Australian Government

National Archives of Australia

AFDA Express Version 2

2025/00xxxx

Data Management

2025

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INTRODUCTION

The National Archives of Australia (National Archives) has developed this records authority to set out the requirements for keeping or destroying records for the general administrative function of Data Management.

This records authority is based on the identification and analysis of the business of Data Management. The records authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This records authority gives agencies permission under the *Archives Act 1983* for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations.

As changes in circumstances may affect future records management requirements, this records authority may occasionally be amended by the addition of new classes and the variation of existing classes. The National Archives will notify agencies of any such changes.

APPLICATION OF THIS AUTHORITY

1. This records authority describes the general administrative function of Data Management, which comprises part of the National Archives' general records authority *AFDA Express Version 2*.
2. This authority partially replaces records authority classes 62621, 62624 and 62625 in the TECHNOLOGY & INFORMATION MANAGEMENT function of *AFDA Express Version 2* (2019). These classes have been partially superseded and cannot be used to sentence records after the date of issue of this authority.
3. This authority should be used in conjunction with records authorities issued to agencies for their core business and other general records authorities issued by the National Archives.
4. This records authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the records authority.
    - Where the minimum retention period has expired and the records are not needed for agency business they should be destroyed as authorised in this records authority.
    - Records that have not reached the minimum retention period must be kept until they do.
    - Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
5. The Normal Administrative Practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain types of records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements in this records authority but can be used as a tool to assist in identifying records for destruction together with this records authority and with records authorities specifically issued to an agency. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a NAP policy is available from the National Archives' website at www.naa.gov.au.
6. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant Act must not be destroyed until the action has been completed.
7. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this authority is available from the National Archives website at www.naa.gov.au.
8. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this records authority can still be applied, provided the records document the same core business. The information must be accessible for the period of time prescribed in this records authority. There is a need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
9. In general, retention requirements indicate a minimum period for retention. Agencies may extend minimum

retention periods if there is an administrative need to do so, without further reference to the National Archives. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.

10. Records coming within 'retain as national archives' classes in this authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under section 27 of the *Archives Act 1983*.
11. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
12. Appropriate arrangements should 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.
13. Advice on how to use this authority is available from your agency's records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this records authority or for advice on other records management matters, please contact National Archives' Agency Service Centre.

AUTHORISATION

Records Authority 2025/xxxx

Notice of authorisation

Person to whom notice of authorisation is given:

Heads of Commonwealth institutions under the *Archives Act 1983*.

Purpose

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Application

Amendments relating to specific records under the following general administrative business area: Data Management.

Authority

This authority gives permission for the retention, alteration or destruction of the records described. This authority will apply only if these actions take place with the consent of the agency responsible for the administrative business documented in the records.

This document has been authorised through a digital workflow (Rxxxx).

Authorising Officer	**Date of issue**
TBC Assistant Director-General, Collection Management National Archives of Australia	N/A

DATA MANAGEMENT

The function of collecting, storing, processing, managing, maintaining and using data and datasets (including associated metadata) created or received by the agency to support the conduct of its business. Data management relates to securely and efficiently managing and using the agency's data resources, to control, protect, deliver and enhance the value of data assets. Includes establishing the agency's data governance framework, processes and practices to ensure data is accurate, accessible, secure and responsibly managed, by establishing appropriate data management policies, plans, strategies, protocols, and procedures. Also includes engaging in data sharing arrangements, and undertaking data matching, data integration, data analytics and data intelligence activities in support of agency business.

Excludes:

- original source data and datasets (including associated metadata) created by the agency;
- final data and datasets (including associated metadata) from which outputs are derived or which otherwise support the agency business;
- outputs (such as data products) derived from using final data and datasets (including associated metadata) in support of agency business, including data analytics and data intelligence outputs; and
- developing, implementing, maintaining, managing and decommissioning technology solutions underpinning the data management function (such as facilities, business systems, hardware and software, cloud services), including developing, testing and deploying data warehouse facilities, data management systems and databases.

Note: This function covers common records relating to the administration of data management activities and common data processes within agencies that produced transitory data and datasets (such as through the operation of data sharing and data matching activities). It is not intended to cover source or final data and datasets created or collected by the agency to support agency core business activities and decision making. This function is also not intended to cover whole-of-government, national or sector-wide data management policies, programs, strategies and initiatives, including whole-of-government data platforms. Those records not covered by this function should be included under the relevant function in an agency-specific records authority or an appropriate general records authority. This function should only be used if the agency's current records authority does not include relevant classes, or if activities are not covered in another agency-specific or general records authority.

The **core activities** include:

- developing, implementing and reviewing agency data management policies, procedures, frameworks, strategies, protocols, rules and guidelines. Includes data protocols, business rules. Includes data governance frameworks, corporate data strategies, data matching protocols, open data policies and data ethics frameworks;
- developing, establishing, implementing and reviewing data management programs and projects to support agency business, including data matching, data integration and data transformation programs, and data governance projects and initiatives. Includes projects undertaken as joint ventures;
- developing, implementing, maintaining and reviewing data management related standards, including data quality standards and data exchange standards to support data sharing and data interoperability;
- designing, creating, implementing and maintaining data architecture for agency data processing operations, including defining underlying logical and conceptual data models and supporting data structures;
- creating and receiving data and datasets to support agency business, including undertaking data collection and acquisition of commercial datasets. Includes establishing new data collections and obtaining consent to collect data and for its use and reuse;
- storing, maintaining and using data and datasets held in a digital repository (such as an agency-controlled business system, including cloud based and on premises systems) to support agency business. Includes data transport or distribution;
- undertaking data remediation, transformation and enhancement activities, including applying processes such as data cleansing, data validation, data profiling, data deduplication, data standardisation and data enrichment;

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- monitoring and managing data quality, data performance and data lineage, including conducting data quality assessments to monitor, measure and report on data quality and ensure data is fit for purpose. Includes data quality assessment embedded in data migration activities, implementing data quality controls, and data quality assurance;
- monitoring and managing data integrity, including data integrity and fixity checks to verify data accuracy, authenticity and completeness. Includes creating data fixity information to support the process of transferring and ingesting data;
- managing data protection to ensure data privacy and security, including applying data security controls and taking proactive steps to reduce the risk of data mishandling and avoid data breaches. Includes applying data encryption, data anonymisation and deidentification, and safeguarding data to ensure only authorised access, use, alteration, disclosure and destruction;
- managing and maintaining data stores for structured, semi-structured and unstructured data, including agency data repositories, data lakes (ie structured, semi-structured and unstructured data whether processed or raw got analysis and reuse), data pools and data warehouses (ie structured, cleansed, processed data for analysis and reuse). Includes establishing data architecture;
- coordinating roles and responsibilities for stewardship, curation and maintenance of data;
- establishing, compiling and maintaining agency data control, access control and discovery mechanisms, including data asset registers, data catalogues, data inventories, and registers of open or shared data;
- fulfilling compliance requirements, including relevant fiscal, legal, regulatory or quality standards and requirements (eg providing eligible non-sensitive open datasets to data.gov.au for publication; contributing to the centralised Australian Government data catalogue; fulfilling reporting and notification obligations under data sharing legislation);
- negotiating, establishing, managing and reviewing agreements and contracts, including joint venture agreements and memoranda of understanding. Includes agreements to lease-out agency data, as well as formal data access and sharing agreements under statutory frameworks and informal data acquisition and sharing agreements;
- establishing and managing data leasing and leasing-out arrangements, including contract management;
- participation in national schemes for sharing Australian Government data (currently the DATA Scheme), including: accreditation for formal roles (eg accredited user; data service provider); liaising with the scheme regulator in relation to notifiable events (eg data requests) and scheme complaint and investigation mechanisms; registering data sharing agreements; and, preparing and providing requested datasets to accredited users;
- managing arrangements for sharing and reuse of agency data and datasets with other governments, agencies, organisations or individuals, including formal data sharing under national schemes for sharing Australian Government data and informal arrangements for accessing and sharing of data. Includes receiving and assessing data access and sharing requests, advising of application outcomes, processing data and datasets in preparation for release, and facilitating data access to successful applicants and authorised stakeholders;
- identifying, requesting and obtaining data and datasets from other governments, agencies or organisations under national schemes for data sharing;
- managing licensing of data assets, including applications to use the intellectual property of another agency, organisation or individual;
- managing appeals and reviews of decisions, including in relation to data access and data sharing requests;
- providing internal and external stakeholders with access to agency data resources, including to support agency business, data analysis and data use and reuse;
- undertaking data analytics and data intelligence, including undertaking data analysis to extract insights to support agency business and decision-making. Includes data mining; and
- identifying and providing non-sensitive open datasets to the general public and other stakeholders either directly or through centralised public repositories (currently data.gov.au), including in accordance with open data legislation (where applicable).

DATA MANAGEMENT

The performance of the function is supported by **general activities** such as:

- providing and receiving advice;
- project management;
- reporting and planning;
- liaising with stakeholders, including data providers and users;
- establishing, managing and participating in committees, meetings, forums, panels and workshops, including participating in internal and external data governance groups;
- delegating powers and authorising actions;
- undertaking research and analysis;
- evaluating and reviewing, including post-implementation reviews;
- handling enquiries, complaints and feedback, including complaints from the public relating to data sharing requests;
- managing risks; and
- planning, conducting and facilitating audits.

Cross references to AFDA Express records authority

For managing data and datasets as information assets, including: managing requests for public access to data under privacy, freedom of information and archives legislation; establishing, compiling and maintaining the agency's information asset register; sale or licensing of agency data resources/assets; managing data security (other than encryption) and breaches, including data recovery and notifying of privacy breaches; disposal of data and datasets in accordance with compliance requirements, use TECHNOLOGY & INFORMATION MANAGEMENT.

For designing, developing, building (where applicable), establishing, evaluating and decommissioning the underlying technology solutions (eg data management related facilities, business systems, hardware and software) that support the management of data and datasets, including systems that capture, register, classify, index, store, retrieve, transform, transfer, disseminate and dispose of data (eg data management systems, data stores and databases), including developing and issuing specifications and metadata requirements, and conducting testing, pilots, prototyping and modelling of proposed data management solutions, use TECHNOLOGY & INFORMATION MANAGEMENT.

For the ongoing operation, management and maintenance of the technology solutions (eg data management facilities, business systems, hardware and software) supporting the management of data and datasets (eg data management systems, data stores and databases), including:

- *carrying out inspections, systems analysis, repairs, modification and preservation to ensure the continued accessibility and useability of agency data and datasets;*
- *creating, maintaining and implementing data dictionaries and business rules for technology solutions;*
- *undertaking the migration of data and datasets between systems;*
- *managing system and data backups and data management system logs, and help desk related matters;*
- *managing system security and data privacy arrangements, including information security classifications and authentication; and*
- *responding to security breaches of technology systems, including investigating breaches that result in data leaks, and implementing data continuity plans following a data loss incident;*

use TECHNOLOGY & INFORMATION MANAGEMENT.

For submitting the results of self-monitoring and self-reporting assessments of agency data management (such as the data maturity assessment), use EXTERNAL RELATIONS.

DATA MANAGEMENT

For the acquisition of goods and services (eg commercial third-party data assets) to support the data management function, including leasing, tendering and contracting-out arrangements, use PROCUREMENT.

For developing and executing contracts under seal or deeds, including signed joint venture contracts under seal, use CONTRACTS UNDER SEAL/DEEDS.

For the production and distribution of agency publications, including agency public websites, use PUBLICATION.

For managing legal services supporting data management activities, including legal advice, litigation, and establishing and managing agency intellectual property, use LEGAL SERVICES.

For applications made for permission to reproduce the agency's published material, use PUBLICATION.

For managing financial transactions supporting data management activities, use FINANCIAL MANAGEMENT.

For disciplinary action against staff for security or privacy related breaches, use PERSONNEL MANAGEMENT.

For the installation of cabling for communications networks, such as from a telecommunications provider to a local network hub, or from a local network hub to a user wall socket, use PROPERTY MANAGEMENT.

For training staff in the management of data and datasets, including in relation to data sharing and handling, use PERSONNEL MANAGEMENT.

Cross references to other records authorities

For original source data and datasets (including associated metadata) created and retained by the agency (ie raw or pre-processed data and datasets), including datasets received from external providers that are not subject to terms and conditions of licensing or confidentiality agreements that prevent permanent retention by the agency, use the relevant function in an agency-specific records authority or general records authority.

For the final data and datasets (including associated metadata) from which outputs are derived or which otherwise support the agency business, use the relevant function in an agency-specific records authority or general records authority.

For outputs (such as data products) derived from using final data and datasets (and associated metadata) that support agency business and inform decision making, including data analytics, data mining and data intelligence outputs, use the relevant function in an agency-specific records authority or general records authority.

For undertaking research and development in data science, data analytics, data engineering and related fields (eg researching machine learning processes and techniques for data matching)*, including specific research data and datasets (and associated metadata) created or received in relation to agency research and development activities, use General Records Authority 37 – Research & Development.*

For the destruction of source records (including data and datasets) that have been converted between formats or migrated between agency electronic systems, use General Records Authority 31 – Destruction of source or original records after digitisation, conversion or migration.

For the transfer of records (including data and datasets) to contractors providing services on behalf of or to the Australian Government under outsourcing arrangements, including the transfer of data to service providers for remediation, enhancement or transformation processing, use General Records Authority 40 – Transfer of custody of records under Australian Government outsourcing arrangements.

Class no	Description of records	Disposal action
DM1	Records documenting: • developing, establishing and reviewing agency-wide data strategies, data management plans and data governance frameworks. Includes final versions, major drafts, stakeholder consultation and supporting research; *[For policies, procedures, strategies, frameworks, rules and protocols relating to specific data collection and data integration programs and projects*	Retain as national archives

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Class no	Description of records	Disposal action
	supporting agency core business, use the relevant function in an agency-specific records authority.] • developing and reviewing policies, rules, strategies, frameworks and standards for the management of data sharing and data matching programs undertaken to support agency business. Includes agency open data policies, data ethics frameworks and quality control standards. Includes final versions, proposals, major drafts, stakeholder consultation and supporting research; *[For contributing to the development of national and international data related standards, use EXTERNAL RELATIONS.]* • developing and reviewing data matching protocols for individual data matching programs undertaken to support agency business. Includes final version of program protocol, major drafts, cost benefit analysis, technical standards reporting, and supporting research; *[For records relating to developing, implementing, managing and maintaining the underlying technology solutions (eg facilities, business systems, hardware and software) that support data matching programs, including designing, building and training artificial intelligence and machine learning algorithms, use TECHNOLOGY & INFORMATION MANAGEMENT.]* • developing high-level internal and external reports on the operation of agency data matching and data sharing programs. Includes final versions, major drafts, stakeholder consultation and supporting research; • summary records of agency data holdings and data sharing activities, including agency data asset registers, data catalogues and registers of agency data shared or openly released. Includes data inventories where no other records of agency data holdings exist. Includes registers, catalogues, indexes and datasets and associated information; *[For information asset registers, use TECHNOLOGY & INFORMATION MANAGEMENT.]* • final versions of significant agreements and contracts and supporting documents that: relate to substantial funding agreements or the establishment of major partnerships and cooperative or commercial arrangements with other governments, agencies and organisations; are controversial, of public interest or ground-breaking in nature; are of international, national or regional significance; or, have a major impact on agency policies or programs. Include data exchange agreements. Includes data sharing agreements (including agreements under the national scheme for sharing Australian Government data), data matching agreements, and data exchange agreements. Includes memoranda of understanding and joint venture agreements. • appeals or reviews of decisions made by the agency in relation to data management activities, including in relation to applications for data sharing and relating to outcomes of data matching processes, that: are precedent setting; controversial, of public interest or otherwise attract external scrutiny; or, result in major changes to agency policy or programs. Includes appeals to tribunals, courts and other integrity bodies (such as the Administrative Review Tribunal and the Federal Court); and *[For appeals or review of decisions made by the agency relating to the outcomes of data matching processes supporting core business activities (eg*	

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Class no	Description of records	Disposal action
	appeals by individuals against adverse data matching findings), use the relevant core business function in an agency-specific records authority.] • high-level reviews and audits, including strategic and major internal reviews and audits, relating to agency data production, data matching and data sharing programs and projects that: identify significant issues in data management programs and practices; are controversial or of considerable public interest; or result in major changes to agency or government policies, programs or procedures, or changes to legislation. Incudes final review reports, recommendations, major drafts, submissions, stakeholder consultations and supporting research. The following datasets: • final versions of non-sensitive open datasets (and associated metadata) made publicly available by the agency either directly through publication on the agency website or via centralised public data repositories (such as data.gov.au). Includes open datasets released at the discretion of the agency, in compliance with government policy, or in accordance with open data legislation (where applicable). Note: Final versions of open datasets should be in the form provided to the public, which may be the original source (raw or pre-processed) dataset or may be processed data that has been remediated (including anonymised or deidentified), transformed, redacted or enhanced prior to public release. *[For original source data and datasets (including associated metadata) created and retained by the agency (ie raw or pre-processed data and datasets), including datasets received from external providers that are not subject to terms and conditions of licensing or confidentiality agreements that prevent permanent retention by the agency, that are subsequently processed (eg remediated, anonymised, deidentified, transformed, redacted or enhanced) by the agency prior to release as open datasets, use the relevant function in an agency-specific records authority or general records authority.* *For pre-final versions of data and datasets (including associated metadata) that have been processed (eg remediated, anonymised, deidentified, transformed, redacted or enhanced) in preparation for release as open datasets, use class DM4.]* • final versions of cross-government and cross-agency datasets (including associated metadata) created or compiled from two or more government and agency sources to create a comprehensive view of a particular topic to support government and agency business and inform decision making. Note: Final versions may be the original source (raw or pre-processed) dataset or may be processed data that has been remediated (including anonymised or deidentified), transformed, redacted or enhanced prior to use in data analytics and data intelligence processes, or otherwise being employed to support government and agency business and decision making. *[For original source data and datasets (including associated metadata) created and retained by the agency (ie raw or pre-processed data and datasets), including datasets received from external providers that are not subject to terms and conditions of licensing or confidentiality agreements that prevent permanent retention by the agency, that are subsequently processed (eg remediated, anonymised, deidentified, transformed, redacted or*	

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Class no	Description of records	Disposal action
	enhanced) by the agency prior to release as open datasets, use the relevant function in an agency-specific records authority or general records authority. *For outputs (such as data products) derived from using final versions of cross-government and cross-agency datasets (including associated metadata), including data analytics, data mining and data intelligence outputs, use the relevant function in an agency-specific records authority or general records authority.]*	
DM2	Records documenting: • receiving and responding to routine and low-level enquiries. Includes records relating to agency data sharing and data matching activities; and • suggestions received for improving data management services, processes and practices.	Destroy 3 years after action completed
DM3	Pre-final versions of datasets (including associated metadata) created by processing (eg remediating, anonymising, deidentifying, transforming, redacting or enhancing) the original source data and datasets (ie raw or pre-processed) in preparation for: • use in agency data matching programs; • use in agency data integration programs; • use in data analytics and data intelligence programs. Includes pre-final versions of datasets prepared and provided to the agency by external data service providers. Excludes datasets used in data matching programs subject to the *Data Matching Program Assistance and Tax) Act 1990*. *[For final datasets (including associated metadata) from which outputs (including data matching outputs) are derived or which otherwise support the agency business, use the relevant function in an agency-specific records authority or general records authority.* *For original source data and datasets (including associated metadata) created and retained by the agency (ie raw or pre-processed data and datasets), including datasets received from external providers that are not subject to terms and conditions of licensing or confidentiality agreements that prevent permanent retention by the agency, use the relevant function in an agency-specific records authority or general records authority.* *For final outputs (such as data products and data matching outputs) derived from using final versions of datasets (including associated metadata), including data analytics, data mining and data intelligence outputs, use the relevant function in an agency-specific records authority or general records authority.]*	Destroy 3 months after final completion of program, or when no longer required for business purposes, whichever is sooner
DM4	Pre-final versions of datasets (including associated metadata) created by processing (eg remediating, anonymising, deidentifying, transforming, redacting or enhancing) the original source data and datasets (ie raw or pre-processed) in preparation for:	Destroy 3 months after data sharing arrangement ceases or confirmation received from

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Class no	Description of records	Disposal action
	• public release as open datasets or release under data sharing arrangements. Includes pre-final versions of datasets prepared and provided to the agency by external data service providers. *[For final versions of non-sensitive open datasets (and associated metadata) made publicly available by the agency either directly through publication on the agency website or via centralised public data repositories (such as data.gov.au), use class DM1.l* *For final datasets (including associated metadata) from which outputs (other than non-sensitive open datasets) are derived or which otherwise support the agency business, use the relevant function in an agency-specific records authority or general records authority.* *For original source data and datasets (including associated metadata) created and retained by the agency (ie raw or pre-processed data and datasets), including datasets received from external providers that are not subject to terms and conditions of licensing or confidentiality agreements that prevent permanent retention by the agency, use the relevant function in an agency-specific records authority or general records authority.* *For final outputs (such as data products) derived from using final versions of datasets (including associated metadata), including data analytics, data mining and data intelligence outputs, use the relevant function in an agency-specific records authority or general records authority.]*	the data recipient that data no longer required, whichever is sooner
DM5	Data and datasets retained in agency data stores that are copies of data and datasets collected and consolidated from agency business systems and other data sources to facilitate data reuse and analysis in support of agency business (ie where the data store content is a cumulative consolidation of data and datasets extracted from other agency business systems). Includes data lakes (ie stores of structured, semi-structured and unstructured data whether processed, pre-processed or raw for analysis and reuse) and data warehouses (ie stores of structured, cleansed, processed data for analysis and reuse). *[For the original data and dataset inputs (including associated metadata) contributing to data store content, use the relevant function in an agency-specific records authority or an appropriate general records authority.* *For outputs (such as data products) resulting from analysis of data store content, including data analytics, data mining and data intelligence outputs, use the relevant function in an agency-specific records authority or an appropriate general records authority.* *For developing and establishing the underlying data architecture and data governance environment for data stores, use classes DM1 and DM8.* *For synthetic or test datasets created to support the development and testing of the data architecture and operation of agency data stores, use class DM7.* *For the operation and management of data stores, use class DM8.]*	Destroy when no longer required for business purposes (provided original data and datasets are disposed of in accordance with an approved agency-specific records authority or general records authority)

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Class no	Description of records	Disposal action
DM6	Datasets received by the agency from external providers which are subject to terms and conditions of licensing agreements and confidentiality agreements, that prevent permanent retention of the data by the agency (eg licensing arrangements that restrict transfer of ownership of the data to the agency). *[For datasets sourced from external providers that are not subject to terms and conditions of licensing agreements and confidentiality agreements that prevent permanent retention by the agency, use the appropriate classes in the relevant agency-specific records authority or general records authority.]*	Destroy in accordance with terms and conditions of associated agreement (subject to legislative or regulatory requirements)
DM7	Synthetic or test datasets created as stand-ins for production and operational data to support the data management function, including the development and testing of the data architecture and operation of data stores and other data infrastructure, and validating data models. Includes synthetic or test datasets used in training machine learning models and artificial intelligence algorithms. *[For conducting testing of the underlying technology solutions that manage agency data and datasets, including systems that capture, register, classify, index, store, retrieve, transfer, use, communicate, disseminate and dispose of data (eg data management systems, data stores, artificial intelligence applications and databases), use TECHNOLOGY & INFORMATION MANAGEMENT.]*	Destroy when no longer required for business purposes
DM8	Records documenting: • routine operational administrative tasks supporting the function; and • data management activities, other than those covered in classes DM1 to DM7.	Destroy 7 years after action completed