# Territory Records (Records Disposal Schedule – Property Equipment & Fleet Records) Approval 2017 (No 1)

Notifiable instrument NI2017—86

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 – Property Equipment & Fleet Records) Approval 2017 (No 1).

### 2 Commencement

This instrument commences on 27 February 2017.

### 3 Approval

I approve the Records Disposal Schedule – Property Equipment & Fleet Records.

### 4 Revocation

This instrument revokes:

Territory Records (Records Disposal Schedule - Equipment and Stores Records) Approval 2012 (No 1) NI2012-186;

Territory Records (Records Disposal Schedule - Fleet Management Records) Approval 2012 (No 1) NI2012-187; and

Territory Records (Records Disposal Schedule - Property Management Records) Approval 2013 (No 1) NI2013-371

Danielle Wickman Director of Territory Records 16 February 2017



# **Records Disposal Schedule**

# **Property Equipment & Fleet Records**

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### INTRODUCTION

The *Records Disposal Schedule – Property Equipment & Fleet 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.

The Records Disposal Schedule - Property Equipment & Fleet 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 - Property Equipment & Fleet 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:

Crimes Act 1900
Criminal Code 2002
Electronic Transactions Act 2001
Evidence Act 2011
Financial Management Act 1996
Freedom of Information Act 1989
Health Records (Privacy and Access) Act 1997
Information Privacy Act 2014
Legal Aid Act 1977
Limitation Act 1985
Territory Records Act 2002
Workplace Privacy 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 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

### PROPERTY EQUIPMENT & FLEET

The function of acquiring, supplying, maintaining, operating, managing and disposing of property, facilities, vehicles or equipment owned, rented, leased or used by the organisation. Property includes buildings and public property assets such as community centres, community halls and housing stock owned, rented, or leased by the Territory, land, working, living, air or storage space. Equipment includes machinery, plant, tools, instruments and apparatus, furniture, furnishings, office and work stores and supplies, clothing and uniforms. Vehicles are any means of conveyance owned, leased or used by an organisation to transport people, equipment or other items and includes special purpose vehicles acquired or modified by an organisation for activities unique to the organisation (e.g. emergency services vehicles, registrable ride on mowers, bicycles, etc.).

**Note:** Properties of Territory Significance are properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national or Territory significance including cultural, natural, historic or indigenous significance, those listed in the Register of the National Estate or by the World Heritage Commission, or classified by the National Trust listings. Properties of Territory significance may also include places of importance to the Territory or be specialised premises, i.e. purpose-built specialised premises with unique design features considered important to the Territory for example, but are not heritage registered or listed.

### 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.

### **Construction**

The activities associated with the design, development and construction of land, buildings, assets, vehicles, items of equipment etc. Includes feasibility studies, specifications, approvals and consents, plans and drawings and associated project management records. Also includes the application for and management of intellectual property, such as patents, associated with the design and construction of vehicles, equipment or other assets.

### **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.

### **Disposal**

The activities associated with the disposal of assets no longer required by sale, auction, transfer, destruction, decommissioning or other means. Includes disposal plans, assessments and investigations, approvals, disposal agreements and arrangements and destruction or transfer of semi-active and inactive records and information.

### **Donations**

The activities associated with managing money, equipment, artefacts, property, or other items donated either by or to the organisation, including unsolicited donations and gifts registers.

### Health & Safety

The activities associated with implementing and co-ordinating workplace health and safety requirements for organisations. Includes health and safety inspections and monitoring of the workplace environment including asbestos and hazardous waste determinations, programs and the promotion of practices contributing to employee health, safety and wellbeing, the management of safety related incidents, and nomination of health and safety representatives.

### Leasing Out

The activities associated with leasing-out land, property, vehicles, equipment or other items to another organisation or individual for a specified period and agreed price. Includes setting out lease conditions, rights and responsibilities, lease negotiations, drawing up and managing lease agreements and arrangements.

### Maintenance

The activities associated with maintaining land, property, vehicles, plant, equipment, systems, or other items, including cleaning, repairs, servicing, testing, inspection, conservation, preservation, fit-out, restoration, rehabilitation, upgrade or other means. Includes maintenance plans, schedules, logs and reports.

### **Operation & Control**

The activities associated with the day-to-day use, operation, control and security of land, property, vehicles, plant, equipment, systems, and information technology assets and associated services. Includes the logging of damage, faults or incidents during operation, scheduling, logging and reporting on day-to-day usage and operations, providing operational advice, instructions, helpdesk and support services and monitoring and reviewing the performance of daily operations. Also includes controlling data, information and records to ensure maximum control over records and recordkeeping systems and mechanisms for other information resources and systems by creating, maintaining and evaluating control mechanisms for classification, indexing, registration, forms design, security and tracking, etc.

### **Planning**

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

### Policies & Procedures

The activities associated with drafting, developing and implementing policies, procedures, guidelines and standards, and maintaining their currency over time.

### Relocation

The activities associated with moving or relocating the organisation, a business unit, or workgroup to another area.

### **Standards**

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

# RECORDS DISPOSAL SCHEDULE

### PROPERTY EQUIPMENT & FLEET

The function of acquiring, supplying, maintaining, operating, managing and disposing of property, facilities, vehicles or equipment owned, rented, leased or used by the organisation. Property includes buildings and public property assets such as community centres, community halls and housing stock owned, rented, or leased by the Territory, land, working, living, air or storage space. Equipment includes machinery, plant, tools, instruments and apparatus, furniture, furnishings, office and work stores and supplies, clothing and uniforms. Vehicles are any means of conveyance owned, leased or used by an organisation to transport people, equipment or other items and includes special purpose vehicles acquired or modified by an organisation for activities unique to the organisation (e.g. emergency services vehicles, registrable ride on mowers, bicycles, etc.).

**Note:** Properties of Territory Significance are properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national or Territory significance including cultural, natural, historic or indigenous significance, those listed in the Register of the National Estate or by the World Heritage Commission, or classified by the National Trust listings. Properties of Territory significance may also include places of importance to the Territory or be specialised premises, i.e. purpose-built specialised premises with unique design features considered important to the Territory for example, but are not heritage registered or listed.

[For acquiring, supplying, maintaining and managing information assets and information and communications technologies such as systems hardware, software and communications networks and equipment, use INFORMATION & COMMUNICATIONS TECHNOLOGY.

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

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

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

### 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. 199.003.001

### **Description of Records**

Records documenting the acquisition of property of significance to the Territory (see function scope note), facilities, vehicles or equipment and the development of significant procurement agreements with implications for major financial liabilities or financial obligations or that establish a precedent or are of significance to the Territory and support government priorities, policies and economic reforms in the community, including, hospital, medical or emergency services vehicles, equipment or stores, considered to be unique, rare or have technological, scientific or historical significance. Also includes records on vehicles or equipment featured in exhibitions and museum collections, and specially developed vehicles or equipment where the Territory owns the intellectual rights to the equipment. Includes:

- provider budget estimates and bids:
- acquisition and disposal plans;
- agency submissions;

### Disposal Action

Retain as Territory Archives

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.

### 199.003.001 Cont.

### Description of Records

### Disposal Action

• tender documentation and tenders; Retain as Territory

 post-offer negotiations and due diligence checks; Archives

- meetings with external agencies;
- compulsory acquisitions, including claims against the acquisition;
- high-level committees;
- research and evaluation of property, vehicles and equipment, including;
- environmental impact assessments;
- records documenting arrangements for carrying out the evaluation process;
- evaluation reports including costs benefit analysis;
- modelling and/or forecasting;
- analysis of business processes;
- systems analysis;
- working papers;
- negotiations;
- establishments;
- reviews;
- contracts, including contracts under seal;
- vehicles donated to the territory;
- recommendations;

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.

### 199.003.001 Cont.

### Description of Records

### Disposal Action

formal internal reports and reports
 made to external agencies on
 properties of territory significance;

Retain as Territory

and

• public notices.

[For establishing and managing the intellectual property of agency-designed vehicles, equipment and plant, use PROPERTY EQUIPMENT & FLEET - Operation & Control.

For Cabinet submissions, use GOVERNMENT & STAKEHOLDER RELATIONS - Submissions.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGY & GOVERNANCE - Legislation.

For artwork that forms part of a Territory collection, use ARTS & CULTURAL DEVELOPMENT - Museums and Galleries Management.]

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. 199.003.002

### **Description of Records**

Records documenting the acquisition of property, facilities, vehicles, equipment and services and the development of procurement agreements with **no** implications for major financial liabilities or financial obligations or that **do not** establish a precedent or are **not** of significance to the Territory and **do not** support government priorities, policies and economic reforms in the community, including, hospital, medical or emergency services vehicles, equipment or stores, **not** considered to be unique, rare or have technological, scientific or historical significance. Includes:

- budget provider estimates and bids;
- acquisition and disposal plans;
- agency submissions;
- tender documentation and tenders;
- post-offer negotiations and due diligence checks;
- compulsory acquisitions;
- formal requests for quotes;
- justifications for choice;
- donated equipment;
- meetings with external agencies;
- low-level committees;

### Disposal Action

Destroy 12 years after disposal of property or 12 years after last action whichever is later

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.

### 199.003.002 Cont.

### Description of Records

### Disposal Action

• records documenting arrangements Destroy 12 years for carrying out the evaluation after disposal of

process;

• information provided by vendors;

- research and evaluation of property, vehicles and equipment;
- investigations/surveys undertaken to determine the organisation's requirements for emergency vehicles or hospital, medical or emergency services equipment;
- evaluation reports, including environmental impact assessments;
- modelling and/or forecasting;
- analysis of business processes;
- systems analysis;
- working papers;
- negotiations;
- goods and services;
- artwork;
- reviews;
- Contract and Tender registers;

Destroy 12 years after disposal of property or 12 years after last action whichever is later

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.

### **Description of Records**

### Disposal Action

199.003.002 Cont.

acquisitions not proceeded with or Destroy 12 years where there is no tender or contracting-out process (i.e. where property or 12 years the cost of acquisition is below the after last action threshold for tendering or where a purchase is made against a period contract);

- contracts, including contracts under seal;
- vehicles donated to the territory;
- recommendations;
- public notices.

[For establishing and managing the intellectual property of agency-designed vehicles, equipment and plant, use PROPERTY EQUIPMENT & FLEET -Operation & Control.

For Cabinet submissions, use **GOVERNMENT & STAKEHOLDER** RELATIONS - Submissions.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGY & GOVERNANCE -Legislation.

For artwork that forms part of a Territory collection, use ARTS & CULTURAL DEVELOPMENT - Museums and Galleries Management.]

after disposal of whichever is later

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.	Description of Records	Disposal Action
199.003.003	Deeds and certificates of title for property	Destroy 6 months
	owned by the Territory.	after property is
		disposed of or
		transfer to new
		owner

### Construction

The activities associated with the design, development, fit-outs and construction of land, buildings, assets, vehicles, items of equipment etc. Includes feasibility studies, specifications, approvals and consents, plans and drawings and associated project management records. Also includes the application for and management of intellectual property, such as patents, associated with the design and construction of vehicles, equipment or other assets.

[For development and construction policies, procedures and guidelines, use PROPERTY EQUIPMENT& FLEET - Policies & Procedures.]

Entry No. 199.024.001

### **Description of Records**

Records documenting the design and construction of properties of territory significance (see this function's scope note) and special purpose vehicles and equipment, including hospital, medical or emergency services equipment or vehicles, considered to be unique, rare or have technological, scientific or historical significance. Includes:

- records of consultations (e.g. with owners and local authorities);
- agency submissions;
- meetings;
- specifications;
- building plans;
- project management records;
- research and evaluation of potential or existing programs and services;
- reports;
- building and development applications;
- formal internal reports and reports made to external agencies;
- collaboration on projects;
- joint venture agreements between the agency and government or non-government organisations
- final signed versions of agreements;
- working papers;
- reviews of programs and operations.

### **Disposal Action**

Retain as Territory Archives

### Construction (Continued)

The activities associated with the design, development, fit-outs and construction of land, buildings, assets, vehicles, items of equipment etc. Includes feasibility studies, specifications, approvals and consents, plans and drawings and associated project management records. Also includes the application for and management of intellectual property, such as patents, associated with the design and construction of vehicles, equipment or other assets.

[For development and construction policies, procedures and guidelines, use PROPERTY EQUIPMENT & FLEET - Policies & Procedures.

For artwork that forms part of a Territory collection, use ARTS & CULTURAL DEVELOPMENT - Museums and Galleries Management.]

### Entry No. 199.024.002

### Description of Records

Records documenting the construction activities for properties without territory is disposed of or significance (see this function's scope note). Includes:

### Disposal Action

Destroy after property transfer to new owner

- records of consultations (e.g. local authorities);
- agency submissions;
- meetings;
- specifications;
- building plans;
- installation of equipment requiring as built plans and specifications such as electrical, heating, air conditioning plumbing, security, cabling and fire protection systems;
- artwork;
- project management records;
- research and evaluation of potential or existing programs and services relating to properties;
- reports;
- building and development applications;
- collaboration on projects;
- joint venture agreements between the agency and government or non-government organisations
- final signed versions of agreements;
- working papers in;
- reviews of programs and operations.

### Construction (Continued)

The activities associated with the design, development, fit-outs and construction of land, buildings, assets, vehicles, items of equipment etc. Includes feasibility studies, specifications, approvals and consents, plans and drawings and associated project management records. Also includes the application for and management of intellectual property, such as patents, associated with the design and construction of vehicles, equipment or other assets.

[For development and construction policies, procedures and guidelines, use PROPERTY EQUIPMENT& FLEET - Policies & Procedures.]

# *Entry No.* 199.024.003

### Description of Records

Records documenting the design, development and issue of specifications for vehicles, equipment and stores, including hospital, medical or emergency services equipment and special purpose vehicles and equipment and plant **not** considered to be unique, rare or have technological, scientific or historical significance. Includes:

- construction activities not proceeded with;
- agency submissions
- meetings;
- research and evaluation of potential or existing programs and services relating to vehicles, equipment and stores;
- reports;
- collaboration on projects;
- joint venture agreements between the agency and government or non-government organisations;
- final signed versions of agreements;
- working papers in support of the establishment, negotiation and management of joint ventures;
- reviews of programs and operations supporting the construction of properties, vehicles, equipment and stores.

### Disposal Action

Destroy 12 years after disposal of asset or last action whichever is later

### **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. Also includes outsourcing.

[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. 199.276.001 

### Description of Records

Records documenting contract management relating to property, facilities, vehicles or equipment, including termination of the hospital, medical or emergency services equipment and stores. Includes:

- minutes of meetings with main stakeholders;
- project management records;
- performance and evaluation reports.

### Disposal Action

Destroy 7 years after completion or other contract

### **Disposal**

The activities associated with the disposal of assets no longer required by sale, auction, transfer, destruction, decommissioning or other means. Includes disposal plans, assessments and investigations, approvals, disposal agreements and arrangements and destruction or transfer of semi-active and inactive records and information.

[For disposal policies, procedures and guidelines, use Policies & Procedures.]

# *Entry No.* 199.034.001

### **Description of Records**

### **Disposal Action**

Records documenting the disposal of Retain as Territory properties of territory significance (see Archives this function's scope note). Includes:

- assessments and investigations;
- agency submissions;
- valuation certificates;
- formal internal reports and reports made to external agencies;
- written quotes;
- auction records and routine forms:
- details of preparation undertaken before disposal ('making good').

199.034.002

Records documenting the removal, and Destroy 75 years after disposal of hazardous materials removal of hazardous (including asbestos).

199.034.003

Records documenting the disposal of hazardous waste, equipment or stores, last action including hospital, medical or emergency services waste or stores (e.g. unused material).

[For the Hazardous Substance Register, use Operation & Control.]

Destroy 50 years after last action

### Disposal (Continued)

The activities associated with the disposal of assets no longer required by sale, auction, transfer, destruction, decommissioning or other means. Includes disposal plans, assessments and investigations, approvals, disposal agreements and arrangements and destruction or transfer of semi-active and inactive records and information.

[For disposal policies, procedures and guidelines, use Policies & Procedures.]

# *Entry No.* 199.034.004

### Description of Records

Records documenting the disposal of Territory-owned or leased properties with **no** territory significance (*see this function's scope note*), vehicles, equipment or stores, including hospital, medical or emergency services equipment or stores, by sale, transfer, termination of lease, auction or destruction, excluding hazardous materials. Also includes:

- implementation of disposal plans;
- agency submissions relating to the disposal of properties, vehicles, equipment and stores;
- independent valuation certificates verifying that work undertaken on assets was done prior to disposal;
- assessments and investigations;
- written quotes;
- auction records and routine forms;
- written notices and correspondence to and from leasing companies in relation to return of properties, vehicles, equipment or stores;
- handover reports;
- signed contracts under seal and related records resulting from tenders;
- joint venture agreements between the agency and government or non-government organisations;

### Disposal Action

Destroy 12 years after last action

### Disposal (Continued)

The activities associated with the disposal of assets no longer required by sale, auction, transfer, destruction, decommissioning or other means. Includes disposal plans, assessments and investigations, approvals, disposal agreements and arrangements and destruction or transfer of semi-active and inactive records and information.

[For disposal policies, procedures and guidelines, use Policies & Procedures.]

### Entry No.

### Description of Records

### Disposal Action

last action

Destroy 12 years after

199.034.004 Cont.

 liaison with professional associations, private sector organisations and community groups;

- submissions;
- collaboration on projects and the exchange of information relating to disposal matters;
- notifications that an agency or their nominee wish to purchase properties, vehicles, equipment or stores;
- meetings to support the disposal of properties, vehicles, equipment and stores;
- correspondence relating to the disposal of equipment and stores;
- formal reports and reports made to external agencies;
- details of preparation undertaken before disposal ('making good').

[For the removal of items from the agency's asset register, use FINANCE & TREASURY MANAGEMENT Accounting.]

### **Donations**

The activities associated with managing money, equipment, artefacts, property, or other items donated either by or to the organisation, including unsolicited donations and gifts registers.

[For policies, procedures and guidelines relating to the receipt and handling of donations, use Policies & Procedures.

For sponsorships, use Marketing.

For managing financial transactions associated with donations received or made by the agency, use FINANCE & TREASURY MANAGEMENT - Accounting.

For the general management of monetary donations received or given by the agency, use FINANCE & TREASURY MANAGEMENT - Donations.]

Entry No. 199.037.001	Description of Records  Records documenting donations of artefacts, property, vehicles or equipment that are of long-term value or ongoing benefit to the Territory or the nation.	Disposal Action Retain as Territory Archives
199.037.002	Records documenting all donations of artwork, artefacts, property, vehicles or equipment that are <u>not</u> of long-term value or ongoing benefit to the Territory or the nation.	Destroy 7 years after disposal of item
	[For artwork that forms part of a Territory collection, use ARTS & CULTURAL DEVELOPMENT - Museums and Galleries Management.]	

### Health & Safety

The activities associated with implementing and co-ordinating workplace health and safety requirements for organisations. Includes health and safety inspections and monitoring of the workplace environment, programs and the promotion of practices contributing to employee health, safety and wellbeing, the management of safety related incidents, and nomination of health and safety representatives.

[For agency health and safety policies, procedures and guidelines, use HUMAN RESOURCES - Policies & Procedures.

For managing agency health and safety risks including taking out insurance premiums and handling insurance claims other than workers compensation claims, use STRATEGY & GOVERNANCE – Risk Management & Insurance.

For workers compensation claims and cases and the rehabilitation of injured workers, use HUMAN RESOURCES - Workers Compensation.

For health and safety representatives training and associated training registers, use HUMAN RESOURCES - Training & Development.]

*Entry No.* 199.389.001

### **Description of Records**

Records documenting agency
compliance with workplace health and
safety legislation, standards and
obligations, including environmental
monitoring of hazardous substances
and registers, (e.g. asbestos register)
and inspections undertaken to
determine whether asbestos and other
hazardous substances are present in a
building or land.

### **Disposal Action**

Destroy 75 years after last action

### Health & Safety (Continued)

The activities associated with implementing and co-ordinating workplace health and safety requirements for organisations. Includes health and safety inspections and monitoring of the workplace environment, programs and the promotion of practices contributing to employee health, safety and wellbeing, the management of safety related incidents, and nomination of health and safety representatives.

[For agency health and safety policies, procedures and guidelines, use HUMAN RESOURCES - Policies & Procedures.

For managing agency health and safety risks including taking out insurance premiums and handling insurance claims other than workers compensation claims, use STRATEGY & GOVERNANCE – Risk Management & Insurance.

For workers compensation claims and cases and the rehabilitation of injured workers, use HUMAN RESOURCES - Workers Compensation.

For health and safety representatives training and associated training registers, use HUMAN RESOURCES - Training & Development.]

*Entry No.* 199.389.002

### **Description of Records**

Records documenting the implementation and co-ordination of agency workplace health and safety programs and inspections (excludes inspections undertaken to determine whether asbestos and other hazardous substances are present in a building or land), monitoring of the workplace environment, the promotion of safe practices, provision of first aid treatment to individual employees, formal and periodic reports and the nomination, appointment, resignation or termination of first aid officers, fire wardens, safety officers and health and safety representatives. Includes:

- notices issued under workplace health and safety legislation;
- internal and external committees convened by other agencies or organisations and meetings;
- review and evaluation of programs and services in an agency;
- health & safety research;
- development of performance indicators;
- working papers.

### **Disposal Action**

Destroy 7 years after last action

### Health & Safety (Continued)

The activities associated with implementing and co-ordinating workplace health and safety requirements for organisations. Includes health and safety inspections and monitoring of the workplace environment, programs and the promotion of practices contributing to employee health, safety and wellbeing, the management of safety related incidents, and nomination of health and safety representatives.

[For agency health and safety policies, procedures and guidelines, use HUMAN RESOURCES - Policies & Procedures.

For managing agency health and safety risks including taking out insurance premiums and handling insurance claims other than workers compensation claims, use STRATEGY & GOVERNANCE – Risk Management & Insurance.

For workers compensation claims and cases and the rehabilitation of injured workers, use HUMAN RESOURCES - Workers Compensation.

For health and safety representatives training and associated training registers, use HUMAN RESOURCES - Training & Development.]

### Entry No.

### Description of Records

### Disposal Action

Destroy 7 years after

199.389.002 Cont.

[For records documenting agency compliance with workplace health and safety legislation, standards and obligations or the co-ordination of agency workplace health and safety programs and inspections or the monitoring of the workplace environment, use PROPERTY EQUIPMENT & FLEET – Health & Safety.]

### Leasing Out

The activities associated with leasing-out land, property, vehicles, equipment or other items to another organisation or individual for a specified period and agreed price. Includes setting out lease conditions, rights and responsibilities, lease negotiations, drawing up and managing lease agreements and arrangements.

[For leasing policies, procedures and guidelines, use Policies & Procedures.

For leasing land, property, vehicles, equipment or other items from another organisation, organisation or individual, use Acquisition.]

Entry No. 199.065.001	Description of Records  Final versions of formal internal reports and reports made to external agencies relating to leasing out properties of territory significance, (see this function's scope note).	Disposal Action Retain as Territory Archives
199.065.002	Records documenting the on-going management of leasing out arrangements (i.e. where the government or the agency is the lessor), for residential accommodation, vehicles, and equipment, including hospital, medical or emergency services equipment. Also includes:	Destroy 12 years after last action

- minutes and supporting documents tabled at meetings;
- negotiations;
- signed leases;
- space and accommodation evaluations;
- negotiations;
- cost-benefit analysis;
- assessments;
- evaluation of potential or existing programs and services;
- research and property surveys e.g. fire and security surveys and responses;
- implementation of plans (other than counter disaster plans);
- submissions;
- working papers.

[For legal advice received on the leasingout of property, use SOLICITOR & LEGAL SERVICES - Advice.

For repairs and maintenance to leased properties, use - Maintenance.]

### Maintenance

The activities associated with maintaining land, property, vehicles, plant, equipment, systems, or other items, including through cleaning, repairs, servicing, testing, inspection, conservation, preservation, fit-out, restoration, rehabilitation, upgrade or other means. Includes maintenance plans, schedules, logs and reports.

[For maintenance policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For the day-to-day operations of relating to property, equipment or fleet management, use Operation & Control]

# *Entry No.* 199.069.001

### **Description of Records**

Records relating to the evaluation or review of maintenance, service and repair programs and the development and implementation of maintenance and conservations plans, major maintenance, service and repair work and preservation, protection and enhancement work carried out during the lifetime of a building (sometimes referred to as the maintenance history of a building) on property of Territory significance (see this function's scope note) or on unique, vintage or historically significant hospital, medical or emergency vehicles or equipment. Includes:

- fit-outs;
- upgrades;
- modifications:
- enhancements;
- alterations;
- refurbishments and defect repairs;
- the restoration of pollutants and waste contaminated land;
- evaluation of potential or existing programs and services;
- reporting on activities;
- property surveys e.g. fire and security surveys and responses;
- joint ventures between the agency and government or nongovernment organisations;
- documents tabled at meetings;

### **Disposal Action**

Retain as Territory Archives

The activities associated with maintaining land, property, vehicles, plant, equipment, systems, or other items, including through cleaning, repairs, servicing, testing, inspection, conservation, preservation, restoration, rehabilitation, upgrade or other means. Includes maintenance plans, schedules, logs and reports.

[For maintenance policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For the day-to-day operations of relating to property, equipment or fleet management, use Operation & Control]

## Entry No.

#### 199.069.001 Cont.

# Description of Records

# liaison with professional associations private sector organisations and community groups.

[For the implementation of a counter-disaster plan, use STRATEGY & GOVERNANCE - Risk Management & Insurance.

For construction work carried out after a disaster, use PROPERTY EQUIPMENT & FLEET - Construction.]

199.069.002

Records relating to the evaluation or review of maintenance, service and repair programs and the development and implementation of maintenance plans, the maintenance, service and repair work carried out on property, equipment or vehicles, including hospital or medical equipment\_or on emergency vehicles <u>not</u> considered to be unique, rare or technological, scientific or historically significant.

## Includes:

- upgrades;
- fit-outs;
- modifications;
- enhancements:
- alterations;
- action taken to repair defects;
- evaluation of potential or existing programs and services;
- monitoring of building;

## Disposal Action

Retain as Territory Archives

Destroy 12 years after disposal or transfer to new owner or lessee or after last action

The activities associated with maintaining land, property, vehicles, plant, equipment, systems, or other items, including through cleaning, repairs, servicing, testing, inspection, conservation, preservation, restoration, rehabilitation, upgrade or other means. Includes maintenance plans, schedules, logs and reports.

[For maintenance policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For the day-to-day operations of relating to property, equipment or fleet management, use Operation & Control]

## Entry No.

## 199.069.002 Cont.

# Description of Records

- management systems or energy management systems
- inspections of land, offices, premises, government owned community facilities such as community centres, community houses, community halls, neighbourhood centres and public housing;
- reporting on activities involved in the maintenance of property;
- property surveys e.g. fire and security surveys and responses;
- development of agency submissions;
- joint ventures between the agency and government or nongovernment organisations;
- documents tabled at meetings;
- liaison with professional associations, private sector organisations and community groups.
- maintenance of cooling water systems, operating and maintenance manuals, test results and service log sheets for cooling towers, maintenance record books/logs;

## Disposal Action

Destroy 12 years after disposal or transfer to new owner or lessee or after last action

The activities associated with maintaining land, property, vehicles, plant, equipment, systems, or other items, including through cleaning, repairs, servicing, testing, inspection, conservation, preservation, restoration, rehabilitation, upgrade or other means. Includes maintenance plans, schedules, logs and reports.

[For maintenance policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For the day-to-day operations of relating to property, equipment or fleet management, use Operation & Control]

## Entry No.

# Description of Records

## Disposal Action

199.069.002 Cont.

reporting on activities involved in the maintenance of equipment, disposal or transfer to stores and vehicles;

- development of agency submissions:
- joint ventures between the agency and government or nongovernment organisations;
- documents tabled at meetings;
- liaison with professional associations, private sector organisations and community groups.

Destroy 12 years after new owner or lessee or after last action

199.069.003  Records relating to the **routine** upkeep, maintenance, service and repair work carried out during the lifetime of a building (sometimes referred to as the maintenance history of a building) including properties of Territory significance (see this function's scope note). Includes:

disposal or transfer to new owner or lessee or after last action

Destroy 2 years after

- cleaning;
- painting;
- pest control;
- grounds maintenance;
- electrical maintenance:
- removal of non-toxic waste, including classified waste.

## **Operation & Control**

The activities associated with the day-to-day use, operation, control and security of land, property, vehicles, plant, equipment, systems, and information technology assets and associated services. Includes the logging of damage, faults or incidents during operation, scheduling, inventory and stocktake, logging and reporting on day-to-day usage and operations, providing operational advice, instructions, helpdesk and support services and monitoring and reviewing the performance of daily operations. Also includes controlling data, information and records to ensure maximum control over records and recordkeeping systems and mechanisms for other information resources and systems by creating, maintaining and evaluating control mechanisms for classification, indexing, registration, forms design, security and tracking, etc.

[For operating policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For proactive or reactive maintenance works required to keep land, property, vehicles, plant, equipment or systems in good condition and working order, use Maintenance.]

*Entry No.* 199.419.001

## **Description of Records**

Records documenting the operation, control and security of land, property, vehicles, plant, equipment, and associated services considered to be unique, rare or have technological, scientific, historical or Territory significance, including the development of agency submissions, joint venture agreements between the agency and government or non-government organisations, the logging of damage, faults or incidents during operation, scheduling, logging and reporting on operations, monitoring and reviewing performance and major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes:

- implementation and compliance with mandatory or optional standards or with statutory requirements;
- the evaluation of equipment, including hospital, medical or emergency services equipment, found to be unique, rare or have technological, scientific or historical significance;

## **Disposal Action**

The activities associated with the day-to-day use, operation, control and security of land, property, vehicles, plant, equipment, systems, and information technology assets and associated services. Includes the logging of damage, faults or incidents during operation, scheduling, inventory and stocktake, logging and reporting on day-to-day usage and operations, providing operational advice, instructions, helpdesk and support services and monitoring and reviewing the performance of daily operations. Also includes controlling data, information and records to ensure maximum control over records and recordkeeping systems and mechanisms for other information resources and systems by creating, maintaining and evaluating control mechanisms for classification, indexing, registration, forms design, security and tracking, etc.

[For operating policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For proactive or reactive maintenance works required to keep land, property, vehicles, plant, equipment or systems in good condition and working order, use Maintenance.]

*Entry No.* 199.419.001 Cont.

## Description of Records

- testing reports;
- trial evaluations;
- job sheets:
- documents tabled at meetings;
- specially commissioned or initiated reports that contain detailed findings and recommendations;
- formal internal reports and reports made to external agencies on properties of territory significance (see this function's scope note);
- security surveillance recordings and/or audio recordings of government properties that have been requested by investigative and law enforcement bodies in relating to incidents that caused significant political or public reaction or recordings relating to high profile incidents, e.g. murder, serious accidents, extremely violent assaults.

## Disposal Action

The activities associated with the day-to-day use, operation, control and security of land, property, vehicles, plant, equipment, systems, and information technology assets and associated services. Includes the logging of damage, faults or incidents during operation, scheduling, inventory and stocktake, logging and reporting on day-to-day usage and operations, providing operational advice, instructions, helpdesk and support services and monitoring and reviewing the performance of daily operations. Also includes controlling data, information and records to ensure maximum control over records and recordkeeping systems and mechanisms for other information resources and systems by creating, maintaining and evaluating control mechanisms for classification, indexing, registration, forms design, security and tracking, etc.

[For operating policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For proactive or reactive maintenance works required to keep land, property, vehicles, plant, equipment or systems in good condition and working order, use Maintenance.]

Entry No. 199.419.002

## **Description of Records**

Records documenting the operation, control and security of land, property, vehicles, plant, equipment, and associated services, including security surveillance recordings and/or audio recordings of government properties that have been requested by investigative and law enforcement bodies in relation to incidents not investigated or caused no significant political or public reaction, activities undertaken to protect equipment, vehicles and stores. Includes:

- implementation and compliance with mandatory or optional standards or with statutory requirements relating to property management;
- property guarding;
- surveillance and patrol operations;
- rosters and security reports;
- minor security breaches or incidents (i.e. do not result in the laying of charges, or where sabotage is not suspected);
- investigations into theft or intentional damage;

## **Disposal Action**

Destroy 12 years after last action

The activities associated with the day-to-day use, operation, control and security of land, property, vehicles, plant, equipment, systems, and information technology assets and associated services. Includes the logging of damage, faults or incidents during operation, scheduling, inventory and stocktake, logging and reporting on day-to-day usage and operations, providing operational advice, instructions, helpdesk and support services and monitoring and reviewing the performance of daily operations. Also includes controlling data, information and records to ensure maximum control over records and recordkeeping systems and mechanisms for other information resources and systems by creating, maintaining and evaluating control mechanisms for classification, indexing, registration, forms design, security and tracking, etc.

[For operating policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For proactive or reactive maintenance works required to keep land, property, vehicles, plant, equipment or systems in good condition and working order, use Maintenance.]

*Entry No.* 199.419.002 Cont.

# **Description of Records**

# **Disposal Action**

 combinations and/or keys for equipment or plant, such as safes, last action filing cabinets;

• the issue of security passes to employees, keys and security clearances and passes registers;

- the development of agency submissions;
- joint venture agreements between the agency and government or non-government organisations;
- research into and the review and evaluation of potential or existing programs and services;
- development and implementation of plans (other than counter disaster plans);
- specially commissioned or initiated reports that contain detailed findings and recommendations;
- formal internal reports and reports made to external agencies;

The activities associated with the day-to-day use, operation, control and security of land, property, vehicles, plant, equipment, systems, and information technology assets and associated services. Includes the logging of damage, faults or incidents during operation, scheduling, inventory and stocktake, logging and reporting on day-to-day usage and operations, providing operational advice, instructions, helpdesk and support services and monitoring and reviewing the performance of daily operations. Also includes controlling data, information and records to ensure maximum control over records and recordkeeping systems and mechanisms for other information resources and systems by creating, maintaining and evaluating control mechanisms for classification, indexing, registration, forms design, security and tracking, etc.

[For operating policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For proactive or reactive maintenance works required to keep land, property, vehicles, plant, equipment or systems in good condition and working order, use Maintenance.]

# Entry No.

## 199.419.002 Cont.

# **Description of Records**

# Disposal Action

- arrangements for the delivery and Destroy 12 years after storage of hazardous materials, last action equipment or stores, including hospital, medical or emergency services equipment and stores, (e.g. unused material);
- location management and stock control;
- routine arrangements for the use of properties and vehicles including parking arrangements and facility bookings;
- liaison with professional associations, private sector organisations and community groups;
- documents tabled at meetings
- compliance with mandatory or optional standards or with statutory requirements;
- registration of agency vehicles, including emergency vehicles
- roadworthy inspections and registration renewal papers;
- identification and control of access to confined spaces and the licensing processes for the operation of plant items.

The activities associated with the day-to-day use, operation, control and security of land, property, vehicles, plant, equipment, systems, and information technology assets and associated services. Includes the logging of damage, faults or incidents during operation, scheduling, inventory and stocktake, logging and reporting on day-to-day usage and operations, providing operational advice, instructions, helpdesk and support services and monitoring and reviewing the performance of daily operations. Also includes controlling data, information and records to ensure maximum control over records and recordkeeping systems and mechanisms for other information resources and systems by creating, maintaining and evaluating control mechanisms for classification, indexing, registration, forms design, security and tracking, etc.

[For operating policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For proactive or reactive maintenance works required to keep land, property, vehicles, plant, equipment or systems in good condition and working order, use Maintenance.]

Entry No. 199.419.003

## **Description of Records**

Security surveillance recordings and/or audio recordings of government properties that have not been requested for law enforcement or do not involve an incident.

## **Disposal Action**

Destroy 30 days after date created

## **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 – 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.* 199.079.001

## **Description of Records**

Records documenting planning for the management of property, vehicles and equipment to meet strategic, business and operational goals and objectives, including records of internal and external high-level corporate committees with overall responsibility for making major decisions and the development of plans relating to properties of territory significance (see this function's scope *note*), hospital, medical or emergency services equipment and strategies relating to controversial issues with far reaching social, economic or national implications or equipment and stores considered to be unique, rare or to have technological, scientific or historical significance. Also includes submissions (other than Cabinet submissions) made to the Chief Minister, Minister or other government bodies and specially commissioned or initiated reports that contain detailed findings and recommendations.

## Disposal Action

## 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 – 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.* 199.079.002

# Description of Records

Records documenting planning for the administration and management of property without territory significance, vehicles and equipment to meet operational goals and objectives, including records of meetings held to support the administration and management of property, vehicles, equipment and stores. Includes:

- liaison with professional associations, private sector organisations and community groups;
- low-level or routine corporate committees and meetings;
- the development of plans for to properties, vehicles, hospital, medical or emergency services equipment and strategies with <u>no</u> controversial issues or equipment and stores <u>not</u> considered to be unique, rare or to have technological, scientific or historical significance;
- submissions (other than Cabinet submissions) to the Chief Minister, Minister or other government bodies;
- specially commissioned or initiated reports containing detailed findings and recommendations;
- periodic internal reports and reports made to external agencies;
- reports on accidents/incidents or thefts.

## Disposal Action

Destroy 12 years after last action

## 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. 199.273.001

199.273.002

## Description of Records

Records documenting the development and establishment of **government-wide** policies, procedures, and guidelines for managing the Territory' properties, vehicles and equipment, including properties of territory significance (see this function's scope note) and hospital and emergency services equipment. Also includes master sets of agency manuals, handbooks, directives, etc., detailing procedures and final versions of government-wide policies.

# Records documenting the development and establishment of an **agency's**

asbestos policy and procedures detailing occupational health & safety requirements for specific tasks and work procedures, including master sets of agency manuals, handbooks, directives, etc.

## Disposal Action

Retain as Territory Archives

Destroy 75 years after last action

## Policies & Procedures (Continued)

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. 199.273.003

## Description of Records

Records documenting the development and establishment of an <u>agency's</u> policies, procedures, and guidelines for managing the Territory' properties, vehicles and equipment, excluding properties of territory significance (see this function's scope note) and occupational and workplace health & safety. Includes master sets of agency manuals, handbooks, directives, etc., detailed procedures, codes of practice or instructions in regards to the operation of hospital, medical or emergency equipment. Also includes:

- policy proposals;
- agency submissions;
- results of consultations with unions and employees;
- comments made on the development of policies;
- research and research papers
- reviews of agency programs and operations;
- supporting reports;
- major drafts;
- working papers, and;
- final documents.

## Disposal Action

Destroy 12 years after last action

#### Relocation

The activities associated with moving or relocating the organisation, a business unit, or workgroup to another area.

# Entry No. 199.421.001

## Description of Records

Records documenting the relocation of an agency, office accommodation or an employee and their family's personal effects. Includes inventories, costings and records detailing arrangements with removalists as well as arrangements made for the storage of furniture, equipment or personal and household effects at Territory expense.

[For any insurance claims made for loss or damage to property, use STRATEGY & GOVERNANCE – Risk Management & Insurance.

For managing financial transactions supporting the moving of an employee, use FINANCE & TREASURY MANAGEMENT - Accounting.]

## Disposal Action

Destroy 7 years after last action

## **Standards**

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

[For compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements, use Compliance.]

Entry No.	Description of Records	Disposal Action
199.100.001	Records relating to the development and implementation, by the agency, of standards for hospital, medical or emergency equipment and emergency vehicles.	Retain as Territory Archives
199.100.002	Records documenting the development by other organisations of standards and the agency's implementation of those industry standards and agency standards to support properties, equipment and vehicles.	Destroy 7 years after last action

# **RETAIN AS TERRITORY ARCHIVES**

## PROPERTY EQUIPMENT & FLEET

The function of acquiring, supplying, maintaining, operating, managing and disposing of property, facilities, vehicles or equipment owned, rented, leased or used by the organisation. Property includes buildings and public property assets such as community centres, community halls and housing stock owned, rented, or leased by the Territory, land, working, living, air or storage space. Equipment includes machinery, plant, tools, instruments and apparatus, furniture, furnishings, office and work stores and supplies, clothing and uniforms. Vehicles are any means of conveyance owned, leased or used by an organisation to transport people, equipment or other items and includes special purpose vehicles acquired or modified by an organisation for activities unique to the organisation (e.g. emergency services vehicles, registrable ride on mowers, bicycles, etc.).

**Note:** Properties of Territory Significance are properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national or Territory significance including cultural, natural, historic or indigenous significance, those listed in the Register of the National Estate or by the World Heritage Commission, or classified by the National Trust listings. Properties of Territory significance may also include places of importance to the Territory or be specialised premises, i.e. purpose-built specialised premises with unique design features considered important to the Territory for example, but are not heritage registered or listed.

[For acquiring, supplying, maintaining and managing information assets and information and communications technologies such as systems hardware, software and communications networks and equipment, use INFORMATION & COMMUNICATIONS TECHNOLOGY.

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

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

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

## 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.* 199.003.001

# **Description of Records**

Records documenting the acquisition of property of significance to the Territory (see function scope note), facilities, vehicles or equipment and the development of significant procurement agreements with implications for major financial liabilities or financial obligations or that establish a precedent or are of significance to the Territory and support government priorities, policies and economic reforms in the community, including, hospital, medical or emergency services vehicles, equipment or stores, considered to be unique, rare or have technological, scientific or historical significance. Also includes records on vehicles or equipment featured in exhibitions and museum collections, and specially developed vehicles or equipment where the Territory owns the intellectual rights to the equipment. Includes:

- provider budget estimates and bids;
- acquisition and disposal plans;
- agency submissions;

## Disposal Action

## 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.

## 199.003.001 Cont.

# **Description of Records**

- tender documentation and tenders;
- post-offer negotiations and due diligence checks;
- meetings with external agencies;
- compulsory acquisitions;
- high-level committees;
- research and evaluation of property, vehicles and equipment, including:
- environmental impact assessments;
- records documenting arrangements for carrying out the evaluation process;
- evaluation reports including costs benefits analysis;
- modelling and/or forecasting;
- analysis of business processes;
- systems analysis;
- working papers;
- negotiations;
- establishments;
- reviews;
- contracts, including contracts under seal:
- vehicles donated to the territory;
- recommendations:

# Disposal Action

## 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.

## 199.003.001 Cont.

# **Description of Records**

- formal internal reports and reports made to external agencies on properties of territory significance; and
- public notices.

[For establishing and managing the intellectual property of agency-designed vehicles, equipment and plant, use PROPERTY EQUIPMENT & FLEET - Operation & Control.

For Cabinet submissions, use GOVERNMENT & STAKEHOLDER RELATIONS - Submissions.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGY & GOVERNANCE - Legislation.]

# Disposal Action

#### Construction

The activities associated with the design, development and construction of land, buildings, assets, vehicles, items of equipment etc. Includes feasibility studies, specifications, approvals and consents, plans and drawings and associated project management records. Also includes the application for and management of intellectual property, such as patents, associated with the design and construction of vehicles, equipment or other assets.

[For development and construction policies, procedures and guidelines, use PROPERTY EQUIPMENT& FLEET - Policies & Procedures.]

Entry No. 199.024.001

## Description of Records

Records documenting the design and construction of properties of territory significance (see this function's scope note) and special purpose vehicles and equipment, including hospital, medical or emergency services equipment or vehicles, considered to be unique, rare or have technological, scientific or historical significance. Includes:

- records of consultations (e.g. with owners and local authorities);
- agency submissions
- meetings;
- specifications:
- building plans;
- project management records;
- research and evaluation of potential or existing programs and services;
- reports;
- building and development applications;
- formal internal reports and reports made to external agencies;
- collaboration on projects;
- joint venture agreements between the agency and government or nongovernment organisations
- final signed versions of agreements;
- working papers;
- reviews of programs and operations.

## Disposal Action

## **Disposal**

The activities associated with the disposal of assets no longer required by sale, auction, transfer, destruction, decommissioning or other means. Includes disposal plans, assessments and investigations, approvals, disposal agreements and arrangements and destruction or transfer of semi-active and inactive records and information.

[For disposal policies, procedures and guidelines, use Policies & Procedures.]

Entry No. 199.034.001

## Description of Records

**Disposal Action** 

Records documenting the disposal of Retain as Territory properties of territory significance (*see this Archives function's scope note*). Includes:

- assessments and investigations;
- agency submissions;
- valuation certificates;
- formal internal reports and reports made to external agencies;
- written quotes;
- auction records and routine forms;
- details of preparation undertaken before disposal ('making good').

## **Donations**

The activities associated with managing money, equipment, artefacts, property, or other items donated either by or to the organisation, including unsolicited donations and gifts registers.

[For policies, procedures and guidelines relating to the receipt and handling of donations, use Policies & Procedures.

For sponsorships, use Marketing.

For managing financial transactions associated with donations received or made by the agency, use FINANCE & TREASURY MANAGEMENT - Accounting.

For the general management of monetary donations received or given by the agency, use FINANCE & TREASURY MANAGEMENT - Donations.]

Entry No. 199.037.001

## Description of Records

Disposal Action

Records documenting donations of artefacts, property, vehicles or equipment that are of long-term value or ongoing benefit to the

Retain as Territory Archives

Territory or the nation.

# Leasing Out

The activities associated with leasing-out land, property, vehicles, equipment or other items to another organisation or individual for a specified period and agreed price. Includes setting out lease conditions, rights and responsibilities, lease negotiations, drawing up and managing lease agreements and arrangements.

[For leasing policies, procedures and guidelines, use Policies & Procedures.

For leasing land, property, vehicles, equipment or other items from another organisation, organisation or individual, use Acquisition.]

*Entry No.* 199.065.001

# **Description of Records**

Final versions of formal internal reports and reports made to external agencies relating to leasing out properties of territory significance, (see this function's scope note).

Disposal Action

Disposal Action

## Maintenance

The activities associated with maintaining land, property, vehicles, plant, equipment, systems, or other items, including through cleaning, repairs, servicing, testing, inspection, conservation, preservation, fit-out, restoration, rehabilitation, upgrade or other means. Includes maintenance plans, schedules, logs and reports.

[For maintenance policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For the day-to-day operations of relating to property, equipment or fleet management, use Operation & Control]

Entry No. 199.069.001

## Description of Records

Records relating to the evaluation or review Retain as Territory of maintenance, service and repair programs Archives and the development and implementation of maintenance and conservation plans, major maintenance, service and repair work and preservation, protection and enhancement work carried out during the lifetime of a building (sometimes referred to as the maintenance history of a building) on property of Territory significance (see this function's scope note) or on unique, vintage or historically significant hospital, medical or emergency vehicles or equipment. Includes:

- fit-outs:
- upgrades;
- modifications;
- enhancements:
- alterations;
- refurbishments and action taken to repair defects;
- evaluation of potential or existing programs and services;
- reporting on activities involved in the maintenance of property, equipment, stores and vehicles;
- property surveys e.g. fire and security surveys and responses;
- joint ventures between the agency and government or non- government organisations;
- documents tabled at meetings or liaison with professional associations.

The activities associated with maintaining land, property, vehicles, plant, equipment, systems, or other items, including through cleaning, repairs, servicing, testing, inspection, conservation, preservation, restoration, rehabilitation, upgrade or other means. Includes maintenance plans, schedules, logs and reports.

[For maintenance policies, procedures, manuals and/or guidelines, use Policies & Procedures.

For the day-to-day operations of relating to property, equipment or fleet management, use Operation & Control]

# Entry No.

199.069.001 Cont.

## Description of Records

private sector organisations and community groups.

[For the implementation of a counter-disaster plan, use STRATEGY & GOVERNANCE - Risk Management & Insurance.

For construction work carried out after a disaster, use PROPERTY EQUIPMENT & FLEET - Construction.]

## Disposal 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 – 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.* 199.079.001

## Description of Records

Records documenting planning for the management of property, vehicles and equipment to meet strategic, business and operational goals and objectives, including records of internal and external high-level corporate committees with overall responsibility for making major decisions and the development of plans relating to properties of territory significance (see this function's scope note), hospital, medical or emergency services equipment and strategies relating to controversial issues with far reaching social, economic or national implications or equipment and stores considered to be unique, rare or to have technological, scientific or historical significance. Also includes submissions (other than Cabinet submissions) made to the Chief Minister, Minister or other government bodies and specially commissioned or initiated reports that contain detailed findings and recommendations.

## **Disposal Action**

## 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.* 199.273.001

## Description of Records

Records documenting the development and establishment of **government-wide** policies, procedures, and guidelines for managing the Territory' properties, vehicles and equipment, including properties of territory significance (see this function's scope note) and hospital and emergency services equipment. Also includes master sets of agency manuals, handbooks, directives, etc., detailing procedures and final versions of government-wide policies.

## **Disposal Action**

Retain as Territory Archives

## **Standards**

The activities associated with developing and/or implementing industry or organisation specific benchmarks for services and processes to enhance the quality and efficiency of an organisation, business or industry.

[For compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements, use Compliance.]

Entry No. 199.100.001

## **Description of Records**

Records relating to the development and implementation, by the agency, of standards for hospital, medical or emergency equipment and emergency vehicles.

Disposal Action