

Territory Records (Records Disposal Schedule – Sport and Athlete Development) Approval 2020 (No 1)*

Notifiable instrument NI2020-705

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 – Sport and Athlete Development) Approval 2020 (No 1)*.

2 Commencement

This instrument commences on the day after notification.

3 Approval

I approve the Records Disposal Schedule – Sport and Athlete Development.

4 Revocation

This instrument revokes:

Territory Records (Records Disposal Schedule – Sport and Athlete Development) Approval 2006 (No 3) NI2006-448

Territory Records (Records Disposal Schedule – Venue and Event Management Records) Approval 2005 (No 1) NI2005-402

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Director of Territory Records

23 October 2020

*Name amended under Legislation Act, s 60



Records Disposal Schedule

Sport and Athlete Development

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INTRODUCTION

The *Records Disposal Schedule – Sport and Athlete Development* is the official authority for the disposal of these ACT Government Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with other Territory Records Disposal Schedules.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by Agencies. It also applies to consultants, contractors and other third parties undertaking functions on behalf of 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.

Officers using this Records Disposal Schedule should apply it with caution. 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 under the *Territory Records Act 2002*, including any other applicable Records Disposal Schedule or approved Records Management Program.

An Agency must take appropriate steps to meet the prerequisites for disposal in this and other applicable Records Disposal Schedules, including to ascertain whether disposal is prohibited, for example where the Records relate to any reasonably foreseeable legal action or current Records Disposal Freeze.

This Records Disposal Schedule will remain in force until a new schedule revokes it or the Director of Territory Records withdraws it from use.

GUIDELINES FOR USE

Coverage of authority

The *Records Disposal Schedule – Sport and Athlete Development*:

- 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.

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/microfilm/microfiche;
- files;
- digital records, including various electronic media, and
- any other formats.

DESTRUCTION OF RECORDS

Once an Agency is authorised to dispose of Records, 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 applicable 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 Territory Records Office.

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 Territory Records Office.

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

Controlled Sports Act 2019
Controlled Sports Code of Practice 2019
Evidence Act 2011
Disability Services Act 1991
Drugs in Sport Act 1999
Financial Management Act 1996
Firearms Act 1996
Freedom of Information Act 2016
Government Procurement Act 2001
Health Professionals (Special Events Exemptions) Act 2008
Health Records (Privacy and Access) Act 1997
Human Rights Act 2004
Information Privacy Act 2014
Medical Treatment (Health Directions) Act 2006
Medicines, Poisons and Therapeutic Goods Act 2011
Mental Health Act 2015
Public Interest Disclosure Act 2012
Public Sector Management Act 1994
Territory Records Act 2002

Please note this list may not be exhaustive and it is the responsibility of the officers using this Records Disposal Schedule to follow all applicable legislation, regardless of whether it is listed above or not.

BUSINESS CLASSIFICATION SCHEME

SPORT AND ATHLETE DEVELOPMENT

The function of providing sports and active recreation services to the community and industry with the aim of promoting active lifestyles through fostering participation in, and supporting the advancement of, sporting activities, events and programs. Includes advocating the importance of developing high performance sport and optimising national and international success for elite athletes by: the provision of sport science, medicine coordination and rehabilitation; training and coaching; competition and program management support; and career and education counselling. Also includes: the administering of program scholarships, sponsorships and grant funding; the provision of awards; the evaluation of potential programs, systems and services; and managing the performance of external service providers.

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.

Advice

The activities associated with offering formal opinions and advice as to an action, judgment or topic. Includes legal advice, legislative drafting advice, publishing and public access to legislation advice and formal advices required by legislation.

Agreements

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

Arrangements

The activities involved in arranging for a journey or trip including preparing travel itineraries, authorisations, entitlements etc., and arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. Also includes arrangements for conducting ceremonies, conferences, events, examinations, assessments, visits or tours, etc

Athlete Management

The activity of managing individual athlete programs, initiatives and services. Includes the holistic management of the health and wellbeing of athletes to assist in their care and development. Also includes targeted support for ongoing training, monitoring and evaluation of sporting performance, education assistance and advice around career opportunities.

Authorisation & Delegation

The activities associated with delegating power to authorise an action and the seeking or granting permission to undertake a requested action

Compliance

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

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.

Events

Records relating to the organisation and staging of major public or government occasions or events, celebrations, ceremonies, celebratory festivities that are of local, state or national significance or of major importance to an agency.

Funding Administration

The activities associated with administering funding in the form of grants, aid or other funding to support external people and organisations to implement programs and projects or provide services on behalf of the ACT Government and its organisations. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of the funding activity, dealing with breaches of funding conditions and acquittal of funds.

Health Promotion

The process of promotion of programs which encourage the establishment and maintenance of a healthy environment and which encourage healthy lifestyles. Includes workplace environments.

Partnerships and Collaboration

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

Planning

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

Policies and 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.

Reporting and Statements

The activities associated with drafting, preparing and providing reports including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Risk Management & Insurance

The activities associated with managing organisation risks. Includes business continuity, disaster, fraud control and other risk management plans, risk assessments, analysis, treatment and control measures, risk registers, and the taking out of insurance to cover risks, including handling subsequent claims made against insurance policies.

Training & Development

The activities associated with all aspects of managing and providing training and development or education and awareness sessions to an organisation's staff or other organisations, industry or the community.

RECORDS DISPOSAL SCHEDULE

SPORT AND ATHLETE DEVELOPMENT

The function of providing sports and active recreation services to the community and industry with the aim of promoting active lifestyles through fostering participation in, and supporting the advancement of, sporting activities, events and programs. Includes advocating the importance of developing high performance sport and optimising national and international success for elite athletes by: the provision of sport science, medicine coordination and rehabilitation; training and coaching; competition and program management support; and career and education counselling. Also includes: the administering of program scholarships, sponsorships and grant funding; the provision of awards; the evaluation of potential programs, systems and services; and managing the performance of external service providers.

[For the policy, regulation and analytical scientific services relating to pharmaceutical products and public health management, use PUBLIC HEALTH PROTECTION.

For reports by the public or mandatory reporters about the concern for a child, use CHILD & YOUTH PROTECTION SERVICES – Investigations.

For the management of sporting facilities, venues and equipment, use PROPERTY, EQUIPMENT & FLEET.

For the construction and maintenance of recreational infrastructure (e.g. playgrounds and cycling facilities) in parks and other public places, use PARKS, RESERVES & PUBLIC PLACES.

For the development and evaluation of school sporting curriculums, use EDUCATION STRATEGY.

For the handling of public enquiries in relation to sporting and recreational services, programs and products, use GOVERNMENT & STAKEHOLDER RELATIONS – Customer Service.]

For the training and development of employees and volunteers in the organisation, use HUMAN RESOURCES – Training & Development.

For Working With Vulnerable People Scheme applications, use FAIR TRADING – Licencing.

For Betting or other forms of gaming, use GAMBLING REGULATION

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 AND GOVERNANCE - Policies and Procedures.

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

Entry No.	Description of Records	Disposal Action
201.003.001	<p>Records documenting the evaluation of potential programs, services and projects for their suitability and the development of significant procurement agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory.</p> <p>Includes:</p> <ul style="list-style-type: none">• budget bids;• tender documentation and tenders, including:<ul style="list-style-type: none">○ statements of requirements;○ requests for proposals;○ expressions of interest;○ requests for tender (RFT);○ draft contracts;• post-offer negotiations and due diligence checks;• modelling and/or forecasting;• working papers;• negotiations;• establishments;• reviews;<ul style="list-style-type: none">○ final versions.	Retain as Territory Records

Acquisition (cont.)

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.003.002	<p>Records documenting the activities involved in the acquisition of items or services for relating to the Sport and Athlete Development function. Includes:</p> <ul style="list-style-type: none">• requisitions and order forms;• tender documentation and tenders;• agreements that do not support government priorities, policies and economic reforms made relating to Sport and Athlete Development;• negotiations, establishment, maintenance and review of agreements;• simple contracts and agreements and contracts under seal;• authorisation to acquire goods, services, equipment, etc• post-offer negotiations and due diligence checks;• minutes of meetings with main stakeholders, includes meetings with external agencies;• performance and evaluation reports;• evaluation of potential programs and services that are considered minor or have not major impacts on government priorities, policies or economic reforms;• review of sport and athlete development related programs and operations, including documents establishing the review, final reports, action plans;• tender and contract registers;• unsuccessful tenders or where there is no suitable bidder or tender process discontinued;• working papers.	Destroy 12 years after last action

Advice

The activities associated with offering formal opinions and advice as to an action, judgment or topic. Includes legal advice, legislative drafting advice, publishing and public access to legislation advice and formal advices required by legislation.

[For advice provided to the Chief Minister or portfolio Minister, use GOVERNMENT AND STAKEHOLDER RELATIONS – Advice.

For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation for the agency or for comments on other agencies' proposed legislation, use GOVERNMENT AND STAKEHOLDER RELATIONS – Advice.

For legal advice, including interpretations of the agency's legislation, use SOLICITOR AND LEGAL SERVICES – Advice.

For proposals of new or amended agency legislation, use SOLICITOR AND LEGAL SERVICES – Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.005.001	Records documenting the receipt and provision of advice on sport, active recreation and athlete development programs.	Destroy 7 years after last action

Agreements

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.006.001	Records relating to the negotiation, establishment, maintenance, and review of significant agreements. Including final versions of agreements.	Destroy 7 years after completion, expiry, or other termination of agreement

Arrangements

The activities involved in arranging for a journey or trip including preparing travel itineraries, authorisations, entitlements etc., and arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. Also includes arrangements for conducting ceremonies, conferences, events, examinations, assessments, visits or tours, etc

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.011.001	Records detailing arrangements to carry out the function. Includes arrangements for guest speakers.	Destroy 7 years after last action

Athlete Management

The activity of managing individual athlete programs, initiatives and services. Includes the holistic management of the health and wellbeing of athletes to assist in their care and development. Also includes targeted support for ongoing training, monitoring and evaluation of sporting performance, education assistance and advice around career opportunities.

[For medical admissions and health treatments outside of an athlete's program, use HEALTH TREATMENT AND CARE – Service Provision.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.428.001	Records documenting the design of individual athlete programs, the instruction of athletes, scholarships, awards, and their progress and development while under scholarship.	Retain as Territory Archives
201.428.002	Records documenting medical, physiotherapy and other general clinical or screening notes held on athletes. Includes: <ul style="list-style-type: none">• biomechanics and physiology testing;• sport psychology records;• nutritional information• psychology, counselling and chaplaincy records.	Destroy 75 years after date of birth, or 7 years after last action, whichever is later

Athlete Management (cont.)

The activity of managing individual athlete programs, initiatives and services. Includes the holistic management of the health and wellbeing of athletes to assist in their care and development. Also includes targeted support for ongoing training, monitoring and evaluation of sporting performance, education assistance and advice around career opportunities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.428.003	Records documenting the delivery of non-medical services to athletes while under scholarship. Includes: <ul style="list-style-type: none">• advice;• career and education information;• vocational and job search assistance.	Destroy 5 years after expiry or other termination of scholarship

Contract Management

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

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

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.276.001	Records documenting the management of contracts. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders;• performance and evaluation reports.	Destroy 7 years after completion or other termination of agreement or contract

Events

Records relating to the organisation and staging of major public or government occasions or events, celebrations, ceremonies, celebratory festivities that are of local, state or national significance or of major importance to an agency.

[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.

For the marketing and promotion of events, use GOVERNMENT & STAKEHOLDER RELATIONS – Marketing & Promotion.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.043.001	<p>Records relating to the organisation and staging of major public or government occasions, celebrations, ceremonies, exhibitions, celebratory festivities that are of Territory, national or international significance, or of major importance to an agency. Includes:</p> <ul style="list-style-type: none">• a significant anniversary, reception or occasion (e.g. significant people, events or structures);• conferring of special community awards promoted by the agency;• significant sporting events or tournaments;• programs;• invitations;• guest lists;• photographs;• addresses made by the Chief Minister or portfolio Minister or senior agency officers.	Retain as Territory Archives

Events (cont.)

Records relating to the organisation and staging of major public or government occasions or events, celebrations, ceremonies, celebratory festivities that are of local, state or national significance or of major importance to an agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.043.002	<p>Records documenting routine arrangements supporting celebrations, ceremonies, conferences, social functions of sporting clubs, official or formal social occasions, exhibitions, or visits. Including meetings, submissions to community groups, detailed research and security arrangements. Includes:</p> <ul style="list-style-type: none">• addresses delivered in the routine promotion of the agency's service or products presented by the Chief Minister or portfolio Minister or agency staff;• requests for input into ministerial speeches;• agendas;• notices of meetings;• draft minutes;• arrangements for guest speakers;• quality monitoring;• comments;• clearances;• draft versions;• programs;• invitations;• guest lists and event programs;• catering;• venue bookings;• entertainment;• promotion;• managing registrations;• reports assessing the conduct of conferences;• unpublished proceedings, reports, speeches and papers from agency conferences;• published proceedings;• completed conference registration forms;• attendance of staff;• working papers.	Destroy 7 years after action completed

Funding Administration

The activities associated with administering funding in the form of grants, aid or other funding to support external people and organisations to implement programs and projects or provide services on behalf of the ACT Government and its organisations. Includes advertising funding programs, receiving and appraising funding proposals, arranging for funds to be released, monitoring the ongoing performance of the funding activity, dealing with breaches of funding conditions and acquittal of funds.

[For the administration of revenue and expenditure in relation to grants, scholarships and programs, use FINANCE & TEASURY MANAGEMENT – Accounting.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.252.001	Records documenting successful applications made to the agency for grant funding.	Destroy 10 years after grant is finalised
201.252.002	Records documenting sponsorship or other funding to sporting associations.	Destroy 10 years after expiry or other termination of funding agreement
201.252.003	Records documenting unsuccessful applications made to the agency for grant funding.	Destroy 10 years after last action

Health Promotion

The process of promotion of programs which encourage the establishment and maintenance of a healthy environment and which encourage healthy lifestyles. Includes workplace environments.

For marketing campaigns, use GOVERNMENT & STAKEHOLDER RELATIONS – Marketing & Promotion].

Entry No.	Description of Records	Disposal Action
201.052.001	Record documenting the development of education programs, initiatives and strategies relating to the promotion of health and wellbeing of sport and active recreation. Includes: <ul style="list-style-type: none">• material relating to the promotion of anti-doping and sports integrity programs;• research;• program development;• notices;• reports; and• posters and other promotional materials.	Destroy 12 years after last action

Partnerships & Collaboration

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.298.001	<p>Records documenting the evaluation of joint ventures for their suitability and the development of significant joint venture agreements with implications for major financial liabilities or financial obligations or that are of significance to the Territory and support government priorities, policies and economic reforms. Includes:</p> <ul style="list-style-type: none">• budget bids;• tender documentation;• modelling and/or forecasting;• agreements or contracts with other governments or agencies;• negotiations;• establishment;• reviews;• final versions;• working papers relating to the establishment, negotiation and management of joint venture agreements or contracts.	Retain as Territory Archives

Partnerships & Collaboration (cont.)

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.298.002	Records documenting the management of joint ventures between the agency and government or non- government organisations. Includes final signed version of agreements, simple contracts or contracts under seal and working papers supporting the establishment, negotiation, management, maintenance and review of joint ventures, including agreements, contracts and the nomination, appointment and resignation and/or termination of staff members on bodies dealing with matters relating to the management of joint ventures. Also includes records documenting liaison activities undertaken with professional associations, private sector organisations and community groups involving collaboration on projects, the exchange of information relating to joint ventures and other collaboration projects or programs.	Destroy 12 years after last action

Planning

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

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

For whole -of-government occupational health and safety planning, use WORKPLACE AND SAFETY POLICY - 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 and Insurance for risk management plans and strategies.*

Entry No.	Description of Records	Disposal Action
201.079.001	Final versions of plans for major or significant projects, programs or operational activities relating to Sport and Athlete Development function.	Retain as Territory Archives
201.079.002	Records documenting the development and implementation of plans, policies, strategies, procedures and instructions, including records of internal, external or inter-agency meetings or committees formed to consider specific matters relating to the Sport and Athlete Development function. Includes: <ul style="list-style-type: none">• documents establishing the committee;• agendas;• notices of minutes;• draft minutes;• final versions of minutes;• reports;• recommendations;• supporting documents such as briefing papers and discussion papers final versions;• draft plans;• reports analysing issues;• comments received from other areas of an agency;• input into plans;• drafts;• business plans and unit level work plans;• working papers.	Destroy 10 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 AND GOVERNANCE – Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.273.001	Final versions of significant policies or procedures supporting the Sport and Athlete Development function.	Retain as Territory Archives
201.273.002	Records documenting the development, establishment, implementation, monitoring and review of routine or low-level strategic and governance policies and procedures. Includes: <ul style="list-style-type: none">• policy proposals;• research papers;• results of consultations;• comments received;• supporting reports;• major drafts;• final policy documents;• master sets of:<ul style="list-style-type: none">○ manuals○ handbooks○ directives○ return to work processes;• compliance with broad legislative and regulatory requirements; including anti-doping, nutrition, anti-harassment and talent development;• working papers.	Destroy 10 years after last action

Reporting & Statements

The activities associated with drafting, preparing and providing reports including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Note: Where reports support a more specific activity, use the relevant classification, (e.g. use Borrowing and Investment, for reports on organisation investments, or use Budgeting for reporting on budget expenditure.

[For the provision of advice to government, use GOVERNMENT AND STAKEHOLDER RELATIONS - Government and Assembly Matters.

For agency contributions to government inquiries not relating to their functions, use GOVERNMENT AND STAKEHOLDER RELATIONS - Government and Assembly Matters, Strategy and Planning, or Policies Procedures and Guidelines.

For the Annual Report drafting process, use STRATEGY AND GOVERNANCE – Performance Management.

For submissions of annual reports to the Portfolio Minister, use STRATEGY AND GOVERNANCE – Performance Management.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.287.001	Records documenting the development of periodic reports required on a regular basis by external government bodies, formal internal and external reports made to agencies to support the Sport and Athlete Development function. Includes: <ul style="list-style-type: none">• drafts and comments received;• final versions surveys;• final versions of reports or statements;• working papers.	Destroy 5 years after last action

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.091.001	Records documenting detailed research carried out to support sporting or recreational events.	Destroy 5 years after last action
201.091.002	Records documenting research carried out to support and assist athlete development programs.	Destroy 7 years after last action

Risk Management & Insurance

The activities associated with managing organisation risks. Includes business continuity, disaster, fraud control and other risk management plans, risk assessments, analysis, treatment and control measures, risk registers, and the taking out of insurance to cover risks, including handling subsequent claims made against insurance policies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
201.335.001	Records documenting risk management for sporting or recreational events including each stage of the process, risk assessments, treatment schedules and action plans.	Destroy 7 years after next risk assessment
201.335.002	Risk register for sporting or recreational events.	Destroy 7 years after next risk assessment

EXPLANATORY NOTES

The common functions and activities map

A number of administrative activities are performed by all ACT Government organisations and can be classified under the common functions.

Addresses

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations

[For speeches and presentations for the purposes of training, professional, community relations or sales, use GOVERNMENT AND STAKEHOLDER RELATIONS - Events.]

Audit

The activities associated with officially checking the activities, processes, services and operations of organisations, companies or other entities to ensure conformance with agreed or legislated standards, policies, procedures, or other requirements. Includes internal or external financial, recordkeeping, skills, systems, operational, quality assurance or compliance audits.

[For audits related to this function, use STRATEGY AND GOVERNANCE – Audit.]

Enquiries

The activities associated with handling requests for information about the agency and its services, programs and activities.

[For records documenting the handling of public enquiries about sport and recreational services, programs, products and services use GOVERNMENT AND STAKEHOLDER RELATIONS – Customer Service]

Performance Management

The activities associated with the management of employees, services, programs and organisations to ensure that goals and objectives are achieved efficiently, effectively and accountably. Includes identifying, evaluating and developing tools and processes for measuring performance and providing recognition and feedback to employees, workgroups or organisations. Also includes catering for employees work needs and offering career guidance.

[For records documenting a review of agency programs and operations, use STRATEGY AND GOVERNANCE – Performance Management.]

Risk Management and Insurance

The activities associated with managing organisation risks. Includes business continuity, disaster, fraud control and other risk management plans, risk assessments, analysis, treatment and control measures, risk registers, and the taking out of insurance to cover risks, including handling subsequent claims made against insurance policies.

[For records relating to processes involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks, including treatment schedules, risk registers and action plans, use STRATEGY AND GOVERNANCE - Risk Management and Insurance.]

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.

DEFINITIONS

Agency

The Executive, the ACT Public Service, Officers of the Legislative Assembly, an ACT Court, 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.

Disposal Action

The direction relating to disposal or retention of a Record that applies to a Record once it has been sentenced, including any conditions about the necessary Retention Period and prerequisites for disposal.

Permanent Record

A record that has been sentence under a Records Disposal Schedule so that the applicable Disposal Action is Retain as Territory Archives. Permanent Records are considered of archival value to the Territory and may not be destroyed.

Principal Officer

As defined in the *Territory Records Act 2002*

Record

As defined in the *Territory Records Act 2002*

Recordkeeping System

An information system that captures, maintains and provides access to records over time. While the term is often associated with computer software, the term ‘Recordkeeping System’ also encompasses 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.

Records Disposal Freeze

When the Director of Territory Records temporarily suspends the approval of all or part of a Records Disposal Schedule.

Records Disposal Schedule

A document approved by the Director of Territory Records, in accordance with section 19 of the Territory Records Act 2002, which sets out the types of Records created or received by an Agency and how long these Records must be retained by the Agency.

Records Management Program

A document setting out the means by which an Agency must manage its Records that complies with section 16 of the *Territory Records Act 2002* and is approved in accordance with section 17 of the *Territory Records Act 2002*

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Significance

Significance is determined according to the context, the government activity being undertaken and the level of impact on the government or the community¹. Significant records may document an activity, event or decision that:

- sets a precedent
- had considerable economic, environmental or social impact
- lead to a change in government policy
- implemented an innovative or important project or program
- aroused wide scale controversy, public interest or external scrutiny; or
- represents a unique moment in the Territory's history.

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.

Temporary Record

A Record that has been sentenced under a Records Disposal Schedule so that the applicable Disposal Action is something other than Retain as Territory Archives, and therefore the Record may be destroyed after the relevant Retention Period

Territory Archives

Records considered of archival value to the Territory, which, in order to be preserved for the benefit of present and future generation, may not be destroyed. All Records Sentenced with the applicable Disposal Action being Retain as Territory Archives are Permanent Records.

¹ Queensland State Archives, *Identify records with permanent archival, enduring or intrinsic value*, <https://www.forgov.qld.gov.au/identify-records-permanent-archival-enduring-or-intrinsic-value#significant> (accessed on 4 January 2019)