

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

Table of Contents

INTRODUCTION.....	5
PURPOSE.....	5
SCOPE	5
AUTHORITY	5
STRUCTURE AND RELATIONSHIP TO THE WHOLE OF GOVERNMENT	
THESAURUS	5
<i>Whole of Government Thesaurus.....</i>	<i>6</i>
GUIDELINES FOR USE	6
<i>Coverage of authority</i>	<i>6</i>
<i>Layout of the schedule</i>	<i>7</i>
FORMAT OF RECORD.....	8
<i>Electronic records.....</i>	<i>8</i>
DESTRUCTION OF RECORDS	8
UPDATING THE RECORDS DISPOSAL SCHEDULE	8
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	8
RELATED LEGISLATION	9
DEFINITIONS	10
<i>Agency.....</i>	<i>10</i>
<i>Appraisal.....</i>	<i>10</i>
<i>Business Classification Scheme</i>	<i>10</i>
<i>Principal Officer</i>	<i>10</i>
<i>Records</i>	<i>10</i>
<i>Records of an Agency.....</i>	<i>10</i>
<i>Records Disposal Schedule.....</i>	<i>10</i>
<i>Records Management Program</i>	<i>10</i>
<i>Recordkeeping Systems.....</i>	<i>11</i>
<i>Scope Note</i>	<i>11</i>
<i>Sentencing.....</i>	<i>11</i>
<i>Territory Archives.....</i>	<i>11</i>
BUSINESS CLASSIFICATION SCHEME	12
<i>PROPERTY EQUIPMENT & FLEET</i>	<i>12</i>
RECORDS DISPOSAL SCHEDULE.....	15
<i>PROPERTY EQUIPMENT & FLEET</i>	<i>16</i>
<i>Acquisition</i>	<i>17</i>
<i>Acquisition (Continued).....</i>	<i>18</i>
<i>Acquisition (Continued).....</i>	<i>19</i>
<i>Acquisition (Continued).....</i>	<i>20</i>
<i>Acquisition (Continued).....</i>	<i>21</i>
<i>Acquisition (Continued).....</i>	<i>22</i>
<i>Acquisition (Continued).....</i>	<i>23</i>
<i>Construction.....</i>	<i>24</i>
<i>Construction (Continued).....</i>	<i>25</i>

<i>Construction (Continued)</i>	26
<i>Contract Management</i>	27
<i>Disposal</i>	28
<i>Disposal (Continued)</i>	29
<i>Disposal (Continued)</i>	30
<i>Donations</i>	31
<i>Health & Safety</i>	32
<i>Health & Safety (Continued)</i>	33
<i>Leasing Out</i>	35
<i>Maintenance</i>	36
<i>Maintenance (Continued)</i>	37
<i>Maintenance (Continued)</i>	Error! Bookmark not defined.
<i>Maintenance (Continued)</i>	Error! Bookmark not defined.
<i>Operation & Control</i>	40
<i>Operation & Control (Continued)</i>	41
<i>Operation & Control (Continued)</i>	42
<i>Operation & Control (Continued)</i>	43
<i>Operation & Control (Continued)</i>	44
<i>Planning</i>	46
<i>Planning (Continued)</i>	47
<i>Policies & Procedures</i>	48
<i>Policies & Procedures (Continued)</i>	49
<i>Relocation</i>	50
<i>Standards</i>	50
RETAIN AS TERRITORY ARCHIVES	51
<i>PROPERTY EQUIPMENT & FLEET</i>	52
<i>Acquisition</i>	53
<i>Acquisition (Continued)</i>	54
<i>Acquisition (Continued)</i>	55
<i>Construction</i>	56
<i>Disposal</i>	57
<i>Donations</i>	57
<i>Leasing Out</i>	58
<i>Maintenance</i>	59
<i>Maintenance (Continued)</i>	60
<i>Planning</i>	61
<i>Policies & Procedures</i>	62
<i>Standards</i>	62

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 (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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.003.001 Cont.	<ul style="list-style-type: none"> • tender documentation and tenders; • post-offer negotiations and due diligence checks; • 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; 	Retain as Territory Archives

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.003.001 Cont.	<ul style="list-style-type: none">• formal internal reports and reports made to external agencies on properties of territory significance; and• public notices.	Retain as Territory Archives

[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.]

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.	Description of Records	Disposal Action
199.003.002 Cont.	<ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation 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

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.	Description of Records	Disposal Action
199.003.002 Cont.	<ul style="list-style-type: none"> • acquisitions not proceeded with or where there is no tender or contracting-out process (i.e. where the cost of acquisition is below the 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. <p><i>[For establishing and managing the intellectual property of agency-designed vehicles, equipment and plant, use PROPERTY EQUIPMENT & FLEET - Operation & Control.</i></p> <p><i>For Cabinet submissions, use GOVERNMENT & STAKEHOLDER RELATIONS - Submissions.</i></p> <p><i>For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGY & GOVERNANCE - Legislation.</i></p> <p><i>For artwork that forms part of a Territory collection, use ARTS & CULTURAL DEVELOPMENT - Museums and Galleries Management.]</i></p>	Destroy 12 years after disposal of property or 12 years after last action whichever is later

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.034.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the disposal of properties of territory significance (<i>see this function's scope note</i>). Includes: <ul style="list-style-type: none"> • 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'). 	Retain as Territory Archives
199.034.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the removal, and disposal of hazardous materials (including asbestos).	Destroy 75 years after removal of hazardous materials
199.034.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the disposal of hazardous waste, equipment or stores, including hospital, medical or emergency services waste or stores (e.g. unused material).	Destroy 50 years after last action

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

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.034.004 Cont.	<ul style="list-style-type: none"> • 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'). 	Destroy 12 years after last action

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

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.389.001 ■■■■■■■■■■■■■■■■■■■■	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.	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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.389.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation and co-ordination of agency workplace health and safety programs and inspections (<u>excludes</u> 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: <ul style="list-style-type: none"> • 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. 	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
199.389.002 Cont.	<i>[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.]</i>	Destroy 7 years after last action

Maintenance (Continued)

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]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.069.001 Cont.	<ul style="list-style-type: none"> • liaison with professional associations private sector organisations and community groups. <p><i>[For the implementation of a counter-disaster plan, use STRATEGY & GOVERNANCE - Risk Management & Insurance.</i></p> <p><i>For construction work carried out after a disaster, use PROPERTY EQUIPMENT & FLEET - Construction.]</i></p>	Retain as Territory Archives
199.069.002 	<p>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 not considered to be unique, rare or technological, scientific or historically significant.</p> <p>Includes:</p> <ul style="list-style-type: none"> • upgrades; • fit-outs; • modifications; • enhancements; • alterations; • action taken to repair defects; • evaluation of potential or existing programs and services; • monitoring of building; 	Destroy 12 years after disposal or transfer to new owner or lessee or after last action

Maintenance (Continued)

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]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.069.002 Cont.	<ul style="list-style-type: none"> • 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 non-government 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; 	Destroy 12 years after disposal or transfer to new owner or lessee or after last action

Operation & Control (Continued)

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.419.001 Cont.	<ul style="list-style-type: none"> • 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 (<i>see this function's scope note</i>); • 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. 	Retain as Territory Archives

Operation & Control (Continued)

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.419.002 Cont.	<ul style="list-style-type: none"> • combinations and/or keys for equipment or plant, such as safes, 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; 	Destroy 12 years after last action

Operation & Control (Continued)

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.	Description of Records	Disposal Action
199.419.002 Cont.	<ul style="list-style-type: none"> • arrangements for the delivery and storage of hazardous materials, 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. 	Destroy 12 years after last 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).

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.079.002 	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: <ul style="list-style-type: none"> • 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 no controversial issues or equipment and stores not 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. 	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.	Description of Records	Disposal Action
199.273.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of <u>government-wide</u> policies, procedures, and guidelines for managing the Territory’ properties, vehicles and equipment, including properties of territory significance (<i>see this function’s scope note</i>) 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.	Retain as Territory Archives
199.273.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of an <u>agency’s</u> asbestos policy and procedures detailing occupational health & safety requirements for specific tasks and work procedures, including master sets of agency manuals, handbooks, directives, etc.	Destroy 75 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 (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.	Description of Records	Disposal Action
199.003.001 Cont.	<ul style="list-style-type: none"> • 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; 	Retain as Territory Archives

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.	Description of Records	Disposal Action
199.003.001 Cont.	<ul style="list-style-type: none"> • formal internal reports and reports made to external agencies on properties of territory significance; and • public notices. 	Retain as Territory Archives

[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.]

Maintenance (Continued)

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]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.069.001 Cont.	<ul style="list-style-type: none">• private sector organisations and community groups.	Retain as Territory Archives

[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.]

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.	Description of Records	Disposal Action
199.079.001 ■■■■■■■■■■■■■■■■■■■■	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 (<i>see this function’s scope note</i>), 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.	Retain as Territory Archives

Policies & Procedures

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

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
199.273.001 ■■■■■■■■■■■■■■■■■■■■	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 (<i>see this function's scope note</i>) 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.	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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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