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INTRODUCTION

Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from the Canberra Office of the National Archives of Australia.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well the Archives’ stakeholders’ interests in the selection and preservation of records as national archives. For information on the Archives’ appraisal objectives and the selection of records as national archives, see the Archives’ publication *Why Records are Kept, Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies’ needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as ‘retain permanently’ using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places ‘freezes’ on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au.

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia
   - Queen Victoria Terrace
   - Parkes ACT 2600
   - PO Box 7425
   - Canberra Mail Centre ACT 2610
   - Tel: (02) 6212 3610
   - Fax: (02) 6212 3989
   - Email: recordkeeping@naa.gov.au
   - Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives.
   - The address and phone number of your local office can be found at the National Archives website address above.
## RDA Job No 2003/00349230

### AUTHORISATION

#### RECORDS DISPOSAL AUTHORITY

| Person to whom notice of authorisation is given: | The Chairperson  
Australian Competition & Consumer Commission  
470 Northbourne Avenue  
Dickson ACT 2602 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983</td>
</tr>
<tr>
<td>Application:</td>
<td>All functional records</td>
</tr>
</tbody>
</table>

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

<table>
<thead>
<tr>
<th>Authorising Officer</th>
<th>Date of issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venetia Beale</td>
<td>31 October 2003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of amendment:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expiry date:</th>
</tr>
</thead>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

### Access Code Development

The activities involved in the development of access codes, ie standards, terms and conditions and rules for access to essential infrastructure facilities. Includes participation in access code development by an external party.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5962</td>
<td>Master copy of access code. (Date range: 1997 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>5963</td>
<td>Working papers and drafts documenting the development of access codes. Includes public submissions and consultation documentation. (Date range: 1997 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>

### Access Code Endorsement

The activity of approving access codes developed by a prescribed industry body or association. Includes assessing applications and the registration of the codes.

*For public inquiries prior to endorsement, use ACCESS REGULATION – Consultation.*

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5964</td>
<td>Public register of access codes. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>5965</td>
<td>Records documenting the assessment of an access code. Includes copy of proposed access code. (Date range: 1995 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
<tr>
<td>5966</td>
<td>Copies of agency notifications of access code endorsement or refusal. (Date range: 1995 – )</td>
<td>Destroy 2 years after last action</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Access Determinations

The activities involved in providing a determination to an access dispute. Includes preparation and exposure of draft determinations and final determinations, including terms and conditions relating to providers and to third parties. Also includes revocations of interim determinations and variations to terms and conditions.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5967</td>
<td>Records documenting access determinations that become part of the public register. Includes reasons for making the determination. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>5968</td>
<td>Records documenting access determinations that do not become part of the public register. Includes reasons for making the determination. (Date range: 1995 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
<tr>
<td>5969</td>
<td>Records documenting the processes involved in the management of access disputes. Includes: draft determinations, variations, records documenting withdrawals. (Date range: 1995 – )</td>
<td>Destroy 7 years after last action</td>
</tr>
</tbody>
</table>

Addresses (presentations)

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5971</td>
<td>Final version of addresses made by the portfolio Minister or senior agency officers at major functions in support of the access regulation function. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
</tbody>
</table>

[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS – Addresses.]  

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5972</td>
<td>Final versions of other address delivered in support of the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 5 years after last presentation</td>
</tr>
<tr>
<td>5973</td>
<td>Working papers documenting the development of address supporting the access regulation function. (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
**ACCESS REGULATION**

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

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

For legal advice, use LEGAL SERVICES – Advice.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5974</td>
<td>Records documenting advice to complainants on civil and private legal action. (Date range: 1995 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
<tr>
<td>5975</td>
<td>Records documenting the receipt and provision of other advice on access regulation issues. (Date range: 1995 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5976</td>
<td>Final version of agreements relating to the access regulation function and supporting documentation. (Date range: 1995 – )</td>
<td>Destroy 10 years after expiry or other termination of agreement</td>
</tr>
<tr>
<td>5977</td>
<td>Records documenting the negotiations, establishment, maintenance and review of agreements. (Date range: 1995 – )</td>
<td>Destroy 10 years after expiry or other termination of agreement</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Appeals Briefings

The activities involved in preparing briefings, in response to appeals lodged with a higher authority, against a decision made by the commission.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5978</td>
<td>Records documenting appeal briefings prepared to support cases before a higher authority against a decision or order where the agency is a major participant in negotiations where precedents are set. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>5979</td>
<td>Records documenting appeal briefings prepared to support cases before a higher authority against a decision or order where the agency is a major participant in negotiations and which do not set precedents. (Date range: 1995 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
<tr>
<td>5980</td>
<td>Records documenting briefings where the commission has had little or no input into the negotiations. (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Arbitration Proceedings

The activities of organising and conducting hearings for the resolution of access disputes between parties.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5981</td>
<td>Records documenting proceedings that become part of a public register. Includes the seeking of expert advice, directions not to divulge information, findings and recommendations. Also includes decisions to terminate a hearing. (Date range: 1995 – )</td>
<td>Retain permanently in agency</td>
</tr>
<tr>
<td>5982</td>
<td>Records documenting the proceedings that do not become part of a public register. Includes the seeking of expert advice, directions not to divulge information, findings and recommendations. Also includes decisions to terminate a hearing. (Date range: 1995 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
<tr>
<td>5983</td>
<td>Records detailing the apportioning and recovery of costs associated with the conduct of arbitration proceedings. (Date range: 1995 – )</td>
<td>Destroy 7 years after last action</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Arbitration Proceedings – Continued

The activities of organising and conducting hearings for the resolution of access disputes between parties.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5984</td>
<td>Records documenting arrangements for the proceedings. Includes notification of dispute, constitution of the commission, arrangements for proceedings and requests for the acquisition of documents and evidence. Also includes arrangements for both public and private proceedings. (Date range: 1995 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5985</td>
<td>Final internal and external audit reports relating to the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>5986</td>
<td>Records documenting the planning and conduct of internal and external audits relating to the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

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, agendas etc.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>5987</td>
<td>Records of high-level inter-government or inter-agency committees supporting the access regulation function, where the agency provides the secretariat, is the Commonwealth’s main representative, or plays a significant role. Includes: documents establishing the committee, agendas, minutes, reports, recommendations, supporting documents such as briefing and discussion papers. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>5988</td>
<td>Records of high-level internal committees supporting the access regulation function. Includes: documents establishing the committee, agendas, minutes, reports, recommendations, supporting documents such as briefing and discussion papers. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>5989</td>
<td>Records of external inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: documents establishing the committee, minutes, recommendations, supporting documents such as briefing papers and discussion papers. (Date range: 1995 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
<tr>
<td>5990</td>
<td>Working papers documenting the administrative arrangements made for the conduct of external high-level committees. (Date range: 1995 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>5991</td>
<td>Records of other (ie not high-level) internal agency committees formed to consider matters relating to the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Committees – Continued

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, agendas etc.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5992</td>
<td>Working papers documenting administrative arrangements made for the conduct of external inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and only plays a minor role. (Date range: 1995 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
<tr>
<td>5993</td>
<td>Working papers documenting the conduct and administration of internal committees formed to consider matters relating to the access regulation function. Includes: • agenda • notices of meetings • draft minutes (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Complaints, Information and Inquiries

The activity of handling information received through complaints, alerts or inquiries in relation to business practices that may result in breaches of trade practices legislation. Includes receiving, recording and assessing the information and making decisions regarding further actions as appropriate.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5995</td>
<td>Records documenting complaints that require enforcement action. (Date range: 1995 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
<tr>
<td>5996</td>
<td>Records documenting complaints that do not result in enforcement action. (Date range: 1995 – )</td>
<td>Destroy 6 years after action completed</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Compliance Monitoring

The activity of ensuring by administrative processes, that the business sector is complying with all its competition and consumer obligations under trade practices legislation. Includes compliance with product standards.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5997</td>
<td>Records documenting the findings of compliance monitoring resulting in enforcement action. Includes: • working papers • reports • recommendations and referrals for further action (Date range: 1995 – )</td>
<td>Destroy 15 years after issue finalised</td>
</tr>
<tr>
<td>5998</td>
<td>Records documenting the findings of compliance monitoring that do not require enforcement action. Includes: • working papers • reports • recommendations and referrals for further action (Date range: 1995 – )</td>
<td>Destroy 5 years after issue finalised</td>
</tr>
</tbody>
</table>

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 conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for a resolution, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5999</td>
<td>Records documenting arrangements for agency conferences including program development, arranging speakers, promotion, managing registrations and venue bookings. Includes reports. (Date range: 1995 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6000</td>
<td>Unpublished proceedings, reports, speeches and papers. (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
<tr>
<td>6001</td>
<td>Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Conferencing

The activities involved in arranging formal conferences, in compliance with trade practices requirements, to allow interested parties to put their case on a matter that is before the commission for resolution. Includes, for example, a conference held before the Commission revokes a notification or a conference relating to unsafe and banned goods.

For arranging or attending a regular conference, use COMPETITION AND CONSUMER PROTECTION – Conferences.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6002</td>
<td>Records documenting outcome and directions resulting from the conference that become part of the public register. (Date range: 1997 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6003</td>
<td>Records documenting outcome and directions resulting from the conference that do not become part of the public register. (Date range: 1997 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
<tr>
<td>6004</td>
<td>Records documenting directions requiring parties to attend conference. (Date range: 1997 – )</td>
<td>Destroy 2 years after last action</td>
</tr>
<tr>
<td>6005</td>
<td>Records documenting the conference proceedings. Includes working papers and supporting documentation. (Date range: 1997 – )</td>
<td>Destroy 2 years after last action</td>
</tr>
</tbody>
</table>

Consultation

The activity of seeking stakeholders’ views including requesting formal submissions. Includes the holding of public inquiries, for example those held in relation to a declared service under the telecommunications legislation.

For consultation relating to arbitration, use ACCESS REGULATION – Arbitration Proceedings.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6006</td>
<td>Reports and recommendations resulting from the consultation process. (Date range: 1995 – )</td>
<td>Destroy 10 years after last action</td>
</tr>
<tr>
<td>6007</td>
<td>Records documenting the consultation process. Includes promotion and distribution of proposals for comment, and responses to submissions received. (Date range: 1995 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
<tr>
<td>6008</td>
<td>Submissions relating to access regulation received in response to consultation process. Includes records documenting oral input from public forums. (Date range: 1995 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

**Contract Registration**

The activity of receiving and considering for registration contracts and agreements for access to declared services. Includes deregistration.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6009</td>
<td>Public register of contracts. Includes any supporting documentation that becomes part of the public register. (Date range: 1995 – )</td>
<td>Retain permanently in agency</td>
</tr>
<tr>
<td>6010</td>
<td>Other records (ie those that do not form part of the public register) documenting the processes involved in assessment of contracts including the receipt of applications, decision not to register and publication of decision. (Date range: 1995 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>

**Contracting Out**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 6011   | Records documenting contract management relating to the access regulation function. Includes:  
          • minutes of meetings with main stakeholders  
          • performance and evaluation reports  
          (Date range: 1995 – ) | Destroy 7 years after completion or other termination of contract |

**Declared Services**

The activity of asserting by written instrument, that a specified eligible service is a declared service under the provisions of the trade practices legislation. Includes declaring services in relation to telecommunications and airports.

For consultation with stakeholders, use ACCESS REGULATION – Consultation.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6012</td>
<td>Public register of declared services, including declarations no longer in use. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
</tbody>
</table>
| 6013   | Records documenting agency processes involved in the declaring of a service. Includes:  
          • working papers  
          • proposals  
          • records documenting assessments and authorisations  
          (Date range: 1995 – ) | Destroy 15 years after last action     |
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

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 a given situation. Includes systems analysis and ongoing monitoring.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6014</td>
<td>Records documenting the evaluation and ongoing monitoring of access regulation programs and services. (Date range: 1995 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6015</td>
<td>Records documenting liaison activities undertaken with professional organisations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range: 1995 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
</tbody>
</table>

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6016</td>
<td>Final version of minutes and supporting documents tabled at meetings relating to the access regulation function. Includes meetings with external agencies. (Date range: 1995 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6017</td>
<td>Working papers documenting the conduct and administration of meetings held to support the access regulation function. Includes: agenda, notices of meetings, draft minutes (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

**Negotiation Directions**

The activities involved in providing negotiation directions to parties involved in access negotiation activities.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6018</td>
<td>Negotiation directions and records documenting the processes involved in making negotiation directions. Includes: requests, assessments, formulation of guidelines (Date range: 1999 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>

**Planning**

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6019</td>
<td>Final version of agency wide access regulation plans. (Date range: 1995 – )</td>
<td>Destroy 5 years after plan is superseded</td>
</tr>
<tr>
<td>6020</td>
<td>Final version of a section or business unit's plans relating to the access regulation function, including state, regional and overseas offices. (Date range: 1995 – )</td>
<td>Destroy 3 years after plan is superseded</td>
</tr>
<tr>
<td>6021</td>
<td>Working papers used to develop all access regulation plans. Includes: draft plans, reports analysing issues, comments received from other areas of the agency (Date range: 1995 – )</td>
<td>Destroy 1 year after adoption of the final plan</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6022</td>
<td>Records documenting the development, establishment and precedents of national level access regulation policies. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents, national policy statements. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6023</td>
<td>Records documenting the development and establishment of operating policies supporting the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 5 years after policy is superseded</td>
</tr>
<tr>
<td>6024</td>
<td>Working papers and comments relating to the development of all access regulation policies. (Date range: 1995 – )</td>
<td>Destroy 3 years after promulgation of the new policy</td>
</tr>
</tbody>
</table>

Procedures

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6025</td>
<td>Master set of agency manuals, handbooks, directives etc detailing procedures supporting the access regulation function. (Date range: 1995 – )</td>
<td>Destroy when procedures are superseded</td>
</tr>
<tr>
<td>6026</td>
<td>Records documenting the development of agency procedures supporting the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 1 year after production of procedures</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6027</td>
<td>Final version of internal formal reports and reports made to external agencies relating to the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6028</td>
<td>Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the access regulation function. Includes the collection and reporting of statistical information. (Date range: 1995 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6029</td>
<td>Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

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 the 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.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6030</td>
<td>Records documenting detailed research carried out to support the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6031</td>
<td>Records documenting routine research carried out to support the access regulation function. (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
<tr>
<td>6032</td>
<td>Draft comments and working papers documenting research carried out to support the access regulation function. (Date range: 1995 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Reviewing

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6033</td>
<td>Records documenting a review of agency programs and operations supporting the access regulation function. Includes: • documents establishing reviews • final reports • action plans (Date range: 1995 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6034</td>
<td>Working papers documenting a review of agency programs and operations supporting the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 2 years after last action completed</td>
</tr>
</tbody>
</table>

Risk Management

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

<table>
<thead>
<tr>
<th>Entry</th>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6035</td>
<td>Records documenting risk management relating to the access regulation function. Includes: • documentation covering each stage of the process • treatment schedules • action plans (Date range: 1995 – )</td>
<td>Destroy 7 years after next risk assessment</td>
</tr>
<tr>
<td>6036</td>
<td>Risk register relating to the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 7 years after next risk assessment</td>
</tr>
</tbody>
</table>

Standards Setting

The activity of setting standards, rules and guidelines applicable to the business community. Includes the development and notification of recordkeeping rules. Includes participating in a standards committee established by another body such as Standards Australia and commenting on codes developed by industry and standards associations. Also includes revision of, or participation in revision of, existing standards.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>6037</td>
<td>Records documenting the development, review and distribution of industry and agency standards to support the access regulation function. (Date range: 1995 – )</td>
<td>Destroy 7 years after standard superseded</td>
</tr>
</tbody>
</table>
## ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

### Standards Setting – Continued

The activity of setting standards, rules and guidelines applicable to the business community. Includes the development and notification of recordkeeping rules. Includes participating in a standards committee established by another body such as Standards Australia and commenting on codes developed by industry and standards associations. Also includes revision of, or participation in revision of, existing standards.

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<tr>
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</thead>
<tbody>
<tr>
<td>6038</td>
<td>Records documenting directions to an external agency for the development of standards. (Date range: 1995 – )</td>
<td>Destroy 7 years after last action</td>
</tr>
</tbody>
</table>

### Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation, which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

<table>
<thead>
<tr>
<th>Entry</th>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6039</td>
<td>Records documenting the preparation of agency submissions. (Date range: 1995 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
</tbody>
</table>

### Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6040</td>
<td>Records documenting the development and issue of tender documentation. Includes: • statement of requirements • request for proposal • expressions of interest • request for tender • draft contracts (Date range: 1995 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6041</td>
<td>Records documenting evaluation of tenders received against selection criteria. Includes: • arrangements for carrying out the evaluation process • evaluation reports • recommendations • final reports • public notices (Date range: 1995 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
</tbody>
</table>
ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Tendering – Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6042</td>
<td>Records documenting post-offer negotiations and due diligence checks. (Date range: 1995 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td>6043</td>
<td>Tender register. (Date range: 1995 – )</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td>6044</td>
<td>Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1995 – )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
<tr>
<td>6045</td>
<td>Contract register. (Date range: 1995 – )</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td>6046</td>
<td>Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: submissions, notification of outcome, reports on debriefing sessions. (Date range: 1995 – )</td>
<td>Destroy 2 years after tender process completed or decision is made not to continue with tender</td>
</tr>
</tbody>
</table>

Undertakings

The activity of handling undertakings made by providers of goods and services. Includes authorising and registering undertakings. Also includes the assessment of terms and conditions, authorisations, withdrawals of undertakings and variations to terms and conditions.

For undertakings resulting in litigation, use INVESTIGATIONS AND LEGAL ENFORCEMENT.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6047</td>
<td>Public register of undertakings. (Date range: 1995 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6048</td>
<td>Other records, which do not form part of the public register, documenting the assessment and negotiation of undertakings. (Date range: 1995 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
</tbody>
</table>
COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretarial services to the commission.

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6049</td>
<td>Master version of individual contracts for employment of members of the commission. (Date range: 1965 – )</td>
<td>Destroy 75 years after date of birth of member or 7 years after last action, whichever is the later</td>
</tr>
<tr>
<td>6050</td>
<td>Records documenting the negotiations, establishment, maintenance and review of other agreements. (Date range: 1965 – )</td>
<td>Destroy 10 years after expiry or other termination of agreement</td>
</tr>
<tr>
<td>6051</td>
<td>Final versions of other agreements. (Date range: 1965 – )</td>
<td>Destroy 7 years after expiry or other termination of agreement</td>
</tr>
</tbody>
</table>

Allowances for Commissioners
The activities involved in arranging and managing money, in addition to salaries, paid to cover expenses incurred in carrying out the business of the commission. Includes arrangements for allowances for the chairman, commissioners and associate commissioners.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6052</td>
<td>Records documenting arrangements for payment of allowances for the chairman, commissioners and associate commissioners. (Date range: 1965 – )</td>
<td>Destroy 7 years after action completed</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6053</td>
<td>Records documenting delegations of powers to members or agency staff to authorise administrative action. Includes instrument of delegation. (Date range: 1965 – )</td>
<td>Destroy 7 years after delegation superseded</td>
</tr>
<tr>
<td>6054</td>
<td>Records documenting authorisations for administrative actions. Includes signed document giving authorisation. (Date range: 1965 – )</td>
<td>Destroy 7 years after authorisation superseded</td>
</tr>
</tbody>
</table>
COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretariat services to the commission.

Commission Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of people appointed by the commission as official representatives of the commission.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6055</td>
<td>Records documenting the nomination, appointment and resignation from and/or termination of commission representatives. (Date range: 1965 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>

Commissioner Appointments

The activities involved in the formal appointment of the chairman, commissioners and associate members. Includes terms and conditions of appointment.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6056</td>
<td>Master copies of the Governor-General's instrument of appointment of the chairman. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6057</td>
<td>Master copy of instrument of appointment of commissioners. (Date range: 1965 – )</td>
<td>Destroy 75 years after date of birth of the commissioner or 7 years after last action, whichever is the later</td>
</tr>
<tr>
<td>6058</td>
<td>Master copy of instrument of appointment of associate members. (Date range: 1965 – )</td>
<td>Destroy 75 years after date of birth of the associate member or 7 years after last action, whichever is the later</td>
</tr>
</tbody>
</table>

Disclosures

The activity of disclosure of pecuniary interests that could conflict with the proper performance of duties.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6059</td>
<td>Records documenting pecuniary interests of the chairman. (Date range: 1965 – )</td>
<td>Destroy 7 years after retirement or other separation of chairman</td>
</tr>
<tr>
<td>6060</td>
<td>Records documenting disclosures of other commissioners and associate members. (Date range: 1965 – )</td>
<td>Destroy 7 years after retirement or other separation of the commissioner or associate member</td>
</tr>
</tbody>
</table>
COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretariat services to the commission.

Leave Arrangements
The activities involved in authorising and administering leave for members of the commission. Includes arrangements for recreation leave and leave of absence.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6061</td>
<td>Consolidated leave history records of the chairman and members of the commission. Includes all records required for the calculation of entitlements for superannuation and long service leave. (Date range: 1965 – )</td>
<td>Destroy 75 years after date of birth of chairman or member or 7 years after last action whichever is the later</td>
</tr>
<tr>
<td>6062</td>
<td>Records documenting entitlements and approvals for leave for the chairman and members of the commission. (Date range: 1965 – )</td>
<td>Destroy 7 years after last action</td>
</tr>
</tbody>
</table>

Remuneration for Commissioners
The activity of managing the payment of salaries to members of the commission.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6063</td>
<td>Records documenting arrangements for payment of remuneration entitlements for commissioners. (Date range: 1965 – )</td>
<td>Destroy 75 years after date of birth of chairman or member or 7 years after last action whichever is the later</td>
</tr>
<tr>
<td></td>
<td>[For records documenting payments, use FINANCIAL MANAGEMENT.]</td>
<td></td>
</tr>
<tr>
<td>6064</td>
<td>Records documenting superannuation deductions. (Date range: 1965 – )</td>
<td>Destroy 75 years after date of birth of member or 7 years after last action whichever is the later</td>
</tr>
<tr>
<td>6065</td>
<td>Records documenting special salary packaging arrangements. Includes fringe benefit tax arrangements. (Date range: 1965 – )</td>
<td>Destroy 7 years after action completed</td>
</tr>
</tbody>
</table>
COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretariat services to the commission.

Secretariat Services

The activities involved in providing administrative services to the commission. Includes meeting arrangements, agenda, papers and minutes, travel arrangements, etc.

Entry Description of Records Disposal Action

6066 Records documenting commission meetings. Includes:
   - final version of agenda
   - minutes
   - reports and recommendations
   - supporting documents such as briefing papers
   (Date range: 1965 – ) Retain as national archives

6067 Records documenting administrative arrangements for the holding of commission meetings.
   (Date range: 1965 – ) Destroy 2 years after action completed

Separations

The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services for temporary personnel. Excludes transfers.

Entry Description of Records Disposal Action

6068 Records documenting separations of the chairman and members of the commission.
   (Date range: 1965 – ) Destroy 75 years after date of birth of chairman or member or 7 years after last action whichever is the later
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6069</td>
<td>Records documenting advice to complainants on civil or private legal action. (Date range: 1965 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
<tr>
<td>6070</td>
<td>Records documenting the receipt and provision of other advice provided in relation to the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
</tbody>
</table>

Agreements

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6071</td>
<td>Final version of agreements relating to the competition and consumer protection function and supporting documents. (Date range: 1965 – )</td>
<td>Destroy 10 years after expiry or other termination of agreement</td>
</tr>
<tr>
<td>6072</td>
<td>Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1965 – )</td>
<td>Destroy 10 years after expiry or other termination of agreement</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Appeals Briefings

The activities involved in preparing briefings, in response to appeals lodged with a higher authority, against a decision made by the commission.

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6073</td>
<td>Records documenting briefings prepared for appeals made to the central arbitration or determining body against a decision or an order where the agency is a major participant in negotiations. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6074</td>
<td>Records documenting briefings for appeals against a decision or an order where the agency had little or no input to the decision. (Date range: 1965 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
</tbody>
</table>

Applications for Authorisations

The activities involved in processing applications for authorisations that provide immunity from action for being in breach of trade practices legislation. Includes the making of determinations for authorisations, revocations and substitutions. Also includes processing of exemption orders in relation to anti-competitive conduct.

For conferences relating to determining applications for authorisation, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6079</td>
<td>Register for applications for authorisation including minor variations and substitutions. Includes: • applications or proposals draft • determinations • summary of reasons • records of conferences and any related certificates • record of oral submissions • determination and statement of reasons • advice to applicant (Date range: 1974 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6081</td>
<td>Register of exemption orders. (Date range: 1974 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6083</td>
<td>Working papers relating to the processing of authorisations and exemption orders. (Date range: 1974 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

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.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6075</td>
<td>Final internal and external audit reports relating to the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6076</td>
<td>Records documenting the planning and conduct of internal and external audits relating to the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Entry</th>
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</thead>
<tbody>
<tr>
<td>6077</td>
<td>Records documenting delegations of powers to a member of the commission or to agency staff to authorise administrative action relating to the competition and consumer protection function. Includes instrument of delegation. (Date range: 1965 – )</td>
<td>Destroy 7 years after delegation superseded or expired</td>
</tr>
<tr>
<td>6078</td>
<td>Records documenting authorisations for administrative actions relating to the competition and consumer protection function. Includes signed document giving authorisation. (Date range: 1965 – )</td>
<td>Destroy 7 years after authorisation superseded or expired</td>
</tr>
</tbody>
</table>
**COMPETITION AND CONSUMER PROTECTION**

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use **INVESTIGATION AND LEGAL ENFORCEMENT**.

**Certification Trade Marks**

The activities involved in processing applications for the approval of certification trade marks, and the processing of applications for their use under the provisions of trade mark legislation.

<table>
<thead>
<tr>
<th>Entry</th>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6084</td>
<td>Records documenting the approval and registration of certification trade marks. Includes rules governing the use of certification trade marks, and amendments to the rules. (Date range: 1995 – )</td>
<td>Destroy 5 years after deregistration of certification trade mark</td>
</tr>
<tr>
<td>6085</td>
<td>Records documenting the assignment of certification trademarks. (Date range: 1995 – )</td>
<td>Destroy 5 years after termination of approved use of certification trade mark</td>
</tr>
</tbody>
</table>

**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, agendas etc.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6086</td>
<td>Records of high-level inter-government or inter-agency committees where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: documents establishing the committee, agendas, minutes, reports, recommendations, supporting documents such as briefing and discussion papers. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6087</td>
<td>Records of high-level internal committees supporting the competition and consumer function. Includes: documents establishing the committee, agendas, minutes, reports, recommendations, supporting documents such as briefing and discussion papers. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Committees – Continued

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, agendas etc.

<table>
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<tr>
<th>Entry</th>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6088</td>
<td>Records of other (ie not high-level), inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: • documents establishing the committee • minutes • recommendations • supporting documents such as briefing papers and discussion papers (Date range: 1965 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
<tr>
<td>6089</td>
<td>Working papers documenting the administrative arrangements made for the conduct of high-level inter-government or inter-agency committees. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6090</td>
<td>Records of other (ie not high-level) internal agency committees formed to consider matters relating to the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6091</td>
<td>Working papers documenting administrative arrangements made for the conduct of other (ie not high-level), inter-governmental and inter-agency committees. (Date range: 1965 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
<tr>
<td>6092</td>
<td>Working papers documenting the conduct and administration of internal committees formed to consider matters relating to the competition and consumer protection function. Includes: • agenda • notices of meetings • draft minutes (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Complaints, Information and Inquiries

The activity of handling information received through complaints, alerts or inquiries in relation to business practices that may result in breaches of trade practices legislation. Includes receiving, recording and assessing the information received and making decisions regarding further action as appropriate.

<table>
<thead>
<tr>
<th>Entry</th>
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</thead>
<tbody>
<tr>
<td>6093</td>
<td>Records documenting complaints that require enforcement action, including monitoring and surveillance resulting in enforcement. (Date range: 1965 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
<tr>
<td>6094</td>
<td>Records documenting complaints that do not result in enforcement action. (Date range: 1965 – )</td>
<td>Destroy 6 years after action completed</td>
</tr>
</tbody>
</table>

Compliance

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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6095</td>
<td>Records documenting agency compliance with mandatory or optional standards or statutory requirements relating to the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 7 years after action completed</td>
</tr>
</tbody>
</table>

Compliance Monitoring

The activity of ensuring by administrative processes, that the business sector is complying with all its competition and consumer obligations under trade practices legislation. Includes compliance with product standards.

For monitoring of prices, use COMPETITION AND CONSUMER PROTECTION – Monitoring and Surveillance.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6096</td>
<td>Final reports of compliance monitoring resulting in enforcement or litigation. Includes recommendations for further action. (Date range: 1965 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
<tr>
<td>6097</td>
<td>Final reports of compliance monitoring not resulting in enforcement or litigation. (Date range: 1965 – )</td>
<td>Destroy 6 years after last action</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Compliance Monitoring – Continued

The activity of ensuring by administrative processes, that the business sector is complying with all its competition and consumer obligations under trade practices legislation. Includes compliance with product standards.

For monitoring of prices, use COMPETITION AND CONSUMER PROTECTION – Monitoring and Surveillance.

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</thead>
<tbody>
<tr>
<td>6098</td>
<td>Working papers and copies of reports relating to compliance monitoring activities. (Date range: 1965 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>

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 those conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for resolution, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

<table>
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</thead>
<tbody>
<tr>
<td>6099</td>
<td>Records documenting arrangements for agency conferences including program development, arranging speakers, promotion, managing registrations and venue bookings. Includes reports. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6100</td>
<td>Unpublished proceedings, reports, speeches and papers. (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
<tr>
<td>6101</td>
<td>Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Conferencing

The activities involved in arranging formal conferences, in compliance with trade practices requirements, to allow interested parties to put their case on a matter that is before the commission for resolution. Includes, for example, a conference held before the commission revokes a notification or a conference relating to unsafe and banned goods.

For arranging or attending a regular conference, use COMPETITION AND CONSUMER PROTECTION – Conferences.

<table>
<thead>
<tr>
<th>Entry</th>
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</thead>
<tbody>
<tr>
<td>6102</td>
<td>Records documenting conferences that form part of a public register. (Date range: 1974 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6103</td>
<td>Records documenting conferences that do not form part of a public register. (Date range: 1974 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
</tbody>
</table>

Consultation

The activity of seeking stakeholders’ views including requesting formal submissions. Includes the holding of public inquiries, for example those held in relation to a declared service under the telecommunications legislation.

For consultation relating to arbitration, use ACCESS REGULATIONS – Arbitration Proceedings.

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<tbody>
<tr>
<td>6104</td>
<td>Reports and recommendations resulting from the consultation process. (Date range: 1965 – )</td>
<td>Destroy 10 years after last action</td>
</tr>
<tr>
<td>6105</td>
<td>Records documenting the consultation process. Includes promotion and distribution of proposals for comment, and responses to submissions received. (Date range: 1965 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
<tr>
<td>6106</td>
<td>Submissions relating to competition and consumer protection, received in response to consultation process. Includes records documenting oral input from public forums. (Date range: 1965 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Contracting Out
The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>6107</td>
<td>Records documenting contract management relating to the competition and consumer protection function. Includes minutes of meetings with main stakeholders, and performance evaluation reports. (Date range: 1965 – )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
</tbody>
</table>

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 a given situation. Includes systems analysis and ongoing monitoring.

<table>
<thead>
<tr>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6108</td>
<td>Records documenting the evaluation and ongoing monitoring of competition and consumer protection programs and services. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>

Issuing Notices
The activity of issuing notices in relation to possible or perceived breaches of trade practices legislation. Includes anti-competitive conduct and advisory notices and price exploitation notices. Also includes varying and revocation of notices.

<table>
<thead>
<tr>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6109</td>
<td>Records documenting the assessment of issues relating to anti-competitive conduct and the issuing of competition notices that form part of a public register. Includes: • issuing of notices • variations • revoking of notices (Date range: 1997 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6110</td>
<td>Records documenting the assessment of issues relating to anti-competitive conduct and the issuing of competition notices that do not form part of a public register. Includes: • issuing of notices • variations • revoking of notices (Date range: 1997 – )</td>
<td>Destroy 2 years after matter finalised</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

**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.

**Entry** | **Description of Records** | **Disposal Action**
--- | --- | ---
6111 | Records documenting liaison activities undertaken with professional organisations, private sector organisations and community groups. Includes collaboration on projects and exchange of information. (Date range: 1965 - ) | Destroy 3 years after action completed |

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**Meetings**
The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

**Entry** | **Description of Records** | **Disposal Action**
--- | --- | ---
6112 | Final version of minutes and supporting documents tabled at meetings to support the competition and consumer protection function. Includes meetings with external agencies. (Date range: 1965 - ) | Destroy 3 years after action completed |

6113 | Working papers documenting the conduct and administration of meetings held to support the competition and consumer protection function. Includes: • agenda • notices of meetings • draft minutes (Date range: 1965 - ) | Destroy when reference ceases |
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Mergers
The activities involved in handling merger matters (including joint ventures) arising from agency monitoring of industry or by referrals to the agency. Includes the assessment of proposals to ensure that organisations comply with the trade practices legislation, policy and standards, and the issuing of authorisations.

For undertakings made as a result of merger investigations, use COMPETITION AND CONSUMER PROTECTION – Undertakings.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6114</td>
<td>Records documenting mergers, which generate litigation, legislative or regulatory amendment or significant public controversy or interest. (Date range: 1974 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6115</td>
<td>Public register of mergers and acquisitions. (Date range: 1974 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6116</td>
<td>Records documenting mergers investigated and not permitted to proceed as a result of adverse findings, which do not generate litigation, legislative or regulatory amendment or significant public controversy or interest. (Date range: 1974 – )</td>
<td>Destroy 20 years after action completed</td>
</tr>
<tr>
<td>6117</td>
<td>Records documenting mergers investigated and permitted to proceed or to proceed with conditions, which do not generate litigation, legislative or regulatory amendment or significant public controversy or interest. (Date range: 1974 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
<tr>
<td>6118</td>
<td>Records documenting other mergers which do not precede or where the outcome is unknown. (Date range: 1974 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
</tbody>
</table>

Monitoring and Surveillance
The activity of examining the prices of selected goods and services. Includes national price surveys, public compliance commitments and price index statistical series.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>6119</td>
<td>Records documenting the monitoring of prices in cases that proceed to a public inquiry. (Date range: 1974 – )</td>
<td>Retain permanently in agency</td>
</tr>
<tr>
<td>6120</td>
<td>Records documenting the monitoring of prices in cases that do not proceed to a public inquiry. (Date range: 1974 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Notifications

The activities involved in processing notifications that provide immunity from action for being in breach of trade practices legislation. Includes the making of decisions for notifications, revocations and substitutions.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
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</thead>
<tbody>
<tr>
<td>6080</td>
<td>Register of notifications of ongoing or long-term arrangements, ie for longer than one year. Includes: • notices and documents given to the commission (including notices relating to voluntary industry codes) • notices given by the commission (including drafts and summaries) • records of conferences • records of oral submissions made to the commission • particulars of permits and recommendations made by the commission • advice to applicant (Date range: 1974 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6082</td>
<td>Register of notifications of short-term arrangements, ie for less than one year. Includes: • notices and documents given to the commission (including notices relating to voluntary industry codes) • notices given by the commission (including drafts and summaries) • records of conferences • records of oral submissions made to the commission • particulars of permits and recommendations made by the commission • advice to applicant (Date range: 1974 – )</td>
<td>Retain permanently in agency</td>
</tr>
<tr>
<td>6365</td>
<td>Working papers relating to the processing of notifications. (Date range: 1974 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Planning

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6121</td>
<td>Final version of agency wide competition and consumer protection plans. (Date range: 1965 – )</td>
<td>Destroy 5 years after plan is superseded</td>
</tr>
<tr>
<td>6122</td>
<td>Final version of a section or business unit’s plans relating to the competition and consumer protection function, including state, regional and overseas offices. (Date range: 1965 – )</td>
<td>Destroy 3 years after plan is superseded</td>
</tr>
<tr>
<td>6123</td>
<td>Working papers used to develop all competition and consumer protection plans. Includes: • draft plans • reports analysing issues • comments received from other areas of the agency (Date range: 1965 – )</td>
<td>Destroy 1 year after adoption of final plan</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6124</td>
<td>Records documenting the development, establishment and precedents of national level competition and consumer protection policies. Includes: • policy proposals • research • results of consultations • supporting reports • major drafts • final policy documents • national policy statements (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6125</td>
<td>Records documenting the development and establishment of internal operating policies supporting the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 5 years after policy superseded</td>
</tr>
<tr>
<td>6366</td>
<td>Working papers and comments relating to the development of all competition and consumer protection policies. (Date range: 1965 – )</td>
<td>Destroy 3 years after promulgation of the new policy</td>
</tr>
</tbody>
</table>
# COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

## Procedures

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6126</td>
<td>Master set of agency manuals, handbooks, directives etc detailing procedures supporting the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy when procedures are superseded</td>
</tr>
<tr>
<td>6127</td>
<td>Records documenting the development of agency procedures supporting the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 1 year after production of procedures</td>
</tr>
</tbody>
</table>

## Product Safety Registration

The activities involved in registering details relating to unsafe goods and compulsory recall orders and notifications made to the Minister.

For conferences to allow interested parties to put their case, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

For testing of goods against standards, use COMPETITION AND CONSUMER PROTECTION – Compliance Monitoring.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6128</td>
<td>Public register documenting unsafe goods and compulsory recall orders and notifications made to the Minister. (Date range: 1986 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6129</td>
<td>Records documenting recommendations on unsafe goods and recall orders and notifications made to the Minister and not placed on the public register. (Date range: 1986 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
</tbody>
</table>

## Referral

The activities involved in the referring of a complaint or other matter to another officer or branch or to another agency, for action.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6130</td>
<td>Records documenting the referral of complaints or information and inquiries to another branch or agency. (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

**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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6131</td>
<td>Final versions of internal formal reports and reports made to external agencies relating to the competition and consumer protection function. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6132</td>
<td>Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the competition and consumer protection function. Includes the collection and reporting of statistical information. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6133</td>
<td>Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

**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 the 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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6134</td>
<td>Records documenting detailed research carried out to support the competition and consumer protection function. (Date range: 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6135</td>
<td>Records documenting routine research carried out to support the competition and consumer protection function. (Date range: 1974 – )</td>
<td>Destroy when reference ceases</td>
</tr>
<tr>
<td>6136</td>
<td>Draft comments and working papers documenting research carried out to support the competition and consumer protection function. (Date range: 1974 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Reviewing

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 6137  | Records documenting a review of programs and services supporting the competition and consumer protection function. Includes:  
  - documents establishing reviews  
  - final reports  
  - action plans  
  (Date range: 1965 – ) | Destroy 5 years after action completed |
| 6138  | Working papers documenting a review of agency programs and operations supporting the competition and consumer protection function.  
  (Date range: 1965 – ) | Destroy 2 years after action completed |

Risk Management

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 6139  | Records documenting risk management relating to the competition and consumer protection function. Includes:  
  - documentation covering each stage of the process  
  - treatment schedules  
  - action plans  
  (Date range: 1965 – ) | Destroy 7 years after next risk assessment |
| 6140  | Competition and consumer protection risk register.  
  (Date range: 1965 – ) | Destroy 7 years after next risk assessment |

Standards Setting

The activity of setting standards, rules and guidelines applicable to the business community. Includes the development and notification of recordkeeping rules. Includes participating in a standards committee established by another body such as Standards Australia and commenting on codes developed by industry and standards associations. Also includes revision of, or participation in revision of, existing standards.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 6141  | Records documenting the development and establishment of industry and agency standards to support the competition and consumer protection function.  
  (Date range: 1986 – ) | Destroy 7 years after action completed |
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Statutory Directions

The activity of giving directions or consulting with other regulatory authorities on matters relating to trade practices. This is in conformity with the exercise of powers given to the agency under specific industry legislation. Includes revocations and variations to directions.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6142</td>
<td>Statutory directions placed on public register. Includes variations. (Date range: 1997 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6143</td>
<td>Statutory directions not placed on public register. Includes variations. (Date range: 1997 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
<tr>
<td>6144</td>
<td>Records documenting the monitoring of requirements of direction. (Date range: 1997 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
</tbody>
</table>

Tariff Filing

The activity of receiving information about service charges in response to a tariff filing direction. Includes, for example, charges information from carriage service providers.

For the issuing of tariff filing directions, use COMPETITION AND CONSUMER PROTECTION – Statutory Directions.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6145</td>
<td>Records documenting service charges information received in response to a tariff filing direction. Includes reports and recommendations made in response to proposed charges. (Date range: 1997 – )</td>
<td>Retain as national archives</td>
</tr>
</tbody>
</table>

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6146</td>
<td>Records documenting the development and issue of tender documentation. Includes:</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td></td>
<td>• statement of requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• request for proposal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• expressions of interest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• request for tender</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• draft contracts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 – )</td>
<td></td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

**Tendering – Continued**

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6147</td>
<td>Records documenting evaluation of tenders received against selection criteria. Includes: • arrangements for carrying out the evaluation process • evaluation reports • recommendations • final reports • public notices (Date range: 1965 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td>6148</td>
<td>Records documenting post-offer negotiations and due diligence checks. (Date range: 1965 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td>6149</td>
<td>Tender register. (Date range: 1965 – )</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td>6150</td>
<td>Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1965 – )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
<tr>
<td>6151</td>
<td>Contract register. (Date range: 1965 – )</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td>6152</td>
<td>Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: • submissions • notifications of outcome • reports on debriefing sessions (Date range: 1965 – )</td>
<td>Destroy 2 years after tender process completed or decision is made not to continue with tender</td>
</tr>
</tbody>
</table>
COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use INVESTIGATION AND LEGAL ENFORCEMENT.

Undertakings

The activity of handling undertakings made by providers of goods and services. Includes authorising and registering undertakings. Also includes the assessment of terms and conditions, authorisations, withdrawals of undertakings and variations to terms and conditions.

For undertakings resulting in litigation, use INVESTIGATIONS AND LEGAL ENFORCEMENT

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6153</td>
<td>Public register of undertakings.</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1992 – )</td>
<td></td>
</tr>
<tr>
<td>6154</td>
<td>Working papers documenting activity relating to the handling of undertakings.</td>
<td>Destroy 15 years after action completed</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1992 – )</td>
<td></td>
</tr>
</tbody>
</table>
**EDUCATION AND INFORMATION SERVICES**

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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

<table>
<thead>
<tr>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6155</td>
<td>Final version of addresses made by the Minister or senior agency officers at major functions. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td></td>
<td>[For addresses delivered by the Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS – Addresses.]</td>
<td></td>
</tr>
<tr>
<td>6156</td>
<td>Final versions of other addresses delivered in the routine promotion of the agency’s service or products. (Date range: 1965 – )</td>
<td>Destroy 2 years after last presentation</td>
</tr>
<tr>
<td>6157</td>
<td>Working papers documenting the development of addresses, including drafts. (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

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

For legal advice, use LEGAL SERVICES – Advice.

<table>
<thead>
<tr>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6158</td>
<td>Records documenting the receipt and provision of advice relating to the education and information function. Includes advice relating to standards of goods and services. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6159</td>
<td>Working papers relating to the provision and receipt of advice in relation to the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission’s role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6160</td>
<td>Final version of agreements relating to the education and information services function and supporting documentation. (Date range: 1965 – )</td>
<td>Destroy 10 years after expiry of agreement</td>
</tr>
<tr>
<td>6161</td>
<td>Records relating to the negotiations, establishment, maintenance and review of agreements. (Date range: 1965 – )</td>
<td>Destroy 10 years after expiry of agreement</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6162</td>
<td>Final internal and external audit reports relating to the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6163</td>
<td>Records documenting the planning and conduct of internal and external audits relating to the education and information services function. Includes: • liaison with auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments and other working papers (Date range: 1965 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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, agendas etc.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 6164  | Records of high-level inter-government or inter-agency committees, supporting the education and information services function, where the agency provides the secretariat, is the Commonwealth’s main representative, or plays a significant role. Includes:  
• documents establishing the committee  
• agendas  
• minutes  
• reports  
• recommendations  
• supporting documents such as briefing and discussion papers  
(Date range: 1965 – ) | Retain as national archives |
| 6165  | Records of high-level internal committees supporting the education and information services function. Includes:  
• documents establishing the committee  
• agendas  
• minutes  
• reports  
• recommendations  
• supporting documents such as briefing and discussion papers  
(Date range: 1965 – ) | Retain as national archives |
| 6166  | Records of external inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes:  
• documents establishing the committee  
• minutes  
• recommendations  
• supporting documents such as briefing papers and discussion papers  
(Date range: 1965 – ) | Destroy 10 years after action completed |
| 6167  | Working papers documenting the administrative arrangements made for the conduct of external high-level committees.  
(Date range: 1965 – ) | Destroy 5 years after action completed |
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Committees – Continued

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, agendas etc.

<table>
<thead>
<tr>
<th>Entry</th>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6168</td>
<td>Records of other (ie not high-level) internal agency committees formed to consider matters relating to the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6169</td>
<td>Working papers documenting administrative arrangements made for the conduct of external inter-governmental and inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. (Date range: 1965 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
<tr>
<td>6170</td>
<td>Working papers documenting the conduct and administration of internal committees formed to consider matters relating to the education and information services function. Includes: * agenda  * notices of meetings  * draft minutes (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Compliance

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

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6171</td>
<td>Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 7 years after action completed</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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 those conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for a resolution, use COMPETITION AND CONSUMER PROTECTION -- Conferencing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6172</td>
<td>Records documenting arrangements for agency conferences relating to the education and information services function. Includes: • arrangements for speakers • promotion • registrations • venue and catering • evaluation reports</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 - )</td>
<td></td>
</tr>
<tr>
<td>6173</td>
<td>Unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by agency staff.</td>
<td>Destroy when reference ceases</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 - )</td>
<td></td>
</tr>
<tr>
<td>6174</td>
<td>Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range: 1965 - )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Contracting Out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6175</td>
<td>Records documenting contract management relating to the education and information services function. Includes minutes of meetings with main stakeholders, and performance evaluations. (Date range: 1965 - )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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
6176 Records documenting the evaluation and ongoing monitoring of the education and information services programs and services. Includes surveys. (Date range: 1965 – ) Destroy 5 years after action completed

Information Development

The activities involved in the preparation of educational and information material and programs. Includes development of material for presentation at training sessions and material to be published on the web site.

For the activities involved in preparing material for publication, use PUBLICATION - Production.

Entry Description of Records Disposal Action
6177 Records document the development of information products. Includes:
• guides to standards and legislative requirements
• brochures
• documentation prepared for the website
(Date range: 1965 – ) Destroy 5 years after action completed

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry Description of Records Disposal Action
6178 Records documenting the management of joint ventures undertaken to support the education and information services function. (Date range: 1974 – ) Destroy 7 years after termination of arrangement

6179 Final versions of simple signed joint venture agreements, contracts and memorandums of understanding relating to the education and information services function. (Date range: 1974 – ) Destroy 7 years after completion or other termination of contract
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act* 1974), programs and activities to increase public understanding of the commission’s role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

**Joint Ventures – Continued**

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

| Entry | Description of Records | Disposal Action |
|-------|------------------------|----------------| |
| 6180  | Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts. (Date range: 1974 – ) | Destroy 7 years after completion or other termination of agreement or contract |

**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.

| Entry | Description of Records | Disposal Action |
|-------|------------------------|----------------| |
| 6181  | Records documenting liaison activities undertaken with external bodies such as professional associations, business and community associations. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range: 1965 – ) | Destroy 3 years after action completed |

**Media Relations**

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

| Entry | Description of Records | Disposal Action |
|-------|------------------------|----------------| |
| 6182  | Master set of agency media releases relating to the education and information services function. (Date range: 1974 – ) | Retain as national archives |
| 6183  | Records documenting administrative arrangements with the media. Includes the drafting and issuing of media releases, organising interviews and providing information and assistance to support media coverage of an event or promotion of the agency’s services and products. (Date range: 1974 – ) | Destroy 2 years after action completed |
### EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission’s role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

**Media Relations – Continued**

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

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<tr>
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</thead>
<tbody>
<tr>
<td>6184</td>
<td>Copies of media items specifically relating to the agency’s operations. Includes press clippings, transcripts and electronic items. (Date range: 1974 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

**Meetings**

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6185</td>
<td>Final versions of minutes and supporting documents tabled at meetings held to support the education and information services function. Includes meetings with external agencies. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
</tbody>
</table>
| 6186  | Working papers documenting the conduct and administration of meetings held to support the education and information services function. Includes:  
- agenda  
- notices of meetings  
- draft minutes (Date range: 1965 – ) | Destroy when reference ceases |

**Planning**

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6187</td>
<td>Final version of agency wide education and information services plans. (Date range: 1965 – )</td>
<td>Destroy 5 years after plan is superseded</td>
</tr>
<tr>
<td>6188</td>
<td>Final versions of a section or business unit’s plans for programs and services relating to the education and information services. Includes plans for state, regional and overseas offices. (Date range: 1965 – )</td>
<td>Destroy 3 years after plan is superseded</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Planning – Continued

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

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<th>Description of Records</th>
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</thead>
<tbody>
<tr>
<td>6189</td>
<td>Working papers, comments, drafts etc. documenting the development of plans relating to the education and information services function. Includes: • draft plans • reports analysing issues • comments received from other areas of the agency (Date range: 1965 – )</td>
<td>Destroy 1 year after action completed</td>
</tr>
</tbody>
</table>

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.

<table>
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<tr>
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<th>Description of Records</th>
<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6190</td>
<td>Records documenting the development, establishment and precedents of national level education and information services policies. Includes: • policy proposals • research • results of consultations • supporting reports • major drafts • final policy documents • national policy statements (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6191</td>
<td>Records documenting the development and establishment of internal operating policies supporting the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 5 years after policy superseded</td>
</tr>
<tr>
<td>6367</td>
<td>Working papers and comments relating to the development of all education and information services policies. (Date range: 1965 – )</td>
<td>Destroy 3 years after promulgation of the new policy</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6192</td>
<td>Master sets of agency manuals, handbooks, directives etc. detailing procedures supporting the education and information services function. (Date range: 1965 – )</td>
<td>Destroy when procedures are superseded</td>
</tr>
<tr>
<td>6193</td>
<td>Records documenting the development of procedures supporting the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 1 year after production of procedures</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6194</td>
<td>Final copies of formal internal reports and reports made to external agencies relating to the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6195</td>
<td>Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the education and information services function. Includes cumulative summary reports and work progress reports. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6196</td>
<td>Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1965 – )</td>
<td>Destroy 1 year after action completed</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission’s role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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 the 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.

<table>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6197</td>
<td>Records documenting research carried out to support the education and information services function. Includes research findings. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>

Reviewing

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

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>6198</td>
<td>Records documenting reviews of programs and operations supporting the education and information services function. Includes: documents establishing reviews, final reports, action plans. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6199</td>
<td>Other working papers documenting a review of programs and operations supporting the education and information services function. (Date range: 1965 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
</tbody>
</table>

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
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<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6200</td>
<td>Records documenting the development and issue of tender documentation. Includes: statement of requirements, request for proposal, expressions of interest, request for tender, draft contracts. (Date range: 1965 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission’s role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Tendering – Continued
The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6201</td>
<td>Records documenting evaluation of tenders received against selection criteria. Includes:</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td></td>
<td>• arrangements for carrying out the evaluation process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• evaluation reports</td>
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<tr>
<td></td>
<td>• recommendations</td>
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<td></td>
<td>• final reports</td>
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</tr>
<tr>
<td></td>
<td>• public notices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 – )</td>
<td></td>
</tr>
<tr>
<td>6202</td>
<td>Records documenting post-offer negotiations and due diligence checks.</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 – )</td>
<td></td>
</tr>
<tr>
<td>6203</td>
<td>Tender register.</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 – )</td>
<td></td>
</tr>
<tr>
<td>6204</td>
<td>Signed simple contracts and agreements resulting from tenders and supporting records.</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 – )</td>
<td></td>
</tr>
<tr>
<td>6205</td>
<td>Contract register.</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 – )</td>
<td></td>
</tr>
<tr>
<td>6206</td>
<td>Records of unsuccessful tenders or a tender process where there is no suitable bidder,</td>
<td>Destroy 2 years after tender process completed or decision is made not to continue with tender</td>
</tr>
<tr>
<td></td>
<td>or where the tender process has been discontinued. Includes:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• submissions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• notification of outcome</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• reports on debriefing session</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date range: 1965 – )</td>
<td></td>
</tr>
</tbody>
</table>
EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the Trade Practices Act 1974), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Training Presentations

The activities involved in arranging and presenting training sessions, seminars and forums to promote knowledge of roles, responsibilities and rights relating to trade practices.

For the preparation of in-house training material, use EDUCATION AND INFORMATION SERVICES – Information Development.

For the preparation of international training material, use INTERNATIONAL RELATIONS – Training Material Development.

<table>
<thead>
<tr>
<th>Entry</th>
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</thead>
</table>
| 6207  | Master set of training materials for sessions supporting the agency's roles and responsibilities relating to the education and information services function. Includes:
  • programs
  • lecture notes
  • hand-outs
  • films and videos
  (Date range: 1995 – ) | Destroy when course is superseded or when training material is no longer relevant |
| 6208  | Records documenting administrative arrangements supporting the presentation of training sessions supporting the education and information services function.
  (Date range: 1995 – ) | Destroy 2 years after action completed |
| 6209  | Working papers documenting the development of training material for sessions run by the agency.
  (Date range: 1995 – ) | Destroy 1 year after last action |
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6210</td>
<td>Final version of addresses made by the Portfolio Minister or senior agency officers at major functions that support the international relations function. (Date range 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td></td>
<td>[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS – Addresses.]</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6211</td>
<td>Final versions of other addresses delivered in support of the international relations function. (Date range 1965 – )</td>
<td>Destroy 5 years after last presentation</td>
</tr>
<tr>
<td>6212</td>
<td>Working papers documenting the development of addresses including drafts. (Date range 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

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

For legal advice, use LEGAL SERVICES – Advice.

<table>
<thead>
<tr>
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<th>Description of Records</th>
<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6213</td>
<td>Records documenting the receipt and provision of advice provided in relation to the international relations function. Includes advice provided by consultants. (Date range 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td></td>
<td>[For legal interpretations on trade practices legislation, use LEGAL SERVICES – Advice.]</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Agreements

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6214</td>
<td>Final version of agreements relating to the international relations function. (Date range 1965 – )</td>
<td>Destroy 10 years after expiry of agreement</td>
</tr>
<tr>
<td>6215</td>
<td>Records relating to the negotiations, establishment, maintenance and review of agreements. (Date range 1965 – )</td>
<td>Destroy 10 years after expiry of agreement</td>
</tr>
</tbody>
</table>

Authorisation

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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6216</td>
<td>Records documenting delegations of powers to agency staff to authorise administrative action relating to the international relations function. Includes instrument of delegation. (Date range 1965 – )</td>
<td>Destroy 7 years after delegation superseded</td>
</tr>
<tr>
<td>6217</td>
<td>Records documenting authorisations for administrative actions relating to the international relations function. Includes signed document giving authorisation. (Date range 1965 – )</td>
<td>Destroy 7 years after authorisation superseded</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Committees
The activities associated with the management of committees and task forces. Includes the committee’s establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6218</td>
<td>Records of high-level inter-government or inter-agency committees where the agency provides the secretariat, is the Commonwealth’s main representative, or plays a significant role. Includes: • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers (Date range 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6219</td>
<td>Records of high-level internal committees supporting the international relations function. Includes: • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6220</td>
<td>Working papers documenting the administrative arrangements made for the conduct of high-level external committees. (Date range 1965 – )</td>
<td>Destroy 7 years after action completed</td>
</tr>
<tr>
<td>6221</td>
<td>Records of other external inter-government and inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: • documents establishing the committee • minutes • recommendations • supporting documents such as briefing and discussion papers (Date range 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Committees – Continued

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6222</td>
<td>Records of other (ie not high-level) internal agency committees formed to consider matters relating to the international relations function. (Date range 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6223</td>
<td>Working papers documenting administrative arrangements made for the conduct of other external inter-government and inter-agency committees. (Date range 1965 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
<tr>
<td>6224</td>
<td>Working papers documenting the conduct and administration of internal committees that consider matters relating to the international relations function. Includes: agenda notices of meetings draft minutes (Date range 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Compliance

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6225</td>
<td>Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the international relations function. (Date range 1965 – )</td>
<td>Destroy 7 years after action completed</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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 those conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for a resolution, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6226</td>
<td>Unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by staff. (Date range 1965 – )</td>
<td>Destroy 7 years after last action</td>
</tr>
<tr>
<td>6227</td>
<td>Records documenting arrangements for agency conferences relating to the international relations function. Includes the arrangements for speakers, promotion, registrations, venue and catering and evaluation reports. (Date range 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6228</td>
<td>Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Contracting Out
The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6229</td>
<td>Records documenting contract management relating to international relations. Includes minutes of meetings with main stakeholders, and performance and evaluation reports. (Date range 1965 – )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6230</td>
<td>Formal evaluation reports of international relations programs and services. (Date range 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6231</td>
<td>Records documenting the evaluation and ongoing monitoring of the international relations programs and services. Includes surveys. (Date range 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
</tbody>
</table>

Exchange Programs and Internships

The activities involved in exchange programs for the purpose of increasing and sharing technical information, regimes and practices relating to fair-trading and consumer protection.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6232</td>
<td>Records documenting the administration of exchange programs and internships. Includes: • applications for placement • arrangements • monitoring and progress reports • certification of involvement • completion records (Date range 1990 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
<tr>
<td>6233</td>
<td>Records documenting unsuccessful applications. (Date range 1990 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6234</td>
<td>Records documenting the management of joint ventures undertaken to support the international relations function. (Date range 1965 – )</td>
<td>Destroy 7 years after termination of arrangement</td>
</tr>
<tr>
<td>6235</td>
<td>Final versions of signed simple contracts, joint venture agreements and memoranda of understanding, relating to the international relations function. (Date range 1965 – )</td>
<td>Destroy 7 years after completion or other termination of contract etc</td>
</tr>
<tr>
<td>6236</td>
<td>Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts. (Date range 1965 – )</td>
<td>Destroy 7 years after completion or other termination of agreement or contract</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6237</td>
<td>Records documenting liaison activities undertaken with international professional associations and business community associations. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6238</td>
<td>Final versions of minutes and supporting documents tabled at meetings held to support the international relations function. Includes meetings with external agencies. (Date range 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6239</td>
<td>Working papers documenting the conduct and administration of meetings held to support the international relations function. Includes: • agenda • notices of meetings • draft minutes (Date range 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Planning

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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6240</td>
<td>Final versions of plans for programs and services relating to the international relations function. (Date range 1965 – )</td>
<td>Destroy 5 years after plan is superseded</td>
</tr>
<tr>
<td>6241</td>
<td>Working papers, comments, drafts, etc, documenting the development of plans relating to the international relations function. (Date range 1965 – )</td>
<td>Destroy 1 year after action completed</td>
</tr>
</tbody>
</table>
**INTERNATIONAL RELATIONS**

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

**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**
--- | --- | ---
6242 | Records documenting the development and establishment of international relations policies. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents, national policy statements (Date range 1978 – ) | Retain as national archives

6243 | Records documenting the development and establishment of operating policies supporting the international relations function. (Date range 1978 – ) | Destroy 5 years after policy superseded

6244 | Working papers and comments relating to the development of all international relations policies. (Date range 1978 – ) | Destroy 3 years after promulgation of new policy

**Procedures**

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

**Entry** | **Description of Records** | **Disposal Action**
--- | --- | ---
6245 | Master sets of agency manuals, handbooks, directives etc. detailing procedures supporting the international relations function. (Date range 1978 – ) | Destroy when procedures are superseded

6246 | Records documenting the development of the procedures supporting the international relations function. (Date range 1978 – ) | Destroy 1 year after production of procedures
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6247</td>
<td>Final version of formal internal reports and reports made to external agencies relating to the international relations function. (Date range 1969 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6248</td>
<td>Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the international relations function. Includes cumulative summary reports and work progress reports. (Date range 1969 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6249</td>
<td>Working papers documenting the development of all reports. Includes drafts and comments received. (Date range 1969 – )</td>
<td>Destroy 1 year after action completed</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6250</td>
<td>Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in support of the international relations function. (Date range 1974 – )</td>
<td>Destroy 3 years after last action</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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 the 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.

<table>
<thead>
<tr>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6251</td>
<td>Records documenting detailed research carried out to support the international relations function. (Date range 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6252</td>
<td>Records documenting routine research carried out to support the international relations function. (Date range 1974 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

Reviewing

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

<table>
<thead>
<tr>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6253</td>
<td>Reports documenting reviews of programs and operations supporting the international relations function. Includes: • documents establishing reviews • final reports • action plans (Date range 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6254</td>
<td>Working papers documenting a review of programs and operations supporting the international relations function. (Date range 1974 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
</tbody>
</table>

Technical Assistance

The activities associated with providing assistance to economies in transition in the development of competition and consumer protection regimes. Includes assistance with investigations and enforcement matters, capacity building and the establishment of a resources network.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6255</td>
<td>Records documenting the provision of technical assistance provided in relation to the international relations function. (Date range 1974 – )</td>
<td>Destroy 5 years after action ceases</td>
</tr>
<tr>
<td>6256</td>
<td>Records documenting evaluation of assistance projects, reports and recommendations. (Date range 1974 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 6257  | Records documenting the development and issue of tender documentation. Includes:  
  • statement of requirements  
  • request for proposal  
  • expressions of interest  
  • request for tender  
  • draft contracts  
  (Date range 1965 – ) | Destroy 7 years after tender process completed |
| 6258  | Records documenting evaluation of tenders received against selection criteria. Includes:  
  • arrangements for carrying out the evaluation process  
  • evaluation reports  
  • recommendations  
  • final reports  
  • public notices  
  (Date range 1965 – ) | Destroy 7 years after tender process completed |
| 6259  | Records documenting post-offer negotiations and due diligence checks.  
  (Date range 1965 – ) | Destroy 7 years after tender process completed |
| 6260  | Tender register.  
  (Date range 1965 – ) | Destroy 7 years after last entry |
| 6261  | Signed simple contracts and agreements resulting from tenders and supporting records.  
  (Date range 1965 – ) | Destroy 7 years after completion or other termination of contract |
| 6262  | Contract register.  
  (Date range 1965 – ) | Destroy 7 years after last entry |
| 6263  | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes:  
  • submissions  
  • notification of outcome  
  • reports on debriefing sessions  
  (Date range 1965 – ) | Destroy 2 years after tender process completed or decision is made not to continue with tender |
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Training Material Development

The activities involved in the preparation of training material. Includes hand-out material, cheat sheets, etc.

For presentation of training sessions, use INTERNATIONAL RELATIONS – Training Presentations.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6264</td>
<td>Master set of training material for courses run by the agency in support of the international relations function. Includes: programs, lecture notes, course material, hand-outs</td>
<td>Destroy when course is superseded (Date range 1987 – )</td>
</tr>
<tr>
<td>6265</td>
<td>Working papers documenting development of training material.</td>
<td>Destroy when reference ceases (Date range 1987 – )</td>
</tr>
</tbody>
</table>

Training Presentations

The activities involved in arranging and presenting training sessions, seminars and forums to promote knowledge of roles, responsibilities and rights relating to trade practices.

For the preparation of in-house training material, use EDUCATION AND INFORMATION SERVICES – Information Development.

For the preparation of international training material, use INTERNATIONAL RELATIONS – Training Material Development.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6266</td>
<td>Records documenting the administration of specific study schemes</td>
<td>Destroy 7 years after action completed (Date range 1987 – )</td>
</tr>
<tr>
<td>6267</td>
<td>Records documenting assessment of attendees.</td>
<td>Destroy 7 years after action completed (Date range 1987 – )</td>
</tr>
<tr>
<td>6268</td>
<td>Records documenting the administration of training programs relating to the international relations function.</td>
<td>Destroy 5 years after action completed (Date range 1987 – )</td>
</tr>
<tr>
<td>6269</td>
<td>Records documenting the assessment of training. Includes course evaluations made by attendees.</td>
<td>Destroy 3 years after action completed (Date range 1987 – )</td>
</tr>
<tr>
<td>6270</td>
<td>Records documenting arrangements for training. Includes room bookings and catering arrangements.</td>
<td>Destroy 2 years after last action (Date range 1987 – )</td>
</tr>
</tbody>
</table>
INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Visits
The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6271</td>
<td>Records documenting arrangements for visits or tours to the agency by international visitors.</td>
<td>Destroy 5 years after last action</td>
</tr>
<tr>
<td></td>
<td>(Date range 1974 – )</td>
<td></td>
</tr>
<tr>
<td>6272</td>
<td>Records documenting visits by staff to international agencies. Includes visit reports.</td>
<td>Destroy 5 years after last action</td>
</tr>
<tr>
<td></td>
<td>(Date range 1974 – )</td>
<td></td>
</tr>
</tbody>
</table>
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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

For legal advice, use LEGAL SERVICES – Advice.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6273</td>
<td>Records documenting the receipt and provision of advice provided in relation to investigation and legal enforcement. (Date range: 1965 – )</td>
<td>Destroy 10 years after action completed</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6274</td>
<td>Final version of agreements relating to investigation and legal enforcement and supporting documents (Date range: 1965 – )</td>
<td>Destroy 10 years after expiry or other termination of agreement</td>
</tr>
<tr>
<td>6275</td>
<td>Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1965 – )</td>
<td>Destroy 10 years after expiry or other termination of agreement</td>
</tr>
</tbody>
</table>

Commission Endorsement
The activities carried out by the appointed commissioners (including associate commissioners), of the application of the trade practices legislation to the business community. Includes assessment and endorsement or rejection of the recommendations of staff papers for action in relation to a matter. Also includes the directing of further research into a matter.

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
</table>
| 6276   | Records documenting commission assessment and review of staff papers. Includes:  
• endorsement to proceed with recommendation  
• recommendations for further research and review  
• direction not to proceed (Date range: 1965 – ) | Destroy 7 years after last action |
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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, agendas etc.

<table>
<thead>
<tr>
<th>Entry</th>
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<th>Disposal Action</th>
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</thead>
<tbody>
<tr>
<td>6277</td>
<td>Records of external high-level committees where the agency provides the secretariat, is the Commonwealth’s main representative, or plays a significant role. Includes: • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6278</td>
<td>Records of high-level internal committees supporting the investigation and legal enforcement function. Includes: • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6279</td>
<td>Working papers documenting the administrative arrangements made for the conduct of external high-level committees. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6280</td>
<td>Records of other (ie not high-level) internal agency committees formed to consider matters relating to investigation and legal enforcement function. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6281</td>
<td>Working papers documenting the conduct and administration of internal agency committees formed to consider matters relating to the investigation and legal enforcement function. Includes: • agenda • notices of meetings • draft minutes (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Complaints, Information and Inquiries

The activity of handling information received through complaints, alerts or inquiries in relation to business practices that may result in breaches of trade practices legislation. Includes receiving, recording and assessing the information and making decisions regarding further actions as appropriate.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6282</td>
<td>Records documenting complaints that require enforcement action. (Date range: 1965 – )</td>
<td>Destroy 15 years after action completed</td>
</tr>
<tr>
<td>6283</td>
<td>Records documenting complaints that do not result in enforcement action. (Date range: 1965 – )</td>
<td>Destroy 6 years after last action</td>
</tr>
</tbody>
</table>

Compliance

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6284</td>
<td>Records documenting agency compliance with mandatory or optional standards or statutory requirements relating to the investigation and legal enforcement function. (Date range: 1965 – )</td>
<td>Destroy 7 years after action completed</td>
</tr>
</tbody>
</table>

Contracting Out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6285</td>
<td>Records documenting contract management relating to the investigation and legal enforcement function. Includes minutes of meetings with main stakeholders, and performance evaluation reports. (Date range: 1974 – )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
</tbody>
</table>
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Investigation Hearings

The activities associated with the conduct of hearings in relation to investigations of alleged breaches of trade practices legislation. Includes the giving of evidence either orally or in writing and the providing of documents under the provisions of the trade practices legislation.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6286</td>
<td>Records documenting the planning and conduct of investigation hearings, including notification of participants and recording of evidence, that form part of a public register. (Date range: 1974 –)</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6287</td>
<td>Records documenting reports and recommendations that form part of a public register. (Date range: 1974 –)</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6288</td>
<td>Records documenting the planning and conduct of investigation hearings, including notification of participants and recording of evidence, that do not form part of a public register. (Date range: 1974 –)</td>
<td>Destroy 10 years after last action</td>
</tr>
<tr>
<td>6289</td>
<td>Records documenting reports and recommendations that do not form part of a public register. (Date range: 1974 –)</td>
<td>Destroy 10 years after last action</td>
</tr>
</tbody>
</table>

Investigations (obtaining documentation)

The activities associated with the obtaining of documents relating to investigations into alleged breaches of the trade practices legislation.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6290</td>
<td>Records documenting the decision to obtain documentation to support investigations that form part of a public register. Includes drafting and notification of requirements. (Date range: 1965 –)</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6291</td>
<td>Reports and recommendations resulting from examination of documents that form part of a public register. (Date range: 1965 –)</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6292</td>
<td>Records documenting the decision to obtain documentation to support investigations that do not form part of a public register. Includes drafting and notification of requirements. (Date range: 1965 –)</td>
<td>Destroy 15 years after last action</td>
</tr>
<tr>
<td>6293</td>
<td>Reports and recommendations resulting from examination of documents that do not form part of a public register. (Date range: 1965 –)</td>
<td>Destroy 15 years after last action</td>
</tr>
</tbody>
</table>
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Investigation of Premises

The activities associated with the entering of premises to investigate alleged breaches of the trade practices legislation. Includes the inspection of documents and the obtaining of evidence under the provisions of legislation such as section 155 of the Trade Practices Act 1974.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6294</td>
<td>Records documenting the planning and conduct of investigations of premises that form part of a public register. Includes requests and authorisations to carry out investigation and the collection of evidence. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6295</td>
<td>Reports and recommendations resulting from inspection of premises that form part of a public register. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6296</td>
<td>Records documenting the planning and conduct of investigations of premises that do not form part of a public register. Includes requests and authorisations to carry out investigation and the collection of evidence. (Date range: 1965 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
<tr>
<td>6297</td>
<td>Reports and recommendations resulting from inspection of premises that do not form part of a public register. (Date range: 1965 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
</tbody>
</table>

Legal Assessment

The activities involved in assessing the facts of a matter to determine further action if appropriate.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6298</td>
<td>Records documenting findings and opinions resulting from the legal assessment of a matter that forms part of a public register. (Date range: 1965 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6299</td>
<td>Records documenting findings and opinions resulting from the legal assessment of a matter that does not form part of a public register. (Date range: 1965 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
</tbody>
</table>
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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.

Entry | Description of Records | Disposal Action
--- | --- | ---
6300 | Records documenting liaison activities undertaken with external bodies and organisations such as government, industry and representative bodies in relation to the investigation and legal enforcement function. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range: 1965 – ) | Destroy 5 years after action completed

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General’s Department and other agencies; and records documenting compliance with court instructions eg subpoenas and discovery orders.

Entry | Description of Records | Disposal Action
--- | --- | ---
6301 | Records documenting briefings and other material prepared for the handling of litigation. (Date range: 1969 – ) | Destroy 15 years after last action
6302 | Records documenting the administrative handling of litigation activities. Includes:
- selection of legal representation
- arrangement of court proceedings
- provision of information
- preparation of reports and follow-up action (Date range: 1969 – ) | Destroy 3 years after last action
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Meetings
The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry | Description of Records | Disposal Action
--- | --- | ---
6303 | Final version of minutes and supporting documents tabled at meetings to support the investigation and legal enforcement function. Includes meetings with external agencies. (Date range: 1965 – ) | Destroy 5 years after action completed
6304 | Working papers documenting the conduct and administration of meetings held to support the investigation and legal enforcement function. Includes:
- agenda
- notices of meetings
- draft minutes (Date range: 1965 – ) | Destroy when reference ceases

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

Entry | Description of Records | Disposal Action
--- | --- | ---
6305 | Final version of agency wide investigation and legal enforcement plans. (Date range: 1965 – ) | Destroy 5 years after plan is superseded
6306 | Final version of a section or business unit's plans relating to the investigation and legal enforcement function, including state, regional and overseas offices (Date range: 1965 – ) | Destroy 3 years after plan is superseded
6307 | Working papers used to develop all investigation and legal enforcement plans. Includes:
- draft plans
- reports analysing issues
- comments received from other areas of the agency (Date range: 1965 – ) | Destroy 1 year after adoption of final plan
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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
--- | --- | ---
6308 | Records documenting the development, establishment and precedents of high-level investigation and legal enforcement policies. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents, national policy statements (Date range: 1965 – ) | Retain as national archives

6309 | Records documenting the development and establishment of agency operating policies supporting the investigation and legal enforcement function. (Date range: 1965 – ) | Destroy 5 years after policy superseded

6310 | Working papers and comments relating to the development of all investigation and legal enforcement policies. (Date range: 1965 – ) | Destroy 3 years after promulgation of the new policy

Preparation and Submission of Staff Papers

The activity of seeking and gaining commission approval to proceed with further action. Includes the preparation and submission of staff papers requesting approval to proceed with investigations and litigation.

Entry | Description of Records | Disposal Action
--- | --- | ---
6311 | Staff papers submitted to commission meetings for discussion or approval. Includes: results of investigations, recommended action, approval to submit (Date range: 1965 – ) | Destroy 7 years after last action

6312 | Working papers documenting the development of staff papers. (Date range: 1965 – ) | Destroy when reference ceases
INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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

<table>
<thead>
<tr>
<th>Entry</th>
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<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6313</td>
<td>Master set of agency manuals, handbooks, directives etc detailing procedures supporting the investigation and legal enforcement function. (Date range: 1965 – )</td>
<td>Destroy when procedures are superseded</td>
</tr>
<tr>
<td>6314</td>
<td>Records documenting the development of agency procedures supporting the investigation and legal enforcement function. (Date range: 1965 – )</td>
<td>Destroy 1 year after production of procedures</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6315</td>
<td>Final versions of internal formal reports and reports made to external agencies relating to the investigation and legal enforcement function. (Date range: 1965 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6316</td>
<td>Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the investigation and legal enforcement function. Includes the collection and reporting of statistical information. (Date range: 1965 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6317</td>
<td>Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1965 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>
INVESTIGATION AND LEGAL ENFORCEMENT
The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Tendering
The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6318</td>
<td>Records documenting the development and issue of tender documentation. Includes:</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td></td>
<td>• statement of requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• request for proposal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• expressions of interest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• request for tender</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• draft contracts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 - )</td>
<td></td>
</tr>
<tr>
<td>6319</td>
<td>Records documenting evaluation of tenders received against selection criteria. Includes:</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td></td>
<td>• arrangements for carrying out the evaluation process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• evaluation reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• recommendations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• final reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• public notices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 - )</td>
<td></td>
</tr>
<tr>
<td>6320</td>
<td>Records documenting post-offer negotiations and due diligence checks.</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 - )</td>
<td></td>
</tr>
<tr>
<td>6321</td>
<td>Tender register.</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 - )</td>
<td></td>
</tr>
<tr>
<td>6322</td>
<td>Signed simple contracts and agreements resulting from tenders and supporting records.</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 - )</td>
<td></td>
</tr>
<tr>
<td>6323</td>
<td>Contract register.</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 - )</td>
<td></td>
</tr>
<tr>
<td>6324</td>
<td>Records of unsuccessful tenders or a tender process where there is no suitable bidder, or</td>
<td>Destroy 2 years after tender process completed or decision is made not to</td>
</tr>
<tr>
<td></td>
<td>where the tender process has been discontinued. Includes:</td>
<td>continue with tender</td>
</tr>
<tr>
<td></td>
<td>• submissions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• notification of outcome</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• reports on debriefing sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 - )</td>
<td></td>
</tr>
</tbody>
</table>
LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

Entry | Description of Records | Disposal Action
--- | --- | ---
6325 | Records documenting the receipt and provision of advice relating to law reform and research. Includes working papers.  
(Date range: 1974 – ) | Destroy 10 years after action completed

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, agendas etc.

Entry | Description of Records | Disposal Action
--- | --- | ---
6326 | Records of high-level inter-government or inter-agency committees where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:  
• documents establishing the committee  
• agendas  
• minutes  
• reports  
• recommendations  
• supporting documents such as briefing and discussion papers  
(Date range: 1974 – ) | Retain as national archives

6327 | Records of high-level internal committees supporting the law reform and research function. Includes:  
• documents establishing the committee  
• agendas  
• minutes  
• reports  
• recommendations  
• supporting documents such as briefing and discussion papers  
(Date range: 1974 – ) | Retain as national archives

6328 | Working papers documenting the administrative arrangements made for the conduct of external committees where the agency provides the secretariat.  
(Date range: 1974 – ) | Destroy 5 years after action completed
# LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

## Committees – Continued

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, agendas etc.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 6329  | Records of external inter-government and inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes:  
  - documents establishing the committee  
  - minutes  
  - recommendations  
  - supporting documents such as briefing and discussion papers  
  (Date range: 1974 - ) | Destroy 5 years after action completed |
| 6330  | Records of other (ie not high-level) internal agency committees formed to consider matters relating to the law reform and research function.  
  (Date range: 1974 - ) | Destroy 3 years after action completed |
| 6331  | Working papers documenting administrative arrangements made for the conduct of other external inter-government and inter-agency committees where the agency does not provide the secretariat.  
  (Date range: 1974 - ) | Destroy 2 years after action completed |
| 6332  | Working papers documenting the conduct and administration of internal committees that consider matters relating to the law reform and research function. Includes:  
  - agenda  
  - notices of meetings  
  - draft minutes  
  (Date range: 1974 - ) | Destroy when reference ceases |
LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Consultation

The activity of seeking stakeholders' views including requesting formal submissions. Includes the holding of public inquiries, for example those held in relation to a declared service under the telecommunications legislation.

For consultation relating to arbitration, use ACCESS REGULATIONS – Arbitration Proceedings.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6333</td>
<td>Records and recommendations resulting from the consultation process. (Date range: 1974 – )</td>
<td>Destroy 10 years after last action</td>
</tr>
<tr>
<td>6334</td>
<td>Records documenting the consultation process. Includes promotion and distribution of proposals for comment, and responses to submissions. (Date range: 1974 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
<tr>
<td>6335</td>
<td>Submissions relating to law reform and research received in response to the consultation process. (Date range: 1974 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>

Contracting Out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6336</td>
<td>Records documenting contract management relating to the law reform and research function. Includes minutes of meetings with main stakeholders, performance evaluation reports. (Date range: 1974 – )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
</tbody>
</table>
LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Inquiries

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as royal commissions, parliamentary and Ombudsman's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Entry | Description of Records | Disposal Action
---|---|---
6337 | Records documenting the agency's contribution and involvement in an inquiry relating to the law reform and research function. Includes: • agency statements and submissions • responses to final reports • transcripts of oral evidence given by agency officers (Date range: 1974 – ) | Retain as national archives
6338 | Working papers documenting the agency's contribution and involvement in an inquiry relating to the law reform and research function. (Date range: 1974 – ) | Destroy 10 years after last action

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry | Description of Records | Disposal Action
---|---|---
6339 | Final versions of minutes and supporting documents tabled at meetings held to support the law reform and research function. Includes meetings with external agencies. (Date range: 1974 – ) | Destroy 3 years after action completed
6340 | Working papers documenting the conduct and administration of meetings held to support the law reform and research function. Includes: • agenda • notices of meetings • draft minutes (Date range: 1974 – ) | Destroy when reference ceases
## LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

### Planning

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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6341</td>
<td>Final versions of plans for programs and services relating to the law reform and research function. (Date range: 1974 – )</td>
<td>Destroy 5 years after plan is superseded</td>
</tr>
<tr>
<td>6342</td>
<td>Working papers, comments, drafts, etc, documenting the development of plans relating to the law reform and research function. (Date range: 1974 – )</td>
<td>Destroy 1 year after action completed</td>
</tr>
</tbody>
</table>

### Referral

The activities involved in the referring of a complaint or other matter to another officer or branch or to another agency, for action.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6343</td>
<td>Records documenting the referral of law reform and research matters to other government agencies involved. (Date range: 1974 – )</td>
<td>Destroy when reference ceases</td>
</tr>
</tbody>
</table>

### Reform Investigation

The activities involved in the examination and review of competition and consumer laws. Includes investigations carried out as a result of referral by the Minister or the Council.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6344</td>
<td>Records documenting investigations that lead to law reform. Includes: • requests for review • planning documents • collection of information • conduct of investigation • findings and recommendations (Date range: 1974 – )</td>
<td>Retain as national archives</td>
</tr>
<tr>
<td>6345</td>
<td>Records documenting investigations that do not lead to law reform. Includes: • requests for review • planning documents • collection of information • conduct of investigation • findings and recommendations (Date range: 1974 – )</td>
<td>Destroy 15 years after last action</td>
</tr>
</tbody>
</table>
LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Reform Investigation – Continued

The activities involved in the examination and review of competition and consumer laws. Includes investigations carried out as a result of referral by the Minister or the Council.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6346</td>
<td>Working papers relating to investigations that lead to law reform. (Date range: 1974 – )</td>
<td>Destroy 10 years after last action</td>
</tr>
<tr>
<td>6347</td>
<td>Working papers relating to investigations that do not lead to law reform. (Date range: 1974 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6348</td>
<td>Final version of internal reports and reports made to external agencies relating to the law reform and research function. (Date range: 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6349</td>
<td>Final version of periodic internal report on general administrative matters used to monitor and document recurring activities to support the law reform and research function. Includes cumulative summary reports and work progress reports. (Date range: 1974 – )</td>
<td>Destroy 3 years after action completed</td>
</tr>
<tr>
<td>6350</td>
<td>Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1974 – )</td>
<td>Destroy 1 year after action completed</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6351</td>
<td>Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in support of the law reform and research function. (Date range: 1974 – )</td>
<td>Destroy 5 years after last action</td>
</tr>
</tbody>
</table>
## LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

### Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation, which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6352</td>
<td>Final version of agency law reform submissions. (Date range: 1974 – )</td>
<td>Destroy 5 years after action completed</td>
</tr>
<tr>
<td>6353</td>
<td>Records documenting the preparation of agency submissions. Includes working papers. (Date range: 1974 – )</td>
<td>Destroy 2 years after action completed</td>
</tr>
</tbody>
</table>

### Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6354</td>
<td>Records documenting the development and issue of tender documentation. Includes: • statement of requirements • request for proposal • expressions of interest • request for tender • draft contracts (Date range: 1974 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td>6355</td>
<td>Records documenting evaluation of tenders received against selection criteria. Includes: • arrangements for carrying out the evaluation process • evaluation reports • recommendations • final reports • public notices (Date range: 1974 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td>6356</td>
<td>Records documenting post-offer negotiations and due diligence checks. (Date range: 1974 – )</td>
<td>Destroy 7 years after tender process completed</td>
</tr>
<tr>
<td>6357</td>
<td>Tender register. (Date range: 1974 – )</td>
<td>Destroy 7 years after last entry</td>
</tr>
<tr>
<td>6358</td>
<td>Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1974 – )</td>
<td>Destroy 7 years after completion or other termination of contract</td>
</tr>
<tr>
<td>6359</td>
<td>Contract register. (Date range: 1974 – )</td>
<td>Destroy 7 years after last entry</td>
</tr>
</tbody>
</table>
LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Tendering – Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6360</td>
<td>Records of unsuccessful tenders or a tender process where there is no suitable bidder,</td>
<td>Destroy 2 years after tender process completed or decision</td>
</tr>
<tr>
<td></td>
<td>or where the tender process has been discontinued. Includes:</td>
<td>is made not to continue with tender</td>
</tr>
<tr>
<td></td>
<td>• submissions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• notification of outcome</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• reports on debriefing sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date range: 1974 – )</td>
<td></td>
</tr>
</tbody>
</table>