

GOVERNING BODIES

The function of establishing membership and managing the administration of governing bodies, such as boards, trusts, councils, commissions etc that direct, oversee or provide a framework for the control of an organisation. Includes governing bodies regulated by the Commonwealth Authorities and Companies Act 1997. Covers activities associated with providing secretariat support to the governing body in the performance of its duties and administrative support to governing body members, including arranging for travel, leave entitlements, allowances and remuneration for duties performed. Also includes the nomination, election, appointment and separation of governing body members, disclosures of pecuniary interests, professional indemnity insurance, relations between the organisation and its governing body, and meetings of governing bodies. Excludes advisory bodies that do not undertake a governing role.

For managing the deliberations and administration of advisory bodies, use ADVISORY BODIES.

For establishing and changing the structure of the organisation, use ESTABLISHMENT.

For the broad systematic administrative management planning of the organisation, use STRATEGIC MANAGEMENT.

For financial activities relating to governing bodies, use FINANCIAL MANAGEMENT.

For managing the acquisition of goods and services, and tendering and contracting arrangements to support the governing bodies function, use PROCUREMENT.

Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 19401 | <p>Accident/incident reports where a member of a governing body is injured but no compensation claim is lodged.</p> <p><i>[For records relating to accidents where a compensation claim is made by a governing body member, use GOVERNING BODIES - Claims (governing and advisory bodies).</i></p> <p><i>For accident reports retained for OH&S purposes, use OH&S – Accidents.]</i></p> | <p>Destroy 75 years after date of birth of governing body member or 7 years after last action, whichever is later.</p> |

Addresses (presentations)

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

| Entry | Description of records | Disposal action |
|-------|--|-----------------|
| 19403 | <p><i>[For records relating to addresses or presentations made by members of governing bodies to community groups, use COMMUNITY RELATIONS – Addresses (presentations).</i></p> <p><i>For records relating to address or presentations made by members of governing bodies to government agencies and forums, use GOVERNMENT RELATIONS – Addresses (presentations).]</i></p> | N/A |

Advice

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

For formal submissions made by the governing body on government matters, use GOVERNMENT RELATIONS – Submissions.

For legal advice provided to governing bodies, use LEGAL SERVICES – Advice.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 19404 | Records documenting advice received or provided in relation to the administration and operation of governing bodies. Excludes Ministerial directives received by governing bodies and advice provided by governing bodies to portfolio Ministers. <i>[For advice received from or provided to the portfolio Minister or government agencies, use GOVERNMENT RELATIONS – Advice.</i> <i>For responses to Ministerials, use GOVERNMENT RELATIONS – Representations.]</i> | Destroy 5 years after action completed |

Agency Liaison

The activity associated with maintaining regular general contact between the agency and other government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For liaison with professional associations, private sector organisations and community groups, use COMMUNITY RELATIONS – Liaison.

| Entry | Description of records | Disposal action |
|-------|--|-----------------|
| 19405 | <i>[For liaison between members of governing bodies and other government agencies, use GOVERNMENT RELATIONS – Agency Liaison.]</i> | N/A |

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For agreements setting performance expectations for governing bodies or performance management agreements established with individual members of governing bodies, use GOVERNING BODIES – Performance Management.

For agreements relating to the procurement of equipment, goods and services to support the administration and operation of governing bodies, use PROCUREMENT – Agreements.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 19406 | Final versions of agreements made to support the administration and operation of governing bodies. Includes records documenting negotiations, establishment, maintenance and review of agreements. | Destroy 7 years after agreement expires or is superseded |
| 19407 | Records documenting the negotiation, establishment and implementation of agreements/contracts of appointment for members of governing bodies. <i>[For signed individual agreements for members of governing bodies, use GOVERNING BODIES - Membership.]</i> | Destroy 7 years after agreement expires or is superseded |

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

For appeals relating to occupational health and safety matters concerning members of governing bodies, use OH&S – Appeals (decisions).

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19408 | Records documenting an appeal made by a member of a governing body to a higher authority on administrative decisions taken with respect to the operation of the governing body or the rights and entitlements of the governing body membership. <i>[For any legal advice received on the conduct of the appeal, use LEGAL SERVICES – Advice.]</i> | Destroy 7 years after action completed |

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For determinations of travel allowances for members of governing bodies, use GOVERNING BODIES – Remuneration.

For payments of travel and accommodation expenses, use FINANCIAL MANAGEMENT - Payments.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19409 | Records documenting arrangements for members of governing bodies, or members of their committees or sub-committees, to undertake a journey or trip for work related reasons. Includes arrangements for obtaining official passports and visas. | Destroy 2 years after action completed |

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For audit committees established as a requirement of the Commonwealth Authorities and Companies Act 1997, use STRATEGIC RELATIONS - Committees.

| Entry | Description of records | Disposal action |
|--------------|---|---|
| 19410 | Final internal and external audit reports relating to the administration and operation of governing bodies. | Destroy 10 years after action completed |

Audit - continued

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For audit committees established as a requirement of the Commonwealth Authorities and Companies Act 1997, use STRATEGIC RELATIONS - Committees.

| Entry | Description of records | Disposal action |
|--------------|---|--|
| 19411 | Records documenting the planning and conduct of internal and external audits relating to the administration and operation of governing bodies. Includes: <ul style="list-style-type: none">• liaison with the auditing body• minutes of meetings• notes taken at opening and exit interviews• draft report• comments. | Destroy 5 years after action completed |

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of records | Disposal action |
|--------------|--|---|
| 19412 | Records documenting delegations of power. Includes records of Ministerial delegation. <i>[For records relating to authorisation given by the governing body and recorded in the minutes of meetings, use GOVERNING BODIES – Meetings (governing bodies)]</i> | Destroy 10 years after delegation expires |
| 19413 | Records documenting authorisations for administrative actions supporting the administration and operation of governing bodies (eg authorisation for members of governing bodies, or members of their committees or subcommittees, to travel). <i>[For records documenting travel arrangements for members of governing bodies, or members of their committees or subcommittees, use GOVERNING BODIES – Arrangements.]</i> | Destroy 10 years after action completed |

Claims (governing bodies)

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense for stolen or lost property. Also includes payments made in accordance with professional indemnity insurance policies as compensation against liabilities or losses arising from the performance of duties carried out by members of governing bodies, their delegates or other authorised persons on behalf of the organisation.

For managing insurance policies, use GOVERNMENT BODIES - Professional Insurance.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19415 | <p>Records documenting cases where a compensation claim has been submitted for personal injury, death, or loss or damage to personal property of a member of a governing body. Includes:</p> <ul style="list-style-type: none">• Accident reports and associated papers such as witness statements• Claims• Determinations• Correspondence and notes of meetings and conversations with the insurance provider• Correspondence and notes on meetings or conversations with claimant• Appointment of a case manager or rehabilitation provider• Return to work plan• Progress reports• Assessment reports• Medical reports and certificates• Claim reviews• Appeal records• Agreements entered into by the parties• Legal records documenting any legal advice received and action taken in relation to the case. <p><i>[For records relating to claims made by members of the public, use COMPENSATION – Claims.</i></p> <p><i>For records relating to claims submitted for compensation by an employee, use COMPENSATION – Cases.]</i></p> | Destroy 75 years after date of birth of the governing body member or 7 years after last action, whichever is longest. If date of birth is unknown assume the person was 15 at the time of the accident |
| 19414 | <p>Records documenting claims against insurance policies held in support of the management of governing bodies. Covers claims against professional indemnity insurance and workers compensation insurance for members of governing bodies, or members of their committees or sub-committees. Includes copies of claims, reports and related correspondence.</p> | Destroy 7 years after finalisation of the claim |

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For forums and the meetings of individuals and groups that are not considered committees, including meetings of the governing body itself, use GOVERNING BODIES – Meetings (governing bodies).

| Entry | Description of records | Disposal action |
|--------------|--|------------------------|
| 19416 | <i>[For records documenting the establishment and activities of committees formed by governing bodies, use the Committees activity under the relevant function.]</i> | N/A |

Conferences

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

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

| Entry | Description of records | Disposal action |
|--------------|--|------------------------|
| 19417 | <i>[For records documenting the attendance of members of governing bodies, or members of their committees or subcommittees, at conferences, use COMMUNITY RELATIONS – Conferences.</i> <i>For records documenting the attendance of members of governing bodies, or members of their committees or subcommittees, at internal conferences to discuss strategic management issues, use STRATEGIC MANAGEMENT – Meetings.]</i> | N/A |

Corruption

The processes which allow the disclosure of corruption, and strategies for the prevention of corruption. Includes involvement in corruption prevention projects and the education of staff about corruption disclosures.

| Entry | Description of records | Disposal action |
|--------------|---|------------------------|
| 19418 | <i>[For activities relating to the disclosure and prevention of corruption in relation to members of the governing body, use STRATEGIC MANAGEMENT - Fraud.]</i> | N/A |

Disclosure of interests

The activity of receiving and recording declarations by members of governing and advisory bodies as to the nature of pecuniary and company interests held by themselves, or members of their immediate families. Includes declarations of previous dealings with the organisation.

| Entry | Description of records | Disposal action |
|--------------|--|---|
| 19419 | Summary records documenting the management of disclosures of interest by members of governing bodies. Includes registers of disclosures of interests and registers of related party transactions. | Retain as national archives |
| 19420 | Records documenting notification and receipt of disclosures of interest, where no summary records exist and disclosures are not recorded in the minutes of governing body meetings. <i>[For disclosures of interest recorded in the minutes of governing body meetings, use GOVERNING BODIES – Meetings (governing bodies).]</i> | Retain as national archives |
| 19421 | Records documenting notification and receipt of disclosures of interest, where a summary record exists and/or disclosures of interests are recorded in the minutes of governing body meetings. <i>[For disclosures of interest recorded in the minutes of governing body meetings, use GOVERNING BODIES – Meetings (governing bodies).]</i> | Destroy 7 years after the Member's separation |

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

| Entry | Description of records | Disposal action |
|--------------|---|------------------------|
| 19422 | <i>[For the evaluation of the agency's strategic programs and services, use STRATEGIC MANAGEMENT – Evaluation.]</i> | N/A |

Leave (governing bodies)

The activities associated with supporting the administration of leave for members of governing bodies. Includes unauthorised leave taken by governing body members.

| Entry | Description of records | Disposal action |
|--------------|--|---|
| 19423 | Consolidated leave history records for members of governing bodies. | Destroy 75 years after date of birth of governing body member or 7 years after last action, whichever is later. |
| 19424 | Records documenting approval of leave for members of governing bodies. | Destroy 7 years after action completed |

Leave (governing bodies) - continued

The activities associated with supporting the administration of leave for members of governing bodies. Includes unauthorised leave taken by governing body members.

| Entry | Description of records | Disposal action |
|--------------|--|-----------------------------------|
| 19425 | Records documenting unauthorised leave taken by members of governing bodies. | Destroy 7 years after last action |

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with other government agencies, use GOVERNMENT RELATIONS – Agency Liaison.

| Entry | Description of records | Disposal action |
|--------------|---|------------------------|
| 19426 | <i>[For liaison between members of governing bodies and professional associations, private sector organisations and community groups, use COMMUNITY RELATIONS – Liaison.]</i> | N/A |

Meetings (governing and advisory bodies)

The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the governing and advisory body. Includes formal meetings of governing and advisory bodies, in which members of governing bodies collectively exercise the powers and functions entrusted to them, as well as ad hoc meetings held to support the administration of governing bodies. Also includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of records | Disposal action |
|--------------|---|--|
| 19427 | Final version of minutes and supporting documents tabled at meetings of governing bodies. Includes: <ul style="list-style-type: none">• agenda and minutes• advice and briefing papers• submissions and reports• recommendations and resolutions• correspondence arising from business discussed or resolutions passed at meetings. <i>[For the processes associated with reporting the decisions, deliberations and activities of governing bodies, use STRATEGIC MANAGEMENT – Reporting.]</i> | Retain as national archives |
| 19428 | Final version of minutes and supporting documents tabled at meetings held to support the administration of governing bodies. Includes meetings with external agencies. Excludes meetings of governing bodies. | Destroy 7 years after action completed |
| 19429 | Copies of minutes and supporting documents tabled at meetings held to support the governing bodies function convened by another agency or organisation. | Destroy 5 years after action completed |

Meetings (governing and advisory bodies)

The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the governing and advisory body. Includes formal meetings of governing and advisory bodies, in which members of governing bodies collectively exercise the powers and functions entrusted to them, as well as ad hoc meetings held to support the administration of governing bodies. Also includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of records | Disposal action |
|--------------|---|---------------------------------------|
| 19430 | Working papers documenting the conduct and administration of meetings of the governing body and all meetings to support the administration of governing bodies. Includes draft agenda, notices of meetings and draft minutes. | Destroy 1 year after action completed |

Membership

The activities associated with managing the establishment and composition of governing and advisory bodies. Includes nominations, elections, appointments and re-appointments of members, as well as separation processes resulting from dismissals, retirements, resignations, deaths and dispensations of services.

For declarations and disclosures of pecuniary interest by members of governing bodies, use GOVERNING BODIES – Disclosures of interest.

For leave entitlements of members of governing bodies, use GOVERNING BODIES – Leave (governing bodies).

For the remuneration of members of governing bodies, use GOVERNING BODIES – Remuneration.

| Entry | Description of records | Disposal action |
|--------------|---|-----------------------------|
| 19434 | Summary records facilitating the management of membership of governing bodies. Includes registers of members or appointments. | Retain as national archives |

Membership – continued

The activities associated with managing the establishment and composition of governing and advisory bodies. Includes nominations, elections, appointments and re-appointments of members, as well as separation processes resulting from dismissals, retirements, resignations, deaths and dispensations of services.

For declarations and disclosures of pecuniary interest by members of governing bodies, use GOVERNING BODIES – Disclosures of interest.

For leave entitlements of members of governing bodies, use GOVERNING BODIES – Leave (governing bodies).

For the remuneration of members of governing bodies, use GOVERNING BODIES – Remuneration.

| Entry | Description of records | Disposal action |
|--------------|---|---|
| 19431 | <p>Records relating to the nomination, election, appointment and reappointment of members of governing bodies. Includes:</p> <ul style="list-style-type: none">• records of the selection process• approvals• letters of appointment or reappointment• gazettal notices• notification of governing body membership appointments , reappointments, separations etc. to regulatory bodies, such as the Australian Securities and Investment Commission• terms and conditions of appointment• signed codes of conduct and agreements/contracts of appointment• related correspondence. <p><i>[For the provision of advice to Government on the nomination, appointment, reappointment and separation of governing body members, use GOVERNMENT RELATIONS – Advice.</i></p> <p><i>For the development of agreements/contracts relating to the terms and conditions of appointments for members of governing bodies, use GOVERNING BODIES - Agreements.</i></p> <p><i>For appointments of members of governing bodies as representatives to other internal or external bodies, use GOVERNING BODIES – Representatives.]</i></p> | Destroy 75 years after date of birth of governing body member or 7 years after last action, whichever is later. |
| 19435 | <p>Records documenting the separation of members of governing bodies. Includes:</p> <ul style="list-style-type: none">• retirements• resignations• dismissal• death• dispensation of service. | Destroy 75 years after date of birth of the member of the governing body or 7 years after last action, whichever is later |
| 19432 | <p>Records documenting consideration of prospective governing body members, which did not proceed to appointment. Includes the management of expressions of interest and unsolicited applications for appointment to the governing body.</p> | Destroy 2 years after action completed |
| 19433 | <p>Records supporting processes undertaken to elect staff representatives to governing bodies. Includes ballot papers and eligibility lists.</p> | Destroy 1 year after election results are finalised |

Performance Management (governing bodies)

The process of identifying, evaluating, and developing the work performance of governing bodies so that the organisation's goals and objectives are achieved and also benefiting members of governing bodies through recognition, performance feedback, catering for work needs and offering incentives for meeting identified performance targets.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 19439 | <p>Records documenting the setting of performance expectations for governing bodies, including collective performance agreements with the portfolio Minister. Includes:</p> <ul style="list-style-type: none">• statement of expectations• statement of intent• final versions of formal performance agreements (where appropriate)• documentation of negotiations involved in setting performance expectations, including notes from meetings. <p><i>[For the setting of agency performance expectations, use STRATEGIC MANAGEMENT – Performance Management.]</i></p> | Retain as national archives |
| 19441 | <p>Performance agreements with individual members of governing bodies. Includes final version of agreement, notes from meetings with governing body members, and assessment and review reports.</p> <p><i>[For agreements covering the employment of individual members of governing bodies, use GOVERNING BODIES – Agreements.]</i></p> | Destroy 10 years after appointment or reappointment expires, whichever is later |
| 19437 | <p>Records documenting the management of governing body performance management schemes.</p> <p><i>[For the development of governing body performance management schemes, use GOVERNING BODIES – Policy.</i></p> <p><i>For training members of governing bodies in the conduct of performance management schemes, use GOVERNING BODIES – Training.]</i></p> | Destroy 5 years after action completed |
| 19440 | <p>Records documenting the evaluation and assessment of governing bodies against their stated performance expectations. Covers internally and externally conducted performance assessment processes. Includes:</p> <ul style="list-style-type: none">• determination and evaluation of performance indicators• assessment, evaluation and monitoring of governing body activities as part of the performance improvement cycle• preparation of performance reports. <p><i>[For formal reporting of the outcomes of governing body performance management processes, use STRATEGIC MANAGEMENT – Reporting.</i></p> <p><i>For agency corporate performance management evaluation and assessment processes, including the establishment of agency performance indicators, use STRATEGIC MANAGEMENT – Performance Management.]</i></p> | Destroy 5 years after action completed |

Performance Management (governing bodies) - continued

The process of identifying, evaluating, and developing the work performance of governing bodies so that the organisation's goals and objectives are achieved and also benefiting members of governing bodies through recognition, performance feedback, catering for work needs and offering incentives for meeting identified performance targets.

| Entry | Description of records | Disposal action |
|--------------|--|---|
| 19443 | Records documenting the conferring of awards (honours) on individual members of governing bodies in recognition of achievements. | Destroy 5 years after action completed |
| 19442 | Working papers documenting the development of performance agreements with individual members of governing bodies. Includes drafts and comments received. | Destroy 2 years after agreement is superseded |

Planning

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

For agency-wide strategic or corporate planning, use STRATEGIC MANAGEMENT – Planning.

| Entry | Description of records | Disposal action |
|--------------|---|---|
| 19445 | Final versions of plans formulated to support the administration and operation of governing bodies. | Destroy 5 years after plan is superseded |
| 19446 | Working papers used to develop all plans supporting the administration and operation of governing bodies. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. | Destroy 1 year after adoption of the final plan |

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of records | Disposal action |
|--------------|---|--|
| 19447 | Records documenting the development and establishment of the agency's policies for the administration and operation of governing bodies. Includes the charter of the governing body and codes of conduct for members of governing bodies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents. | Retain as national archives |
| 19448 | Records documenting comments made on the development of government-wide policies relating to the administration and operation of governing bodies. | Destroy 3 years after promulgation of the new policy |

Policy - continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19449 | Working papers documenting the development of all policies relating to the administration and operation of governing bodies. | Destroy 3 years after promulgation of the new policy |

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of records | Disposal action |
|--------------|---|---|
| 19450 | Master set of agency manuals, handbooks, directives etc detailing procedures supporting the administration and operation of governing bodies. | Destroy 7 years after procedures are superseded |
| 19451 | Records documenting the development of agency procedures supporting the administration and operation of governing bodies. | Destroy 1 year after production of procedures |

Professional Insurance

The activities associated with taking out premiums to cover members of governing bodies, their delegates or other authorised persons, against liabilities or losses arising from their performance of functions carried out on behalf of the organisation.

For insurance covering members of the organisation's staff, including the CEO, use PERSONNEL – Insurance.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

| Entry | Description of records | Disposal action |
|--------------|---|---------------------------------------|
| 19452 | Insurance policies supporting the management of governing bodies. Includes professional indemnity insurance and workers compensation insurance for members of governing bodies, and members of their committees and sub-committees. | Destroy 7 years after policy expires |
| 19453 | Records documenting the annual renewal of insurance policies. | Destroy 1 year after action completed |

Remuneration

The activities involved in paying, rewarding or compensating members of governing bodies for performance of duties. Includes fees, percentages, allowances and other amounts paid. Also includes determining changes to amounts paid.

For the financial records associated with the payment process, use FINANCIAL MANAGEMENT - Payments.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19454 | Records documenting the payment of remuneration to members of governing bodies for the performance of their duties. Includes: <ul style="list-style-type: none">• individual pay history records• taxation declaration records• group certificates• records relating to the recovery of over payments. Includes non-monetary remuneration, where a governing body member elects to take such benefits in lieu of monetary remuneration. | Destroy 75 years after date of birth of governing body member or 7 years after last action, whichever is later |
| 19455 | Records documenting superannuation deductions/ agency contributions. | Destroy 7 years after the member's separation |
| 19456 | Records documenting arranging and managing the payment of allowances to members of governing bodies to cover expenses incurred during the performance of their duties. Includes travelling allowances. | Destroy 7 years after the member's separation |
| 19457 | Lists of scheduled members fees and approvals. | Destroy 7 years after superseded |
| 19458 | Records relating to the determination and approval of payments for remuneration for individual members of governing bodies. Includes negotiation documentation. | Destroy 10 years after the member's separation |
| 19459 | Records documenting the management of special remuneration packaging arrangements. Includes Fringe Benefit Tax (FBT) arrangements. | Destroy 10 years after the member's separation |
| 19460 | Records documenting the payment of compensation in cases where the services of governing body members have been prematurely dispensed with, ie redundancy payments. | Destroy 7 years after action completed |

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For reports created or received by governing bodies relating to agency-wide strategic management issues, use STRATEGIC MANAGEMENT – Reporting.

| Entry | Description of records | Disposal action |
|--------------|---|--|
| 19461 | Final versions of formal reports made to external organisations relating to the administration and operation of governing bodies. Includes reports made to the portfolio Minister and Finance Minister. | Retain as national archives |
| 19462 | Final versions of internal and external reports on general administrative matters used to monitor and document recurring activities to support the administration and operation of governing bodies. | Destroy 7 years after action completed |
| 19463 | Working papers documenting the development of all reports. Includes drafts and comments received. | Destroy 2 years after action completed |

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

For the appointment and/or separation of a member of a governing body, use GOVERNING BODIES – Membership.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19464 | Records documenting the nomination, appointment, resignation from and/or termination of representatives on bodies supporting the administration and operation of governing bodies. Includes advisory bodies established to assist governing bodies. Excludes representatives appointed to internal committees. <i>[For appointments of members of governing bodies as representatives to community organisations, use COMMUNITY RELATIONS – Representatives. For appointments of members of governing bodies as representatives to other government organisations, use GOVERNMENT RELATIONS – Representatives. For appointments of representatives to internal management committees formed to support the strategic management function, such as audit committees, use STRATEGIC MANAGEMENT – Committees.]</i> | Destroy 7 years after end of appointment |

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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For visits to other organisations to gather information, use GOVERNING BODIES – Visits (governing bodies).

| Entry | Description of records | Disposal action |
|--------------|---|--|
| 19465 | Records documenting major research carried out to support the administration and operation of governing bodies. | Destroy 5 years after action completed |
| 19466 | Records documenting minor research carried out to support the administration and operation of governing bodies. | Destroy 2 years after action completed |

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For reviews of agency structure to meet organisational goals, use ESTABLISHMENT – Restructuring.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19467 | Records documenting a review of the administration and operation of governing bodies, including reviews of agency programs and operations supporting governing bodies. Includes documents establishing the review, final version of report and action plan. <i>[For reviews of strategic management functions performed by governing bodies, use STRATEGIC MANAGEMENT – Reviewing.]</i> | Destroy 7 years after action completed |
| 19468 | Working papers documenting reviews of the administration and operation of governing bodies, including reviews of agency programs and operations supporting governing bodies. | Destroy 2 years after action completed |

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

For agency-wide risk management, use STRATEGIC MANAGEMENT – Risk Management.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19469 | Records documenting risk management relating to the administration and operation of governing bodies. Includes documentation covering each stage of the process, risk assessments, treatment schedules and action plans. | Destroy 7 years after next risk assessment |
| 19470 | Register of risks relating to the administration and operation of governing bodies. | Destroy 7 years after next risk assessment |

Training (governing bodies)

The activities associated with all aspects of training (external/internal) available to members of governing bodies, or members of their committees or sub-committees.

For records relating to the attendance of members of governing bodies, or members of their committees or sub-committees, at conferences, use GOVERNING BODIES – Conferences.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 19471 | <p>Records documenting the attendance of members of governing bodies, or members of their committees or sub-committees, at external and internal training courses, including induction programmes. Includes confirmation of course attendance and, where applicable, lodgement of application forms and individual formal assessment and examination results.</p> <p><i>[For travel and accommodation arrangements made for members of governing bodies, or members of their committees or sub-committees, to attend training courses, use GOVERNING BODIES – Arrangements.</i></p> <p><i>For the payment of fees associated with external training providers, use FINANCIAL MANAGEMENT – Payments.]</i></p> | Destroy 7 years after the Member's separation |
| 19472 | <p>Records detailing administrative arrangements supporting the conduct of training courses run internally by the agency for members of governing bodies, or members of their committees or sub-committees. Includes:</p> <ul style="list-style-type: none">• invitations• venue bookings• hire of equipment• catering• copies of financial records. <p><i>[For the payment of accounts supporting the running of internal courses, use FINANCIAL MANAGEMENT – Accounting and Payments.]</i></p> | Destroy 2 years after action completed |
| 19473 | <p>Master set of training material for courses run internally by the agency for members of governing bodies, or members of their committees or sub-committees (e.g. induction training for new governing body members). Includes:</p> <ul style="list-style-type: none">• programs• lecture notes• hand-outs• films and videos. | Destroy 7 years after course is superseded or when training is no longer relevant |
| 19474 | <p>Working papers documenting the development of training material for courses run internally by the agency.</p> | Destroy 1 year after training material is produced |
| 19475 | <p>Records documenting assessments of internally and externally conducted courses. Includes course evaluations made by attendees.</p> | Destroy 3 years after action completed |

Visits (governing and advisory bodies)

The activities involved in arranging visits by members of governing bodies to other government and non-government organisations. Includes fact finding missions and courtesy visits.

For briefings for visits, use GOVERNING BODIES – Advice.

For visits made by representatives of other government organisations, including interstate and overseas governments, use GOVERNMENT RELATIONS – Visits.

For visits to the agency by public and non-government visitors, use COMMUNITY RELATIONS – Visits.

For activities involved in arranging for a journey or trip, use GOVERNING BODIES – Arrangements.

| Entry | Description of records | Disposal action |
|--------------|--|--|
| 19476 | <p>Records documenting visits by members of the governing body to other government and non-government organisations both within Australia and overseas. Includes:</p> <ul style="list-style-type: none">• invitations• itineraries and programs• reports on the visit• letters of thanks. <p>Excludes formal reports of fact finding missions.</p> <p><i>[For reports from fact finding missions, use GOVERNING BODIES – Reporting]</i></p> | Destroy 6 years after action completed |
