Inquiry, etc. of any jurisdiction, It is not for classifying records of an ACT body conducting an inquiry which are to be classified under INQUIRIES & COMMISSIONS.

[For reporting to government on the organisation's core functions and performance, i.e. annual reports, use STRATEGY & GOVERNANCE – Performance Management.

For attendance at government conferences, ceremonies, celebrations, functions or other events, use Events.]

Entry No.

193.296.001 Cont.

Description of Records

- minutes providing advice to the Minister;
- minutes providing co-ordination comments;
- advice to other agencies.

Also includes working papers documenting the development of Information Papers, Assembly Business, Papers and Appointments held by the Cabinet Office.

Disposal Action

Retain as Territory Archives

Government & Assembly Matters (Continued)

The activities associated with managing formal matters of government and the Assembly, including government briefings, ministerial representations, and submissions in response to specific requests from government. Includes Ministerial briefings, Ministerial submissions, Questions on Notice, Question Time Briefs, and Senate Estimates.

Note: This activity is for an organisation's input, including submissions, to Royal Commissions and Commissions of Inquiry, etc. of any jurisdiction, It is not for classifying records of an ACT body conducting an inquiry which are to be classified under INQUIRIES & COMMISSIONS.

[For reporting to government on the organisation's core functions and performance, i.e. annual reports, use STRATEGY & GOVERNANCE – Performance Management.

For attendance at government conferences, ceremonies, celebrations, functions or other events, use Events.]

Entry No. 193.296.002

Description of Records

Records documenting the development or receipt of submissions (other than Cabinet submissions), representations or advice to the Chief Minister, Ministers, and government bodies on issues of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes final versions, submissions concerning administrative matters and working papers and administrative arrangements made for the conduct of intergovernment (both State/Territory and overseas) or inter-agency committees involving relations with other governments and agencies.

Also includes advice on the nomination, appointment, resignation and termination of members of the public to boards, committees and statutory positions and lists of briefing requirements and the tabling of reports and papers to the Legislative Assembly.

Disposal Action

Destroy 10 years after last action

Government & Assembly Matters (Continued)

The activities associated with managing formal matters of government and the Assembly, including government briefings, ministerial representations, and submissions in response to specific requests from government. Includes Ministerial briefings, Ministerial submissions, Questions on Notice, Question Time Briefs, and Senate Estimates.

Note: This activity is for an organisation's input, including submissions, to Royal Commissions and Commissions of Inquiry, etc. of any jurisdiction, It is not for classifying records of an ACT body conducting an inquiry which are to be classified under INQUIRIES & COMMISSIONS.

[For reporting to government on the organisation's core functions and performance, i.e. annual reports, use STRATEGY & GOVERNANCE – Performance Management.

For attendance at government conferences, ceremonies, celebrations, functions or other events, use Events.]

Entry No. 193.296.003

Description of Records

Working papers documenting the development of Cabinet submissions and Information Papers, Assembly Business Papers and Appointments held by an agency or Minister. Includes:

- background and briefing material;
- drafts;
- comments received.

Disposal Action

Return to Cabinet Liaison Officers when Cabinet papers are no longer required and destroy

Marketing & Publication

The activities associated with communicating the organisation's products, services, events or other activities through sales, promotion and/or publication production. Includes marketing plans and research, sales forecasting, campaigns and advertising, pricing, the design, drafting, development and production of marketing products and managing the design, layout and production of corporate publications into an end product.

[For the Acquisition of marketing goods and services, use Acquisition.

For marketing policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For recruitment campaigns, use HUMAN RESOURCES – Recruitment.]

Entry No.Description of RecordsDisposal Action193.297.001Records documenting the evaluation or review
of marketing and publication programs, services Archives
and products (e.g. websites and publications)
that resulted in significant changes.Disposal Action

Marketing & Publication (Continued)

The activities associated with communicating the organisation's products, services, events or other activities through sales, promotion and/or publication production. Includes marketing plans and research, sales forecasting, campaigns and advertising, pricing, the design, drafting, development and production of marketing products and managing the design, layout and production of corporate publications into an end product.

[For the Acquisition of marketing goods and services, use Acquisition.

For marketing policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For recruitment campaigns, use HUMAN RESOURCES – Recruitment.]

<i>Entry No.</i> 193.297.002	<i>Description of Records</i> Records documenting the marketing of an agency's activities or the conduct of advertising campaigns, including the production of publications and the marketing and promotion of library and records management services, recruitment campaigns, publications and research supporting the evaluation of manuscripts and the production of publications, the evaluation or review and ongoing monitoring of marketing and publication programs, services and products (e.g. websites and publications) that did not result in significant changes. Also includes:	Disposal Action Destroy 7 years after last action
	 advertising campaigns; promotional photographs; research and assessment of products against market trends; agency submissions made to community organisations for raising the agency's broad public profile; sales forecasting; pricing and liaison with retailers; arranging advertising; product launches; sale of an agency's publications; receipt and processing of orders; displays at appropriate venues; internal meetings and meetings with external agencies and working papers, agendas, notices of meetings, minutes and supporting documents 	

Marketing & Publication (Continued)

The activities associated with communicating the organisation's products, services, events or other activities through sales, promotion and/or publication production. Includes marketing plans and research, sales forecasting, campaigns and advertising, pricing, the design, drafting, development and production of marketing products and managing the design, layout and production of corporate publications into an end product.

[For the Acquisition of marketing goods and services, use Acquisition.

For marketing policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For recruitment campaigns, use HUMAN RESOURCES – Recruitment.]

Entry No.	Description of Records	Disposal Action
193.297.002 Cont.	 internal and external committees; development of reports including: drafts and comments received; final versions; reports that monitor and document recurring activities; working papers; work progress reports; production reports; reports against work plans; reports on statistical and other surveys; the establishment and general management of an agency's intellectual property, (e.g. patents, trademarks , designs, plant breeder's rights, circuit layouts, trade secrets and all forms of copyright). 	Destroy 7 years after last action

Media Relations

The activities associated with establishing and managing relationships with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, organising media interviews, and media monitoring.

[For policies, procedures and guidelines relating to managing interactions with the media, use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.]

Entry No.	Description of Records	Disposal Action
193.071.001	Master set of agency media releases and media releases produced in the Chief Minister or portfolio Minister's name and transcripts of interviews.	
193.071.002	Records documenting administrative matters used to monitor the media and document recurring activities relating to arrangements with the media. Includes:	Destroy 5 years after last action
	 the issuing of media releases, including media releases in the Chief Minister or portfolio Minister's name; organising agency and Minister's interviews; providing information and assistance to support media coverage; media items specifically relating to the agency's operations, the Chief Minister or portfolio Minister, including news-cuttings, transcripts and electronic items; meetings held to support arrangements with the media, including agendas, minutes and supporting documents, notices of meetings minutes, working papers; internal formal reports and reports made to external agencies and periodic internal reports, including drafts and comments and responses to surveys; reviewing agency programs and operations supporting relations with the media; research carried out to support relations with the media. 	

Partnerships & Collaboration

The activities associated with establishing and managing partnerships, joint ventures or similar collaborative arrangements where there is joint contribution of funds and/or time. Includes private sector ventures with public sector organisations.

Entry No. 193.298.001

Description of Records

Records documenting the evaluation of joint ventures for their suitability and the development of significant joint venture agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

- budget bids;
- tender documentation;
- modelling and/or forecasting;
- agreements or contracts with other governments or agencies;
- negotiations;
- establishment;
- reviews;
- final versions;
- working papers relating to the establishment, negotiation and management of joint venture agreements or contracts.

[For the financial plans of potential or existing programs, services and projects, use FINANCE & TREASURY MANAGEMENT - Planning.]

Disposal Action

Retain as Territory Archives

Partnerships & Collaboration (Continued)

The activities associated with establishing and managing partnerships, joint ventures or similar collaborative arrangements where there is joint contribution of funds and/or time. Includes private sector ventures with public sector organisations.

Entry No. 193.298.002

Description of Records

Records documenting the management of joint Destroy 12 years after ventures between the agency and government or non- government organisations. Includes final signed version of agreements, simple contracts or contracts under seal and working papers supporting the establishment, negotiation, management, maintenance and review of joint ventures, including agreements, contracts and the nomination, appointment and resignation and/or termination of staff members on bodies dealing with matters relating to the management of joint ventures. Also includes records documenting liaison activities undertaken with professional associations, private sector organisations and community groups involving collaboration on projects, the exchange of information relating to joint ventures and other collaboration projects or programs.

Disposal Action

last action

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For the development of business and corporate plans which set the strategic agenda and direction for the organisation, use STRATEGY & GOVERNANCE – Strategy & Planning.]

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & Insurance for risk management plans and strategies.

Entry No. 193.079.001

Description of Records

Disposal Action

Archives

Records of high level inter-government (both Retain as Territory State/Territory and overseas) or inter-agency committees established to support planning for the management of relationships with governments, the community or other stakeholders where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes:

- documents establishing the committee;
- agendas; •
- minutes;
- reports;
- recommendations;
- submissions;
- supporting documents such as briefing • and discussion papers.

Planning (Continued)

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For the development of business and corporate plans which set the strategic agenda and direction for the organisation, use STRATEGY & GOVERNANCE – Strategy & Planning.]

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & Insurance for risk management plans and strategies.

Description of Records Entry No. **Disposal** Action 193.079.002 Records documenting the development, Destroy 7 years after implementation and reviewing of plans, that last action support the management of relationships with governments, the community or other stakeholders, including: • final versions of agency-wide plans; • final versions of business unit, state or regional level plans; working papers used to develop all plans; low-level committees formed to • consider planning matters; documents establishing a review; • final reports; • draft plans; • action plans; • reports analysing issues; • comments received from other areas of the agency; research carried out to support the planning process; submissions in support of plans.

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

[For policy proposals and guidelines which form legislative instruments, use STRATEGY & GOVERNANCE – Legislation.]

<i>Entry No.</i> 193.273.001	 Description of Records Records documenting the development, implementation and reviewing of whole of government policies, procedures and instructions supporting government priorities, policies and economic reforms. Includes working papers, including: documents establishing the review; final reports of the review; action plans; working papers; comments from other agencies; research carried out to support the activities associated with managing whole of government policies, procedures and instructions. 	<i>Disposal Action</i> Retain as Territory Archives
193.273.002	Records documenting the development and establishment of an agency's policies, procedures and guidelines supporting relations with governments and stakeholders of agency operations. Includes:	Destroy 7 years after last action
	 policy proposals; research papers; results of consultations; supporting reports; major drafts; comments and working papers; final policies, manuals, handbooks, directives, etc. (e.g. procedural rules 	

derived from Chief Executive's

instructions).

RETAIN AS TERRITORY ARCHIVES

GOVERNMENT & STAKEHOLDER RELATIONS

The function of establishing formal communication channels and relationships between the ACT Government, its organisations and other governments and for establishing rapport with the community and raising and maintaining the Territory's or organisation's broad public profile. Includes marketing and promoting the Territory government, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities (e.g. community consultation exercises). Also includes relationships with professional bodies and industry, consultation and feedback and handling government and parliamentary matters such as government inquiries, ministerial, representations and questions on notice, etc.

[Use STRATEGY & GOVERNANCE – Performance Management, for evaluating, reviewing and reporting on the performance of the function, business area, or specific organisation programs and services.

Use STRATEGY & GOVERNANCE – Planning, for the development of business and corporate plans which set the strategic agenda and direction for the organisation.

Use STRATEGY & GOVERNANCE – Risk Management & Insurance, for disaster and business continuity planning, taking out insurance premiums to manage risks and handling associated insurance claims.]

Acquisition

The activities associated with acquiring goods, services or works from an external source by purchase, lease, rental or exchange. Includes acquisition planning and evaluation, providing or receiving acquisition advice, liaison with vendors and service providers, purchase requests, quotations, purchase orders, bids and offers, tenders, the establishment of contracts and agreements, including service level agreements and memorandums of understanding, and arrangements for the delivery of goods and services.

[For the ongoing management of contracts and agreements with consultants, contractors and service providers once established, use Contract Management.

For acquisition policies, procedures and guidelines use STRATEGY & GOVERNANCE - Policies & Procedures.

For donations of property, vehicles, equipment, artefacts, money or other items donated to the organisation, use Donations.]

Entry No. 191.003.001

Description of Records

Records documenting the evaluation of potential programs, services and projects for their suitability and the development of significant procurement agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

-
- budget bids;
- tender documentation;
- simple contracts and agreements and contracts under seal;
- post-offer negotiations and due diligence checks;
- modelling and/or forecasting;
- working papers;
- negotiations;
- establishments;
- reviews;
- final versions.

[For significant acquisition agreements with government bodies, use GOVERNMENT & STAKEHOLDER RELATIONS – Acquisition.

For the financial plans of potential or existing programs, services and projects, use FINANCE & TREASURY MANAGEMENT - Planning.]

Disposal Action

Retain as Territory Archives

Customer Service

The activities associated with providing services of the organisation to meet the needs of customers by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer's requirements are met. Includes providing assistance and support, receiving and responding to complaints, enquiries, requests, feedback, suggestions, customer greetings, the preparation of customer service plans and charters and conducting customer research and surveys.

[For evaluating and developing the services provided by an organisation, use STRATEGY & GOVERNANCE – Performance Management.

For customer service policies and procedures, use Policies & Procedures.

For customer service standards, use Standards.

For the provision of information and systems helpdesk and support services, use INFORMATION & COMMUNICATIONS TECHNOLOGY– Operation & Control.

For the provision of helpdesk and support services relating to the management of property, facilities and equipment, use PROPERTY EQUIPMENT & FLEET – Operation & Control.]

Entry No.	Description of Records	Disposal Action
193.030.001	Records documenting the review and	Retain as Territory
	evaluation of programs and services provided	Archives
	to government and the community that	
	resulted in significant changes to service	
	delivery.	

Events

The activities associated with organising, arranging and managing internal or external conferences, exhibitions, functions, celebrations, ceremonies, visits or other events for the purpose of either informing attendees, promoting the activities, services and programs of the organisation or supporting local suppliers and organisations to attend, display or promote at events, (e.g. trade displays, Christmas pageants, Canberra Show). Includes the development of speeches and presentations at events, arrangements such as venue and facility bookings, catering and security arrangements, managing registrations and invitations, and event transcripts, proceedings and photographs.

[For event management policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For the design, drafting, development and production of marketing material for events, use Marketing & Publication.

For building security arrangements for events, use PROPERTY EQUIPMENT & FLEET – *Operation & Control.*

For staff attendance at conferences and events organised for learning and development purposes, use HUMAN RESOURCES – Training & Development.]

Entry No.	Description of Records	Disposal Actio
	Records relating to the organisation and staging of major public or government occasions or events, celebrations, ceremonies, celebratory festivities that are of local, state or national significance or of major importance to an agency. Includes:	Retain as Terr Archives
	 a significant anniversary, (e.g. Australia Day); special occasion (e.g. the opening of a building or major facility; conferring of special community awards promoted by the agency; significant community festivals; significant receptions; programs; invitations; guest lists; photographs; addresses made by the Chief Minister or portfolio Minister or senior agency officers; major anniversaries of significant people, or structures. 	

ion

ritory

Government & Assembly Matters

The activities associated with managing formal matters of government and the Assembly, including government briefings, ministerial representations, and submissions in response to specific requests from government. Includes Ministerial briefings, Ministerial submissions, Questions on Notice, Question Time Briefs, and Senate Estimates.

Note: This activity is for an organisation's input, including submissions, to Royal Commissions and Commissions of Inquiry, etc. of any jurisdiction, It is not for classifying records of an ACT body conducting an inquiry which are to be classified under INQUIRIES & COMMISSIONS.

[For reporting to government on the organisation's core functions and performance, i.e. annual reports, use STRATEGY & GOVERNANCE – Performance Management.

For attendance at government conferences, ceremonies, celebrations, functions or other events, use Events.]

Entry No. 193.296.001

Description of Records

Records of inter-government (both State/Territory and overseas) or inter-agency committees, Royal Commissions and Commissions of Inquiry. Includes:

- documents establishing the committee, Royal Commission or Commission of Inquiry;
- agendas;
- minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

Also includes Cabinet documents and Cabinet submissions as defined in the Cabinet Handbook held by an agency or Minister, including master sets of Cabinet documents held by the Cabinet Secretariat in the Cabinet Office and working papers documenting the development of Cabinet submissions held by the Cabinet Office and the development or receipt of submissions, representations or advice to the Chief Minister, Ministers, and government bodies on controversial issues with far reaching social, economic and international implications and advice provided in the form of:

• briefing notes (includes background briefs and Question Time Briefs);

Disposal Action

Retain as Territory Archives

Disposal Action

Archives

Retain as Territory

Government & Assembly Matters (Continued)

The activities associated with managing formal matters of government and the Assembly, including government briefings, ministerial representations, and submissions in response to specific requests from government. Includes Ministerial briefings, Ministerial submissions, Questions on Notice, Question Time Briefs, and Senate Estimates.

Note: This activity is for an organisation's input, including submissions, to Royal Commissions and Commissions of Inquiry, etc. of any jurisdiction, It is not for classifying records of an ACT body conducting an inquiry which are to be classified under INQUIRIES & COMMISSIONS.

[For reporting to government on the organisation's core functions and performance, i.e. annual reports, use STRATEGY & GOVERNANCE – Performance Management.

For attendance at government conferences, ceremonies, celebrations, functions or other events, use Events.]

Entry No. 193.296.001 Cont.

Description of Records

- minutes providing advice to the Minister;
- minutes providing co-ordination comments;
- advice to other agencies.

Also includes working papers documenting the development of Information Papers, Assembly Business, Papers and Appointments held by the Cabinet Office.

Marketing & Publication

The activities associated with communicating the value of the organisation's products, services, events or other activities through sales, promotion and/or publication production. Includes marketing plans and research, sales forecasting, campaigns and advertising, pricing, the design, drafting, development and production of marketing products and managing the design, layout and production of corporate publications into an end product.

[For the Acquisition of marketing goods and services, use Acquisition.

For marketing policies, procedures and guidelines use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.

For recruitment campaigns, use HUMAN RESOURCES – Recruitment.]

Entry No.	Description of Records	Disposal Action
193.297.001	Records documenting the evaluation or review of marketing and publication programs, services and products (e.g. websites and publications) that resulted in significant changes.	

Media Relations

The activities associated with establishing and managing relationships with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, organising media interviews, and media monitoring.

[For policies, procedures and guidelines relating to managing interactions with the media, use GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures.]

Entry No.	Description of Records	Disposal Action
193.071.001	Master set of agency media releases and media releases produced in the Chief Minister or portfolio Minister's name and transcripts of interviews.	

Partnerships & Collaboration

The activities associated with establishing and managing partnerships, joint ventures or similar collaborative arrangements where there is joint contribution of funds and/or time. Includes private sector ventures with public sector organisations.

Entry No. 193.298.001

Description of Records

Records documenting the evaluation of joint ventures for their suitability and the development of significant joint venture agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:

- budget bids;
- tender documentation;
- modelling and/or forecasting;
- agreements or contracts with other governments or agencies;
- negotiations;
- establishment;
- reviews;
- final versions;
- working papers relating to the establishment, negotiation and management of joint venture agreements or contracts.

[For the financial plans of potential or existing programs, services and projects, use FINANCE & TREASURY MANAGEMENT - Planning.]

Disposal Action

Retain as Territory Archives

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For the development of business and corporate plans which set the strategic agenda and direction for the organisation, use STRATEGY & GOVERNANCE – Strategy & Planning.]

Note: Use the relevant activity where strategies and plans are developed to support a more specific process, (e.g. use Maintenance for maintenance plans, or Risk Management & Insurance for risk management plans and strategies.

Entry No. 193.079.001

Description of Records

Disposal Action

Archives

Records of high level inter-government (both Retain as Territory State/Territory and overseas) or inter-agency committees established to support planning for the management of relationships with governments, the community or other stakeholders where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes:

- documents establishing the committee;
- agendas; •
- minutes;
- reports;
- recommendations;
- submissions;
- supporting documents such as briefing • and discussion papers.

Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

[For policy proposals and guidelines which form legislative instruments, use STRATEGY & GOVERNANCE – Legislation.]

Entry No. 193.273.001

Description of Records

Records documenting the development, implementation and reviewing of whole of government policies, procedures and instructions supporting government priorities, policies and economic reforms. Includes working papers, including: **Disposal** Action

Retain as Territory Archives

- documents establishing the review;
- final reports of the review;
- action plans;
- working papers;
- comments from other agencies;
- research carried out to support the activities associated with managing whole of government policies, procedures and instructions.