

# Administrative Functions Disposal Authority

February 2000

**A disposal authority for administrative functions linked  
to Keyword AAA modified for Commonwealth use**



NATIONAL  
ARCHIVES  
OF AUSTRALIA

The National Archives wishes to acknowledge the advice and input of many Commonwealth agencies involved in the production of this disposal authority. They include the lead agencies responsible for particular functions and the agencies that provided comment and feedback on the drafts. New South Wales State Records is also thanked for permission to use and modify *Keyword AAA* to suit Commonwealth purposes.

© Commonwealth of Australia 2000  
ISBN 0 642 33419 1

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968* no part may be reproduced by any process without prior written permission from the National Archives. Requests and inquiries concerning reproduction and rights should be directed to the Publications Manager, National Archives of Australia, PO Box 7425, Canberra Mail Centre, ACT, 2610, Australia.

The terms in the business classification scheme taken from the *Keyword AAA: A Thesaurus of General Terms* (Government of New South Wales, 1998), are produced under a licence agreement between the Office for Government Online, the National Archives of Australia and the State Records Authority of New South Wales.

**CONTENTS**

<b>INTRODUCTION</b>	<b>5</b>
<b>NEW DIRECTIONS IN COMMONWEALTH RECORDKEEPING</b>	<b>5</b>
<b>COMMONWEALTH RECORDS AND THE LAW</b>	<b>5</b>
<b>PURPOSE AND SCOPE OF THE ADMINISTRATIVE FUNCTIONS DISPOSAL AUTHORITY</b>	<b>7</b>
Purpose	7
Coverage	7
Function name	7
Exclusions	8
Methodology	8
Replacement of existing disposal coverage	9
Records already sentenced using replaced GDAs	9
Other GDAs	10
Agency-specific disposal authorities	10
<b>RELATIONSHIP OF THE DISPOSAL AUTHORITY TO THE KEYWORD AAA THESAURUS</b>	<b>10</b>
<b>LAYOUT OF THE AUTHORITY</b>	<b>13</b>
<b>HOW TO SENTENCE RECORDS USING THE AUTHORITY</b>	<b>14</b>
<b>SPECIAL NOTES TO THE AUTHORITY</b>	<b>19</b>
Meeting requirements of host country by overseas posts	19
Establishment and Personnel records	19
Addition to and alteration of records over 25 years old	20
Transfer of custody and ownership of Commonwealth records	20
<b>NORMAL ADMINISTRATIVE PRACTICE</b>	<b>20</b>
<b>TRAINING AND FURTHER ADVICE ON THE ADMINISTRATIVE FUNCTIONS DISPOSAL AUTHORITY</b>	<b>21</b>
<b>AMENDMENTS AND VARIATIONS</b>	<b>21</b>
<b>AUTHORISATION</b>	<b>22</b>
<b>BUSINESS CLASSIFICATION SCHEME</b>	<b>23</b>
<b>GLOSSARY OF TERMS</b>	<b>33</b>

**DISPOSAL CLASSES**

Community Relations	37
Compensation	65
Equipment & Stores	79
Establishment	97
Financial Management	107
Fleet Management	129
Government Relations	145
Industrial Relations	171
Information Management	185
Legal Services	219
Occupational Health & Safety	233
Personnel	253
Property Management	285
Publication	325
Staff Development	345
Strategic Management	359
Technology & Telecommunications	377

**COMPOSITE LIST OF CLASSES DESIGNATED 'RETAIN AS NATIONAL ARCHIVES'****409****INDEX****449**

## INTRODUCTION

The Administrative Functions Disposal Authority is one of a suite of National Archives products to be released in 2000 which support a new approach to Commonwealth recordkeeping. It authorises the disposal of records, in whatever format, relating to common administrative functions carried out by most Commonwealth agencies. The Authority is issued in accordance with Section 24 of the *Archives Act 1983*.

The Authority has been developed using the methodologies of the Australian Standard AS 4390–1996, *Records Management*, and its functional structure is based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW. In 1999 the Office for Government Online and the National Archives of Australia purchased a whole-of-government licence for the Thesaurus for free distribution to all Commonwealth agencies. The relationship between the Thesaurus and the Authority is explained in this introduction.

There have been some modifications to the business classification scheme to suit the Commonwealth environment. Activities have been added and some scope notes varied. The updated business classification scheme is presented at the end of this introduction. A *Commonwealth Modified Version of the Keyword AAA Thesaurus* will be available on disk for agency use in 2000.

## NEW DIRECTIONS IN COMMONWEALTH RECORDKEEPING

AS 4390 was released in 1996 and has been endorsed by the National Archives for Commonwealth use. It promotes consistent and coherent management of records and sets out strategies, procedures and practices to ensure that records which provide evidence of business, legal and fiscal activities are captured and managed in an efficient and accountable manner.

The Archives has produced policies, products, guidelines and standards based on AS 4390 to assist agencies to implement the new recordkeeping strategies. These include *Designing and Implementing Recordkeeping Systems: Manual for Commonwealth Agencies (DIRKS)* and the *Appraisal Guidelines for Commonwealth Records*. Further details can be found on the National Archives website at [www.naa.gov.au](http://www.naa.gov.au)

## COMMONWEALTH RECORDS AND THE LAW

While AS 4390 provides strategic directions for the new focus in Commonwealth recordkeeping, the *Archives Act 1983* and other key pieces of legislation provide a legal framework for consistent and accountable recordkeeping practices.

The *Archives Act 1983* applies to all records owned by the Commonwealth. Commonwealth records are defined in Section 3 of the Archives Act as being ‘records which are the property of the Commonwealth or a Commonwealth institution’. Records are created and kept as evidence of agencies’ functions, activities and

transactions and can be stored and managed in any format (eg paper, video, microfilm, on computer).

Under Section 24 (2) of the Archives Act it is illegal to destroy, transfer, damage or alter a Commonwealth record unless:

- such action is required by law,
- authorisation has been given by the Archives (ie through a disposal authority), or
- such action is a 'normal administrative practice' not disapproved by the Archives. (See page 20 for more information.)

This Authority is issued in accordance with the second of these requirements. The Archives Act also grants a right of free public access to records which survive for more than 30 years. Some records may be withheld if they contain material that is still sensitive.

As well as the Archives Act, other general legislation such as the *Privacy Act 1988* and the *Freedom of Information Act 1982* also apply to keeping and using Commonwealth records.

The *Privacy Act 1988* protects the rights of individuals as they relate to the collection, storage, use and disclosure of personal information. The central mechanism for ensuring this protection is the Information Privacy Principles. In summary these Principles require that only necessary information is collected and that the information is accurate, relevant, up-to-date, complete and not misleading. Personal information is to be used only for lawful purposes directly related to the functions or activities of agencies, and must be protected from unauthorised use or disclosure. The Act also provides rights of access and alteration for individuals in relation to their own information.

The *Freedom of Information Act 1982* provides a right of public access to and correction of Commonwealth records. The Act sets out procedures and principles controlling the granting of this access. It states when and how records may be made available, corrected, updated or annotated. If a request for access under the FOI Act has been lodged, all files relevant to the request must be identified and preserved until action on the request, and on any subsequent reviews, is completed.

## PURPOSE AND SCOPE OF THE ADMINISTRATIVE FUNCTIONS DISPOSAL AUTHORITY

### Purpose

This Authority allows the disposal of Commonwealth records as required by Section 24 of the *Archives Act 1983* and is issued for use across the Commonwealth.

It also authorises the amendment and alteration of records more than 25 years old as required by Section 26 of the *Archives Act 1983* for master control records and Personal case records in the Personnel, Compensation and Occupational Health and Safety functions.

### Coverage

This Authority covers the records relating to the administrative functions performed by the Commonwealth and its agencies. It applies to Central or National Offices, State/Territory or Branch Offices, Local Offices and Overseas Posts. It applies to all records created since Federation, regardless of format.

It covers the following 17 common administrative functions based on the *Keyword AAA* business classification scheme:

Function name
Community Relations
Compensation
Equipment & Stores
Establishment
Financial Management
Fleet Management
Government Relations
Industrial Relations
Information Management
Legal Services
Occupational Health & Safety (OH&S)
Personnel
Property Management
Publication
Staff Development
Strategic Management
Technology & Telecommunications

More information on the 17 administrative functions and the activities which relate to them is provided in the section on the Business Classification Scheme (see pages 23 – 32).

## Exclusions

Pre-Federation records are not covered by this Authority. The National Archives should be contacted if agency holdings include such records.

This Authority is not to be used for any records which document the Defence military combat function, or the management of Defence military personnel. This includes the functions of Compensation, Equipment and Stores, Fleet Management and Personnel.

The legislation for each function covers all Commonwealth agencies (including business enterprises) except for the Personnel and Establishment functions for agencies which employ staff under their own enabling legislation. Such agencies can use the Authority in limited circumstances and details of strategies that can be employed are mentioned later in this Introduction.

## Methodology

The Authority was produced after a detailed analysis of each administrative function carried out in the Commonwealth. This included examining relevant legislation, regulations and directives from agencies which have 'lead agency' responsibilities for administering functions across portfolios. Consultations with stakeholders assisted in identifying recordkeeping requirements and risk analysis was used to assess how long the records should be retained. A set of Recordkeeping Guidelines summarising these investigations and associated recordkeeping requirements will be produced during 2000.

The appraisal also identified which records should be retained as national archives based on the objectives and criteria set out in *Why Records Are Kept: Directions in Appraisal* available on the National Archives website at [www.naa.gov.au](http://www.naa.gov.au)

Some activities covered in this Authority will occasionally be part of an agency's core functions. For example, 'Conservation' and 'Exhibitions' that are attached to the 'Community Relations' function also relate to the specific functions of such agencies as the National Gallery, the National Library and the National Archives. In these circumstances agencies should use a functional term that describes their own administrative responsibility rather than the Authority's functional term 'Community Relations'.

Occasionally an agency may employ a different administrative functional term from that used in *Keyword AAA*, eg Workplace Relations instead of Industrial Relations. In such instances if the scope of the functions is the same an agency may substitute the more familiar term.



## Replacement of existing disposal coverage

This Authority replaces a number of General Disposal Authorities (GDAs) and Schedules, as indicated in the following table.

AUTHORITY/ SCHEDULE	RECORDS COVERED	DATE ISSUED
GDS 12/12A	Finance and Accounting Records	23 June 1988
GDA 13	Accommodation, Property & Works Records	21 December 1989
GDA 14	General Administrative Records	18 October 1990
GDA 15	Tender & Contract Records	18 October 1990
GDA 16	Asbestos Related Records	18 October 1990
GDA 17	Staff & Establishment Records	10 February 1992
GDA 18	State /Regional Offices and Overseas Posts of Departments and Authorities	22 December 1993
GDA 20	Records Relating to Third Level Agencies: Offices Controlled by State or Regional Offices	29 March 1996

This Authority also replaces all entries in agency Records Disposal Authorities (RDAs) which cover records of an administrative nature. If there is uncertainty about which classes this directive may relate to in an agency's RDA, contact the Archives for further advice.

## Records already sentenced using replaced GDAs

After February 2000, sentencing activities undertaken by an agency must not use any of the GDAs listed under *Replacement of Existing Disposal Coverage*.

If records have been already sentenced for destruction before the issue of this Authority, the sentences may remain and agencies need not resentence those records. However, all records held by the agency which are sentenced for 'Permanent Retention' and records required to be kept for over 30 years (ie Personal history files, compensation case files, etc) must be resentenced using the new Authority.

## Other GDAs

A number of GDAs remain current and can still be used, as indicated in the following table:

AUTHORITY	RECORDS COVERED
GDA 21	Records relating to the intelligence function in any Commonwealth agency
GDA 22	Records of short term value that have been copied
GDA 23	Records relating to the Commonwealth of Australia Versus Cockatoo Island Dockyard Pty Ltd Arbitration
GDA 24	Records relating to data matching exercises
GDA 25	For the transfer of custody and ownership of records to contractors providing services on behalf of or to Government under outsourcing arrangements

## Agency-specific disposal authorities

This Authority only applies to records created as a result of one of the 17 administrative functions and not to records relating to business activities carried out by agencies to support their core functional responsibilities. Agency-specific Records Disposal Authorities (RDAs) must be developed for these records. Directions on how to develop a functional RDA are in *Appraisal Guidelines for Commonwealth Records*, available on the National Archives website at [www.naa.gov.au](http://www.naa.gov.au)

An agency's business classification scheme and RDA can then be merged with the Commonwealth-modified version of *Keyword AAA* and this Authority to cover all records created by the agency.

## RELATIONSHIP OF THE DISPOSAL AUTHORITY TO THE KEYWORD AAA THESAURUS

*Keyword AAA* is based on the functional analysis approach of AS 4390. Specifically, the analysis in Part 4: 7.2 of AS 4390 focuses on:

- (a) the goals and strategies of the organisation;
- (b) the broad functions and activities of the organisation which support the pursuit of the goals and strategies;
- (c) the activities of the organisation which contribute to accomplishment of the functions; and
- (d) the groups of recurring transactions which constitute each activity.

The approach cuts across organisational structures, with functions not just seen as belonging to those areas in an agency which may have prime responsibility for their administration. For example, staff development may be managed at an organisational level by the Human Resource Division of an agency, but it is probable that most business areas would carry out activities to support the planning of staff development requirements for their own employees.

The outcome of the functional analysis is the business classification scheme which, in accordance with AS 4390 (Part 4: 7.2), is hierarchical and based on the following three levels:

- i. The business function.
- ii. The activities constituting the function.
- iii. Further refinements of the activities or groups of transactions which take place within each activity.

According to the classification model of *Keyword AAA*<sup>1</sup>:

- keywords represent broad business functions of an agency;
- activity descriptors describe the more specific activities taking place within those functions; and
- subject descriptors are added as a means of describing the more specific subjects or topics relating to the matter to be documented within an activity.

In this Authority the first two levels of the *Keyword AAA* structure have been used: the function and activity levels. The records description covers the third level transactions if they have been identified in the analysis of the function. The class description comprises four components: the function and the activity with their scope notes, the description of the record and the disposal action. Diagram 1 shows this relationship.

---

<sup>1</sup> The Archives Authority of New South Wales, *Keyword AAA: A Thesaurus of General Terms*, Sydney, 1998, p.10.

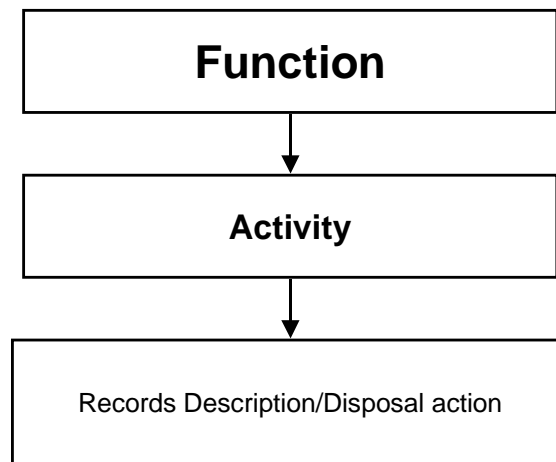
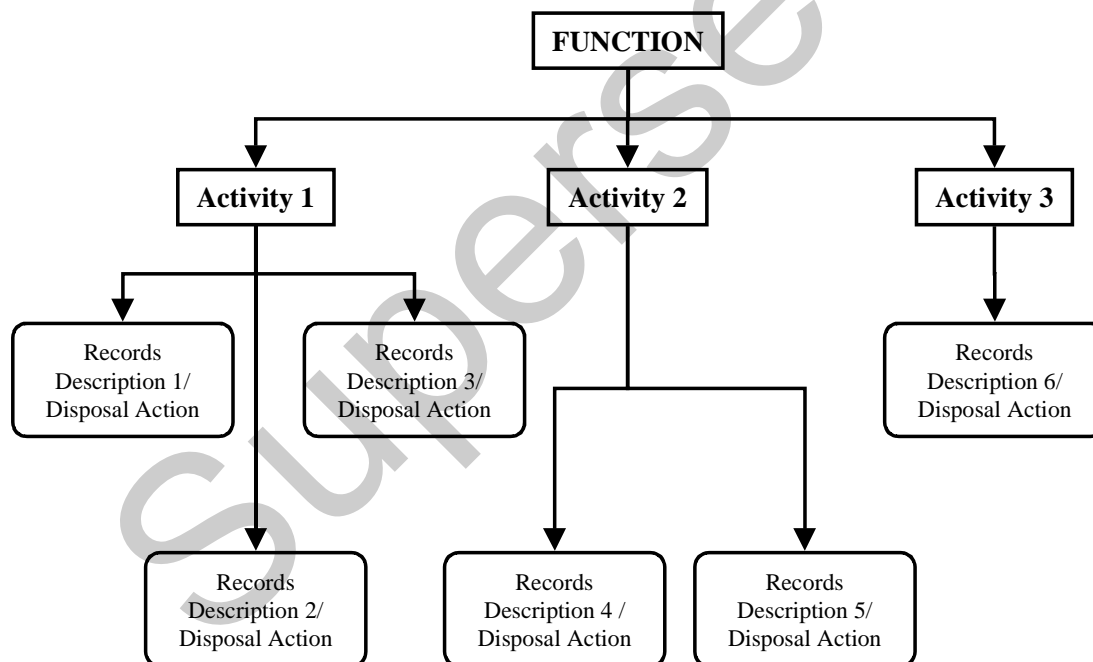
**Diagram 1 – Class description**

Diagram 2 shows the relationship between the different disposal classes. Each unique function/activity pair can have one or many records descriptions and disposal actions.

**Diagram 2 - Model of disposal classes**

Sometimes one class description can look the same as another but have a different retention period. This is because a record's value depends on the context of the functions and activity. For example, the activity 'Policy' in Fleet Management is less important than policy in Strategic Management.

## LAYOUT OF THE AUTHORITY

This Authority is divided into 20 sections.

It begins with an introduction incorporating a glossary and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the 17 keywords or administrative functions are described. These are followed by a composite list of classes designated 'retain as national archives' and an index.

The functions and activity disposal sets show the following details:

<b>Function</b>	<p>This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme.</p> <p>It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.</p> <p>Specific directions relating to Commonwealth use of a function have occasionally been added to the <i>Keyword</i> AAA scope note.</p>
<b>Activity</b>	<p>Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme.</p> <p>The scope of the activity encompasses all of the transactions that take place in relation to this activity.</p> <p>Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity descriptor 'Distribution' is linked to the functions Equipment &amp; Stores, Information Management and Publication). However, each function and activity set represents a unique unit.</p>
<b>Entry No.</b>	<p>This is the disposal class number allocated automatically by the National Archives 'RecordSearch' System. This is the number that agencies must quote on records, control systems and on National Archives' transfer documentation. Note that the numbers start in this Authority at 1000. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.</p>
<b>Description of Records</b>	<p>This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.</p>
<b>Disposal Action</b>	<p>This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.</p>

<b>'For' Statements</b>	'For' statements provide guidance on the inter-related links to other function and activity sets. 'For' statements positioned under the activity scope note belong to the particular function/activity set and all the records descriptions. The 'For' statements underneath a particular description relate to that record description alone.
-------------------------	--

## HOW TO SENTENCE RECORDS USING THE AUTHORITY

Sentencing is the process of identifying and classifying records according to a disposal authority and applying the disposal action specified in it. In Diagram 2 an overview is presented of sentencing procedures that can be used for:

- records titled using *Keyword AAA* terms and sentenced from creation using this linked Administrative Functions Disposal Authority;
- records titled using *Keyword AAA* terms but not sentenced from creation; and
- records where *Keyword AAA* terms have not been used.

This Authority can be used on all inactive records.

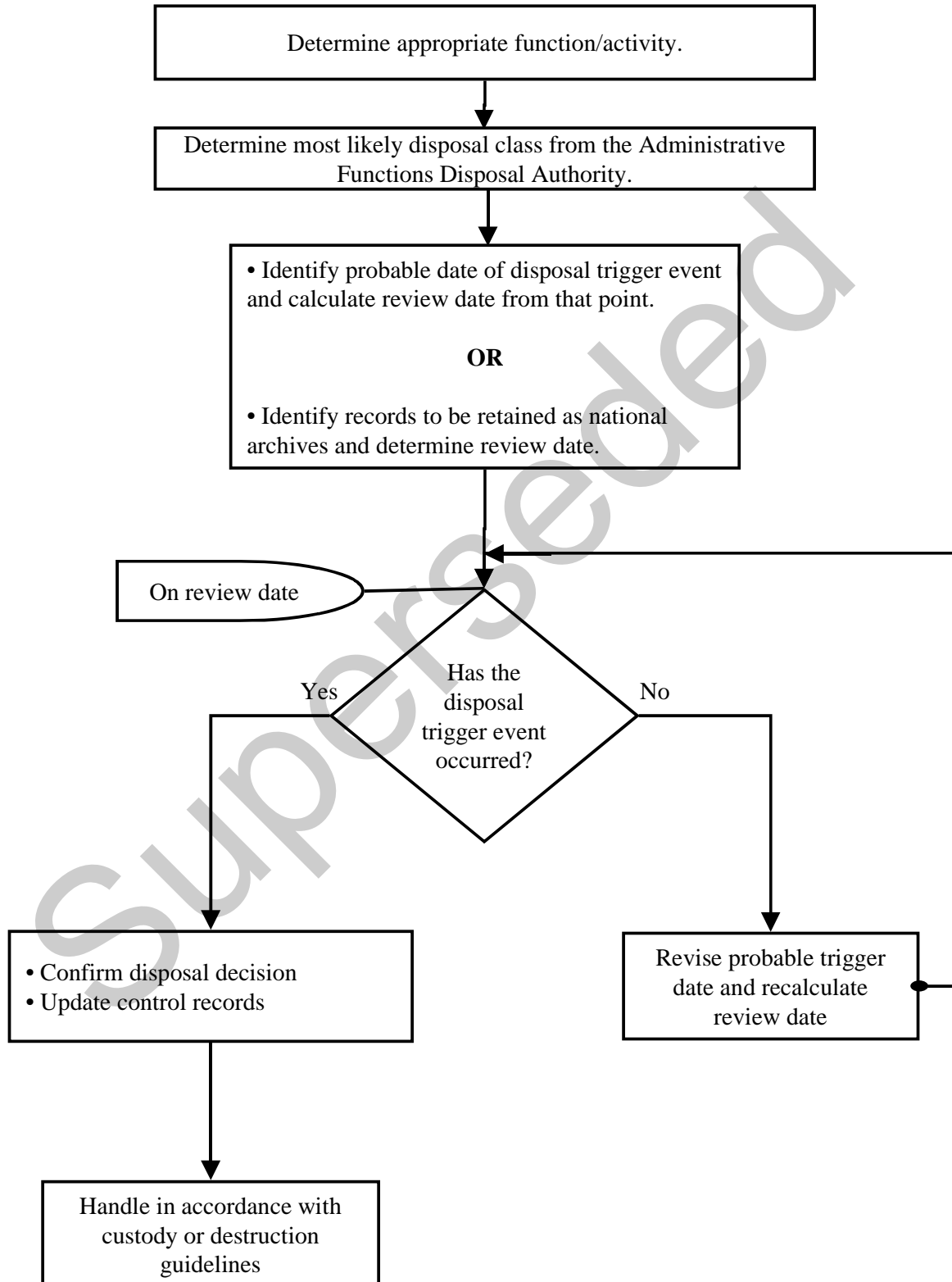
Sentencing from creation is the process of allocating a disposal action at the point of creating a record. This may mean adding the disposal class number to a paper file, or adding it to the metadata attached to an electronic record.

If you plan to introduce sentencing from creation in your agency you will also need strategies to manage this process. For example, you will need to resolve who will be responsible for making the disposal decisions, either the central records management unit or action officers.

If it is to be the individual action officers, the agency will need to consider training requirements and make sure that responsibilities are clearly defined and allocated. Training should include familiarisation with the scope notes of the 17 functions detailed in this Authority (see the Business Classification Scheme on pages 23 – 32).

Diagram 3 shows steps that can be followed to sentence all records using this Authority.

**Diagram 3 - Procedures for Sentencing**



**Determine the appropriate administrative function/activity**

- **Using Keyword AAA and/or this Authority, determine the appropriate administrative function and activity** either to sentence a record from creation, or to link the terms to a record created not using these tools. The Index can also assist in identifying the correct function and activity set.
- **Read the scope notes thoroughly** rather than just depend on what is considered to be an appropriate term based on the title of the function and activity.
- Note that **activities are generic and can link to many functions**, with the scope notes reflecting this multi-function relationship.

For example, the scope note for the activity 'Arrangement' reads, '*The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment of goods and the usage made of facilities, vehicles, equipment and space*'. This activity descriptor is linked to the functions Community Relations; Equipment and Stores; Fleet Management; Personnel; Property Management and Staff Development. The activity scope note uses words relating to the different aspects of each function.

- There are occasions when the activity scope note describes a transaction which is also raised to the level of an independent activity in the business classification scheme. For example, the scope note for the activity 'Customer Service' reads '*The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation*' but 'Planning' and 'Evaluation' are also both separate activity terms in the scheme. In such instances the individual activities 'Planning' and 'Evaluation' should not be used for records documenting the 'Customer Service' activity.

As a general rule, where there is overlap in activity boundaries, **sentencing should be done on the whole activity rather than components of the activity scope**.

- If records to be sentenced have not been titled using *Keyword AAA* but an agency uses a classification scheme, then **a mapping exercise may assist in linking the agency's terms to the 17 functional terms**. For example, 'People Management' could be linked to 'Personnel Management'; and 'Human Resource Management' may be linked to 'Personnel', 'Compensation' and 'Staff Development'.
- **Free text titling will usually have a word(s) that should give some indication of the function**. For example, in the free text title 'Request for Purchase of Laptops', 'purchase' indicates the activity 'Acquisition', and 'laptops' the 'Technology & Telecommunications' function.



**Determine the most likely disposal class in the Administrative Functions Disposal Authority**

- ***Examine the activities and the classes*** available in the Authority under the relevant function.

To assist with good file management, records documenting the same set of transactions have often been divided into two classes: the key documents, and the general working and administrative records. Often the two classes will have the same retention period, which indicates that the supporting documentation is expected to provide important contextual information to manage the business activity. In such instances it is still recommended that the records be kept on two files (either 'paper' files or electronic 'containers') to facilitate retrieval. If an agency decides to raise only one file containing all records, the highest retention period should be used.

Agencies may also wish to place all records relating to a function/activity set on one file rather than break them into transaction sets reflected in the 'Description of Records'. Again, if this decision is made, the highest retention period should be allocated and the appropriate entry number used.

- In sentencing records not titled according to *Keyword AAA*, or where the initial classification is no longer appropriate, many functions and activities may be found on the one record. In such instances records should not be culled or rearranged; rather, ***nominate the highest retention period for all functions and activities included.***

**Identify probable date of a disposal trigger event and calculate review date from that point. Or identify records to be retained as national archives and determine a review date.**

- A trigger is ***the point from which the disposal action is calculated.***

Some trigger dates may be easily identified (eg date of separation), but others will be more complex, and it may be necessary to consult the action area or creating officer for advice (eg 'destroy 5 years after policy is superseded' or 'destroy when action completed'). The consultation may provide you with a likely trigger date or assist with a risk assessment to determine a reasonable period.

Some of the triggers in the Authority include:

- when action is completed
- the last action
- the last entry
- the date the next risk assessment occurs
- an event (eg when property is sold; when separation occurs).

- **A review date should be added to the record and noted in the control system**, eg 1105 R2005, to note that disposal class entry number 1105 has been allocated to this record and that it should be reviewed in 2005. (Annotations on control records relating to the management of disposal are authorised under Section 24(2)(b) of the *Archives Act 1983* for records over 25 years old.)
- **Where sentencing is carried out from creation**, an agency may choose to **allocate a review period for all records** and not attempt to determine a review date for each record at the time of creation (eg review all records after 5 years). In such cases the disposal class entry number (eg 1105 R2005) should be noted on the record and the control system.
- When the review is undertaken, the event or date the trigger is based on may have passed. If this has occurred, the disposal action may be implemented. (See directions under the step ‘*Confirm disposal decision and update control records*’.)
- For records designated as ‘**retain as national archives**’ (RNA) the trigger is the date when business needs have ceased and the record can be handled in accordance with the National Archives’ custody guidelines. Before transfer, agencies should undertake a review and quality check of the record to:
  - determine whether the record has been consistently maintained and can still be designated as ‘retain as national archives’; and
  - confirm that the agency’s day-to-day business needs for the record have ceased.
- For some inactive records this step may finalise the process, as the trigger date may have been met and the calculated disposal date passed. If this is the case then **the final disposal date can be entered on the record** and the control records, eg 1105 D2007 (where D refers to the final disposal date), and arrangements made to handle in accordance with National Archives custody guidelines.
- It should be noted **that the retention periods in the Authority are only minimum requirements**. If these periods are too short to meet an agency’s particular business requirements, they should be adjusted accordingly. (Note the special requirements of overseas posts mentioned below).

**On the review date, examine records asking the question: ‘Has the disposal trigger event occurred?’**

- For a sentence allocated from creation this may be some years hence, or it may be a shorter time frame for records already in existence.

**If the answer is NO, revise probable trigger date and recalculate a review date**

- If on review it is determined that the trigger point has not occurred, then the review date should be recalculated and altered on the record and control system.

**If the answer is YES, confirm the disposal decision and update the control records**

- If on review it is determined that the trigger point has been reached, ***the disposal decision should be confirmed***, taking into account any change that may have occurred in the nature of the record since the allocation of the review date. The disposal date should then be entered on the record and in the control system eg 1105 D2010.

If the nature of the record has changed, ***the record should be resented*** with a new review date.

- At the confirming stage consideration also needs to be given to whether any ***Disposal Freeze*** relates to the records. From time to time the National Archives places freezes on the disposal of some groups of records relating to a particular topic or event which has gained prominence or provokes controversy. For further details on current freezes refer to the National Archives website at [www.naa.gov.au/](http://www.naa.gov.au/)
- Records which relate to any ***outstanding or potential legal action***, or are subject to a request for access under the *Freedom of Information Act 1982*, the *Archives Act 1983* or any other Act should not be destroyed until the action has been completed.

**Handle records where the sentencing has been finalised in accordance with National Archives custody or destruction guidelines**

- The records should be handled in accordance with the National Archives custody guidelines for ***retention as national archives, or destroyed*** when appropriate following any directions issued by the Archives

**SPECIAL NOTES TO THE AUTHORITY****Meeting requirements of host country by overseas posts**

The disposal action noted against various class in the Authority relates to Australian statutory requirements. Australian overseas posts may have to increase the disposal requirement to meet any statute of limitation periods in their host country.

**Establishment and Personnel records**

A number of agencies manage their establishment structures and employ staff under their own enabling legislation rather than the *Public Service Act 1999*. Such agencies are not excluded from using the sections of the Authority relating to the Establishment and Personnel functions, but before doing so should check their own enabling legislation and other regulatory directives for major variations in scope and requirements.

In cases where the variations are great this Authority is not applicable. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

**Addition to and alteration of records over 25 years old**

Master control records may be annotated as required to show the appropriate disposal class relevant to the records.

Records over 25 years old which are required for the ongoing management of employees, such as case records in the Compensation, Occupational Health and Safety, and Personnel functions may be added to or amended, providing that alterations do not involve erasures or deletions.

**Transfer of custody and ownership of Commonwealth records**

Under some functions the transfer of custody and ownership of Commonwealth records is directed in the disposal action. This Authority authorises the transfer of the records under Section 24 (2) (b) of the *Archives Act 1983* subject to them no longer being needed as evidence for further Commonwealth liability (eg for compensation issues). If there are any doubts in relation to this requirement, copies should be made of the records before they are transferred.

**NORMAL ADMINISTRATIVE PRACTICE**

Some records may be destroyed without prior Archives authorisation under the 'normal administrative practice' (NAP) provisions of the *Archives Act 1983*. Records can be disposed of as a normal administrative practice if they are:

- duplicate (eg an information copy)
- obviously unimportant (eg telephone message slips)
- of short term facilitative value (eg compliment slips)
- a combination of these.

The guiding principle is that agencies should always be sure that destroying the record will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should not be destroyed as NAP unless the reason for their destruction is recorded in full on the relevant control records. NAP can apply to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system). It is designed to allow for sensible business practices.

Further information on NAP can be obtained from the National Archives' *Advice 18 Destroying records as a normal administrative practice*.

## **TRAINING AND FURTHER ADVICE ON THE ADMINISTRATIVE FUNCTIONS DISPOSAL AUTHORITY**

For training and advice on the use of this Administrative Functions Disposal Authority see the contact details on the Archives website at [www.naa.gov.au/](http://www.naa.gov.au/)

## **AMENDMENTS AND VARIATIONS**

This Authority will occasionally require amendment by the addition of new classes or a variation to the class descriptions or disposal action. The Archives will notify agencies of any changes and the information will also be published on the Archives website

Officers using the Authority should advise the Archives of any significant changes they consider desirable, or classes of records not covered by the Authority.

Comments on this Authority can be directed to:

National Archives of Australia  
PO Box 7425  
Canberra Mail Centre ACT 2610

**AUTHORISATION****ADMINISTRATIVE FUNCTIONS DISPOSAL AUTHORITY****Person to whom notice of authorisation is given:**

Secretaries of Departments, Heads of Executive Agencies and Commonwealth controlled companies (as listed in attachment A to the memorandum 1998/27 dated 18 Feb 2000 accompanying this Authority)

**Purpose:**

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*  
Authorises arrangements for the addition to, or alteration of records over 25 years old, in accordance with Section 26(2)(b) of the *Archives Act 1983*

**Application:**

Records relating to Administrative Functions held by all Commonwealth Agencies

This authorisation applies to only the disposal of the records described on the Authority in accordance with the disposal action specified. 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.



Authorising Officer,  
Australian Archives

Steve Stuckey  
Assistant Director-General  
Government Services

18 February 2000

Date of Issue

Date of Amendment

## BUSINESS CLASSIFICATION SCHEME

### Community Relations

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile.

Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in an agency's own functional Records Disposal Authority.

Acquisition	Exhibitions	Procedures
Address (presentations)	Function (social)	Public Reaction
Arrangements	Grant Funding	Reporting
Celebrations	Greetings	Representatives
Ceremonies	Implementation	Research
Committees	Joint Ventures	Reviewing
Conferences	Liaison	Security
Contracting-out	Marketing	Submissions
Customer Service	Media Relations	Suggestions
Donations	Meetings	Tendering
Enquiries	Planning	Visits
Evaluation	Policy	

## Compensation

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises.

Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

Accidents	Claims	Policy
Acquisition	Committees	Procedures
Advice	Compliance	Rehabilitation
Agreements	Contracting-out	Reviewing
Appeals (decisions)	Insurance	Tendering
Authorisation	Leave	
Cases	Payments	

## Equipment & Stores

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation.

Equipment includes instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

Acquisition	Disposal	Policy
Agreements	Distribution	Procedures
Allocation	Evaluation	Reporting
Arrangements	Inspections	Reviewing
Audit	Installation	Risk Management
Authorisation	Insurance	Security
Claims	Inventory	Stocktake
Compliance	Leasing	Tendering
Construction	Leasing-out	
Contracting-out	Maintenance	



## Establishment

The function of establishing and changing the organisational structure.

Includes moving employees from one agency to another and reducing or increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the *Public Service Act 1999* should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly this Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

Advice	Planning	Reviewing
Authorisation	Policy	Vacancies
Committees	Procedures	Variations
Evaluation	Reporting	
Meetings	Restructuring	

## Financial Management

The function of managing the organisation's financial resources.

Includes establishing, operating and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Accounting	Contracting-out	Procedures
Acquisition	Donations	Reporting
Advice	Evaluation	Reviewing
Agreements	Financial Statements	Risk Management
Allocation	Fraud	Salaries
Asset Register	Grant Funding	Standards
Audit	Inventory	Tendering
Authorisation	Meetings	Treasury Management
Budgeting	Payments	
Committees	Planning	
Compliance	Policy	

## Fleet Management

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles.

Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

Accidents	Committees	Maintenance
Acquisition	Compliance	Meetings
Agreements	Contracting-out	Policy
Allowances	Disposal	Procedures
Arrangements	Infringements	Reporting
Authorisation	Insurance	Tendering
Claims	Leasing	

## Government Relations

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions.

Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, Territory or overseas governments.

The function is not designed to cover regular ongoing contact between government agencies, which should be classified under the specific function.

Addresses (presentations)	Joint Ventures	Representatives
Advice	Legislation	Research
Agreements	Media Relations	Reviewing
Committees	Meetings	Security
Compliance	Policy	Submissions
Customer Service	Procedures	Visits
Implementation	Reporting	
Inquiries	Representations	

## Industrial Relations

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace.

Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

Advice	Disputes	Planning
Agreements	Enterprise Bargaining	Policy
Allowances	Grievances	Procedures
Appeals (decisions)	Industrial Action	Reporting
Claims	Infringements	Research
Committees	Inspections	Tendering
Compliance	Insurance	
Contracting-out	Meetings	

## Information Management

The function of managing the organisation's information resources.

Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products and items kept for reference purposes, and the provision of services based on information resources to internal and external customers. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

Acquisition	Data Administration	Privacy
Advice	Disposal	Procedures
Agreements	Distribution	Reporting
Appeals (decisions)	Donations	Research
Audit	Enquiries	Restructuring
Authorisation	Implementation	Reviewing
Cases	Inspections	Risk management
Committees	Intellectual Property	Security
Compliance	Inventory	Standards
Conservation	Marketing	Submissions
Contracting-out	Meetings	Suggestions
Control	Planning	Tendering
Customer Service	Policy	

## Legal Services

The function of providing legal services to the organisation.

Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

Advice	Inquiries	Reporting
Agreements	Intellectual property	Research
Claims	Litigation	Reviewing
Committees	Meetings	Submissions
Compliance	Planning	Tendering
Contracting-out	Policy	
Infringements	Procedures	

## Occupational Health & Safety

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation.

Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures, together with policy, procedural and monitoring matters associated with the organisations' preventative and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Accidents	Compliance	Policy
Advice	Contracting-out	Procedures
Agreements	Evaluation	Reporting
Appeals	Health Promotion	Representatives
Audit	Implementation	Research
Authorisation	Inquiries	Reviewing
Cases	Inspections	Risk Management
Claims	Meetings	Standards
Committees	Planning	Tendering

## Personnel

The function of managing all employees in the organisation employed under the *Public Service Act 1999* and previous legislation and volunteer workers.

Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this Authority, agencies that employ staff under legislation other than the *Public Service Act 1999* should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope or conditions of employment. If the variations are significant, this Authority is not applicable and should not be used. Coverage in such circumstances must be under the agency's own Records Disposal Authority.

Accidents	Employment Conditions	Recruitment
Agreements	Evaluation	Rehabilitation
Allowances	Grievances	Reporting
Appeals (decisions)	Infringements	Representatives
Arrangements	Insurance	Reviewing
Authorisation	Leave	Reviews (decisions)
Cases	Marketing	Salaries
Claims	Meetings	Security
Committees	Moving	Separations
Compliance	Performance Management	Social Clubs
Contracting-out	Planning	Suggestions
Counselling	Policy	Tendering
Discipline	Procedures	

## Property Management

The function of managing land and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises.

Includes buildings and land allotment owned, rented or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties, owned by the Commonwealth or Commonwealth institutions, which have national significance – including natural, historic and indigenous significance – are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for records covering the management of specialised buildings, that is, buildings that have been designed for a specific purpose or have unique design features eg the Lucas Heights Nuclear Reactor building or Mt Stromlo Observatory. In these cases specific coverage should be included in the agency's own functional Records Disposal Authority.

Acquisition	Construction	Maintenance
Advice	Contracting-out	Meetings
Agreements	Disposal	Moving
Appeals (decisions)	Evaluation	Planning
Arrangements	Fit-outs	Policy
Audit	Implementation	Procedures
Authorisation	Inspections	Reporting
Cases	Installation	Reviewing
Claims	Insurance	Risk Management
Committees	Inventory	Security
Compliance	Leasing	Tendering
Conservation	Leasing-out	

## Publication

The function of having works, irrespective of format, issued for sale or distribution internally or to the public.

Includes drafting, manual or electronic production (design, layout, typesetting, printing etc), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc), which are not produced for public relations. Also includes multi-media publications, CD-ROM and on-line information services.

Advice	Enquiries	Production
Agreements	Evaluation	Reporting
Committees	Intellectual Property	Research
Compliance	Joint Ventures	Reviewing
Contracting-out	Marketing	Risk Management
Corporate Style	Meetings	Stocktake
Disposal	Planning	Tendering
Distribution	Policy	
Drafting	Procedures	

## Staff Development

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity.

Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Acquisition	Committees	Policy
Addresses (presentations)	Compliance	Procedures
Advice	Conferences	Reporting
Allowances	Contracting-out	Reviewing
Arrangements	Evaluation	Tendering
Audit	Meetings	Training
Authorisation	Planning	

## Strategic Management

The function of applying broad systematic management planning for the organisation.

Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

Agreements	Fraud	Procedures
Audit	Grant Funding	Reporting
Committees	Implementation	Research
Compliance	Legislation	Reviewing
Conferences	Meetings	Risk Management
Contracting-out	Performance Management	Standards
Customer Service	Planning	Tendering
Evaluation	Policy	

## Technology & Telecommunications

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems.

Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranets and websites.

Acquisition	Database Management	Planning
Advice	Disposal	Policy
Agreements	Evaluation	Privacy
Allocation	Implementation	Procedures
Application Development	Inspections	Reporting
Audit	Installation	Research
Authorisation	Intellectual Property	Restructuring
Committees	Leasing	Reviewing
Compliance	Leasing-out	Risk Management
Contracting-out	Maintenance	Security
Control	Meetings	Standards
Customer Service	Modelling	Tendering
Data Administration	Operations	



**GLOSSARY OF TERMS**

Active records	Those records regularly required for the day-to-day functioning of an agency. Also referred to as current records.
Activity	A task or operation performed to execute some or all of a <i>function</i> . An activity is identified by the name it is given and its scope (or definition). The scope of the activity encompasses all the <i>transactions</i> that take place in relation to it. Depending on the nature of the transactions involved, an activity may be performed in relation to one function, or many. See <i>Function</i> and <i>Transaction</i> .
Administrative Functions Disposal Authority	<p>The Administrative Functions Disposal Authority was authorised in February 2000 by the National Archives and relates to common administrative functions performed by most Commonwealth agencies.</p> <p>It replaces General Disposal Authorities 12/12A, 13, 14, 15, 16, 17, 18, 20 and also replaces all entries in agency Records Disposal Authorities which cover records of an administrative nature.</p> <p>The Authority is based on the business classification scheme of the <i>Keyword AAA: A Thesaurus of General Terms</i>. See also <i>Business classification scheme</i> and <i>Disposal Authorities</i>.</p>
Archives	Archives are those records that are appraised as having continuing value (Australian Standard AS 4390-1996, <i>Records Management</i> , Part 1: General, Clause 4.4, 1996).
Business activity	An umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees (Australian Standard AS 4390-1996, <i>Records Management</i> , Part 1: General, Clause 4.6, 1996).

Business classification scheme	<p>A description of the functions and activities of the organisation derived from an analysis of business activity. The business classification scheme contains terms and scope notes that represent and describe functions, activities, transactions or other elements and shows their relationships.</p> <p>The number of levels within the scheme can vary depending on the level of refinement required and how the scheme will be used. The scheme is hierarchical, moving from the general to the specific, eg each function shows the activities that are identified in relation to it, and each activity (linked to the function) would show the categories of transactions that are encountered.</p> <p>The functional structure of <i>the Administrative Functions Disposal Authority</i> is based on the business classification scheme of <i>Keyword AAA: A Thesaurus of General Terms</i>. It has been modified to suit Commonwealth requirements. A copy of the business classification scheme used in this Authority is reproduced as part of the Introduction.</p>
<i>Commonwealth Modified Version of the Keyword AAA Thesaurus</i>	This is a modified version of <i>Keyword AAA: A Thesaurus of General Terms</i> which includes changes made by the National Archives to accommodate specific Commonwealth requirements.
Contract under seal	Also called a 'deed' or a 'speciality', this document is signed by a party (or parties) in the presence of a witness (or witnesses) and binds the party or parties.
Current records	See <i>Active records</i> .
Destroy after action completed	A disposal action directing the legal destruction of records documenting a particular set of transactions linked to a function and activity set when all business action has been completed.
Destroy after last action	A disposal action referring to the date of the last recorded action.
Destroy when reference ceases	<p>A disposal action which authorises destruction of records when all business needs to refer to the records have ceased.</p> <p>This is used when there is no identifiable disposal trigger date, and where the loss of information contained in the records would have negligible effects on the business operations of an agency.</p>

Disposal	A range of processes associated with implementing appraisal decisions. These include the retention, deletion, or destruction in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. (Australian Standard AS 4390-1996, <i>Records Management</i> , Part 1: General, Clause 4.4, 1996).
Disposal action	The disposal action noted on a disposal authority indicating the minimum retention period a record must be kept for and the event from which the disposal date should be calculated.
Disposal Authorities	Legal documents issued by the National Archives to authorise the disposal of Commonwealth records. They specify classes of records and the minimum time they should be kept. Records Disposal Authorities or RDAs apply to the records of a single agency, while the <i>Administrative Functions Disposal Authority</i> and General Disposal Authorities or GDAs apply to all Commonwealth agencies.
Disposal class	A description of the characteristics of a group of records documenting similar activities, together with a disposal action to be applied to the group. The description consists of function and activity terms and scope notes, record description and disposal action.
Disposal freeze	A ban on disposal action which applies to certain groups of records as designated by the National Archives from time to time.
Disposal trigger	The point from which the disposal action is calculated. This can be a date on which action is completed or a date on which an event occurs.
Function	The largest unit of business activity in an organisation or jurisdiction (Australian Standard AS 4390–1996, <i>Records Management</i> , Part 1: General, Clause 4.15, 1996). See <i>Activity and Transaction</i> .
GDA	See <i>Disposal Authorities</i> .
General Disposal Authorities	See <i>Disposal Authorities</i> .
Inactive records	Records that are no longer required by an agency for administrative purposes on a regular basis. Also referred to as non-current records.

<b>Keyword AAA: A Thesaurus of General Terms</b>	<p>A thesaurus produced by the State Records Authority of NSW. It contains general terms designed for use in classifying, titling and indexing most types of records in most technological environments.</p> <p>The classification model of the thesaurus has 17 keywords representing broad business administrative functions with linked activity and subject descriptors. See also <i>Commonwealth Modified Version of the Keyword AAA Thesaurus</i>.</p>
<b>Lead agency</b>	A Commonwealth agency which has major responsibility for a function within Commonwealth jurisdiction.
<b>Non-current records</b>	See <i>Inactive records</i> .
<b>Record</b>	Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity (Australian Standard AS 4390–1996, <i>Records Management</i> , Part 1: General, Clause 4.21, 1996). See <i>Sentencing</i> .
<b>RDA</b>	See <i>Disposal Authorities</i> .
<b>Records Disposal Authority</b>	See <i>Disposal Authorities</i> .
<b>Retain as national archives (RNA)</b>	The disposal action for records appraised as having continuing value (Australian Standard AS 4390–1996, <i>Records Management</i> , Part: 1 General, Clause 4.5, 1996).
<b>Review date</b>	The date added to the control system as a trigger to review the disposal action. It is a probable date of disposal and can be calculated by risk assessment or through consultation with the action area.
<b>Sentencing</b>	The process of identifying and classifying records, and applying the appropriate disposal action specified in a valid disposal authority. This process can be undertaken at any point in the record's existence (at the point of creation, when current business is finished, or at a specified review date).
<b>Transaction</b>	The smallest unit of business activity (Australian Standard AS 4390-1996, <i>Records Management</i> , Part 1: General, Clause 4.27, 1996). See <i>Function</i> and <i>Activity</i> .


## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1001 	Records documenting the acquisition of goods and services (eg catering services) required to support the community relations function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).  <i>[For the acquisition of community relations goods and services through a tender process, use COMMUNITY RELATIONS - Tendering.</i>  <i>For the management of contracted out services, use COMMUNITY RELATIONS - Contracting-out.</i>  <i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after action completed

## COMMUNITY RELATIONS




The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **Addresses (presentations)**

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

*For papers presented by staff at conferences supporting the community relations function, use COMMUNITY RELATIONS - Conferences.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1002 	Final version of addresses made by the portfolio Minister or senior agency officers at major public occasions.  <i>[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses.]</i>	Retain as national archives
1003 	Final versions of other addresses delivered in the routine promotion of the agency's service or products.	Destroy 2 years after last presentation
1004 	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases


## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### Arrangements

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

Entry No	Description of Records	Disposal Action
1005 	Records detailing arrangements carried out to support the community relations function. Includes arrangements for guest speakers.  <i>[For arrangements made to support events hosted by the agency, use COMMUNITY RELATIONS - Functions; COMMUNITY RELATIONS - Celebrations and/or COMMUNITY RELATIONS - Ceremonies.  For making travel arrangements for staff to attend promotional activities supporting the community relations function, use PERSONNEL - Arrangements.]</i>	Destroy 1 year after event

## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **Celebrations**

The activities associated with arranging and managing festivities to honour a particular event.

*For addresses made at celebrations, use COMMUNITY RELATIONS - Addresses.*

*For managing financial transactions supporting celebrations activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1006 	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency eg a significant anniversary.	Retain as national archives
1007 	Records documenting routine arrangements supporting celebrations to honour an event of major importance to an agency. Includes catering, venue bookings and entertainment.	Destroy 2 years after action completed
1008 	Records documenting all arrangements for other celebrations of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed



## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **Ceremonies**

The activities associated with arranging and managing a formal act performed for a special occasion.

*For addresses made at ceremonies, use COMMUNITY RELATIONS - Addresses.*

*For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1009 	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion eg the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as national archives
1010 	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes catering, venue bookings and entertainment.	Destroy 2 years after action completed
1011 	Records documenting all arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed



## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1012 	Records of internal and external committees formed to consider matters relating to the community relations function. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 3 years after action completed
1013 	Working papers documenting the conduct and administration of committees which consider matters relating to the community relations function. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy when reference ceases

## COMMUNITY RELATIONS







The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### Conferences

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

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1014 	Records documenting arrangements for agency conferences including program development, arranging speakers, promotion, managing registrations and venue bookings.	Destroy 3 years after action completed
1015 	Reports assessing the conduct of agency conferences.	Destroy 3 years after action completed
1016 	Copies of unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by agency staff.  <i>[For the printing and publication of agency conference proceedings and reports, use PUBLICATION - Production.]</i>	Destroy when reference ceases
1017 	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases
1018 	Copies of published conference proceedings and official reports received at conferences arranged by other organisations.	Destroy when reference ceases
1019 	Participants' reports on conferences arranged by other organisations.	Destroy 3 years after action completed

## COMMUNITY RELATIONS


The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1020 	Records documenting contract management relating to the community relations function. Includes: <ul style="list-style-type: none"><li>• minutes of meetings with main stakeholders</li><li>• performance and evaluation reports.</li></ul>	Destroy 7 years after completion or other termination of contract

---

## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **Customer Service**




The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

*This function/activity set should not be used by agencies which have an extensive customer service role. In these instances coverage should be included in the agency's own functional Records Disposal Authority.*

*For services provided to government, use GOVERNMENT RELATIONS - Customer Services.*

*For complaints from the public about customer services, use COMMUNITY RELATIONS - Public Reaction.*

*For suggestions from the public about customer services, use COMMUNITY RELATIONS - Suggestions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1021 	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients.	Destroy 3 years after action completed
1022 	Records documenting the development of service charters and directives relating to the provision of services to the agency's public clients. Includes copies of internal directives and charters.  <i>[For the production of a service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>	Destroy 3 years after superseded
1023 	Records documenting the management of specific customer services provided to the public eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services eg carrying out customer surveys.	Destroy 3 years after action completed

## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.





### **Donations**

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

*This function/activity set should not be used by agencies where public donations provide major support for core functions eg National Library of Australia and the National Museum of Australia. In these instances coverage should be included in the agency's own functional Records Disposal Authority.*

*For managing financial transactions associated with donations received or made by the agency, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

*For the general management of monetary donations received or given by the agency, use FINANCIAL MANAGEMENT - Donations.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1024 	Records documenting donations of money and items, artefacts or property that are of long-term value or ongoing benefit to the nation.	Retain as national archives
1025 	Records documenting all other donations of money that are of little public interest (ie small amounts).	Destroy 7 years after donation received
1026 	Records documenting all other donations of items, artefacts or property that are of little public interest.	Destroy 7 years after disposal of item
1027 	Records documenting donations of money and items made by the agency to public organisations and groups, including charities.	Destroy 7 years after donation was made


## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **Enquiries**


The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1028 	Records documenting the handling of public enquiries about the agency and its programs, products and services.	Destroy 2 years after action completed

---

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1029 	Records documenting the evaluation and ongoing monitoring of community relations programs and services.	Destroy 5 years after action completed

---

## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.


### ***Exhibitions***

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the organisation.

*This function/activity set should not be used by agencies which mount exhibitions as a core function eg the National Gallery of Australia and the Australian National Maritime Museum. In these instances coverage should be included in the agency's own functional Records Disposal Authority.*

*For exhibition openings, use COMMUNITY RELATIONS - Functions (Social).*

*For managing financial transactions supporting the organisation of an exhibition, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1030 	Records documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display.	Destroy 3 years after action completed


---

### ***Functions (social)***

The process of organising and managing an official or formal social occasion conducted by the organisation to enhance its internal and external relationships, or to promote its services and image.

*For addresses made at functions, use COMMUNITY RELATIONS - Addresses.*

*For managing financial transactions supporting functions, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1031 	Records documenting the organisation and management of an official or formal social occasion. Includes venue bookings, guest lists, invitations and catering.	Destroy 2 years after action completed

---



## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.



Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### Grant Funding

The activities associated with the application for and receipt of grants.

*This function/activity set should not be used by an agency who as part of their core functions manage the distribution of grant funding to the community, or by an agency making an application for a grant from a community based organisation to support a core function. In such cases specific coverage should be included in the agency's own Records Disposal Authority.*


*For managing corporate strategies for seeking grant funding, use STRATEGIC MANAGEMENT - Grant Funding.*

Entry No	Description of Records	Disposal Action
1032 	Records documenting successful applications made by the agency for grant funding from a non-government source.  <i>[For the management of grant money received by the agency, use FINANCIAL MANAGEMENT - Grant Funding.]</i>	Destroy 7 years after action completed
1033 	Records documenting unsuccessful applications made by the agency for grant funding from a non-government source.	Destroy 2 years after last action

---

### Greetings

The activities associated with preparing, sending and receiving letters of appreciation or condolences. Includes mailing lists for Christmas cards.

Entry No	Description of Records	Disposal Action
1034 	Records documenting the preparation, dispatch and receipt of letters of introduction, appreciation, condolence and greetings cards. Includes mailing lists.	Destroy when reference ceases

---


## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **Implementation**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1035 	Records documenting the implementation of plans, policies and procedures developed to support the community relations function.	Destroy 3 years after action completed

## COMMUNITY RELATIONS






The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### 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.

*This function/activity set should not be used for joint venture arrangements which support core functions of the agency. In these instances coverage should be included in the agency's own functional Records Disposal Authority.*

Entry No	Description of Records	Disposal Action
1036 	Records documenting the management of joint ventures undertaken to support the community relations function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after termination of arrangement
1037 	Signed joint venture contracts under seal and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1038 	Signed joint venture contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
1039 	Signed joint venture contracts under seal and supporting records: New South Wales, Queensland, Australian Capital Territory, Northern Territory and Tasmania.	Destroy 7 years after completion or other termination of contract
1040 	Signed simple joint venture contracts and agreements and supporting records.	Destroy 7 years after completion or other termination of contract


## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.


### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1041 	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.  <i>[For subscriptions to publications of professional bodies where the subscriber does not have to be a member of a organisation, use INFORMATION MANAGEMENT - Acquisitions.]</i>	Destroy 3 years after action completed

### **Marketing**

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1042 	Records documenting the marketing of an agency's community relations activities. Includes records covering arrangements for advertising campaigns and promotional photographs.  <i>[For the development of a marketing plan, use COMMUNITY RELATIONS - Planning.</i>  <i>For media releases relating to marketing activities, use COMMUNITY RELATIONS - Media Relations.]</i>	Destroy 3 years after action completed




## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1043 	Master set of agency media releases.	Retain as national archives
1044 	Records documenting administrative arrangements with the media. Includes the 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 or products.	Destroy 2 years after action completed
1045 	Copies of media items specifically relating to the agency's operations. Includes newcuttings, transcripts and electronic items.  <i>[For the acquisition of media items through a media monitoring service, use INFORMATION MANAGEMENT - Acquisitions.]</i>	Destroy when reference ceases



## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.





### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1046 	Final version of minutes and supporting documents tabled at meetings held to support the community relations function. Includes meetings with external agencies.	Destroy 3 years after action completed
1047 	Working papers documenting the conduct and administration of meetings held to support the community relations function. Includes agenda, notices of meetings and draft minutes.	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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1048 	Final version of agency-wide community relations plans.	Destroy 3 years after plan is superseded
1049 	Final version of community relations plans at business unit, state, regional or overseas office level.	Destroy 2 years after plan is superseded
1050 	Working papers used to develop all community relations plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1051 	Copies of community relations plans.	Destroy when reference ceases



## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1052 	Records documenting the development and establishment of the agency's community relations policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 5 years after policy is superseded
1053 	Records documenting comments made on the development of government-wide community relations policies.	Destroy 1 year after promulgation of the new policy
1054 	Working papers documenting the development of all community relations policies.	Destroy 1 year after promulgation of the new policy
1055 	Copies of policy documents and supporting papers.	Destroy when reference ceases




## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.


### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1056 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the community relations function.	Destroy when procedures are superseded
1057 	Records documenting the development of agency procedures supporting the community relations function.	Destroy 1 year after production of procedures
1058 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

### Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1059 	Records documenting public reaction and agency responses.	Destroy 6 years after action completed

*[For suggestions received from the public, use  
COMMUNITY RELATIONS - Suggestions.]*








## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1060 	Final version of internal formal reports and reports made to external agencies relating to the community relations function.	Destroy 5 years after action completed
1061 	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the community relations function. Includes the collection and reporting of statistical information relating to visits.	Destroy 3 years after action completed
1062 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases
1063 	Copies of community relations reports.	Destroy when reference ceases
1064 	Responses to surveys carried out to support the community relations function.	Destroy 3 years after action completed


## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.



### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1065 	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in community organisations.  <i>[For the management of agency representatives on government bodies, use GOVERNMENT RELATIONS - Representatives.]</i>	Destroy 3 years after last action

### **Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1066 	Records documenting detailed research carried out to support the community relations function.	Destroy 5 years after action completed
1067 	Records documenting routine research carried out to support the community relations function.	Destroy when reference ceases



## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.


### Reviewing

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1068 	Records documenting a review of agency programs and operations supporting the community relations function. Includes documents establishing the review, final report and action plan.	Destroy 3 years after action completed
1069 	Working papers documenting a review of agency programs and operations supporting the community relations function.	Destroy 1 year after action completed

### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1070 	Records documenting security arrangements made for visits to the agency by dignitaries and the general public.  [For general arrangements for visits, use COMMUNITY RELATIONS - Visits.  For building security arrangements made for a visit, use PROPERTY MANAGEMENT - Security.]	Destroy 5 years after last action

## COMMUNITY RELATIONS




The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### 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.

*For submissions made within government, use GOVERNMENT RELATIONS - Submissions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1071 	Final version of successful agency submissions made to community organisations.	Destroy 7 years after action completed
1072 	Final version of unsuccessful agency submissions made to community organisations.	Destroy 3 years after action completed
1073 	Working papers documenting the development of agency submissions. Includes draft submissions.	Destroy when reference ceases

### Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1074 	Suggestions received from the public relating to agency services or products.	Destroy 2 years after action completed

*[For feedback received from the public, use COMMUNITY RELATIONS - Public Reaction.]*







## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1075 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1076 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1077 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1078 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1079 	Tender register.	Destroy 7 years after last entry
1080 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract





## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1081 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
1082 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1083 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1084 	Contract register.	Destroy 7 years after last entry

## COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.





### 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 the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

*For visits made by representatives of other agencies and interstate and overseas governments, use GOVERNMENT RELATIONS - Visits.*

*For security arrangements made for the visits to the agency, use COMMUNITY RELATIONS - Security.*

*For keeping statistical information relating to visits, use COMMUNITY RELATIONS - Reporting*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1085 	Records documenting arrangements for visits or tours to the agency by the general public.	Destroy 2 years after last action
1086 	Records documenting arrangements for visits made to the agency by important community representatives.	Destroy 5 years after action completed
1087 	Records documenting visits by staff to community organisations to promote the image or services of the agency. Includes visit reports.	Destroy 2 years after last action
1088 	Public visitor books.	Destroy 5 years after last entry

*[For visitor books signed by Royalty or Heads of State, use GOVERNMENT RELATIONS - Visits.]*

Superseded



## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.


### Accidents

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<p><i>[For accident reports sent to Comcare covering deaths, serious personal injury, incapacity and dangerous occurrences for both employees and members of the public, use OH&amp;S - Accidents.</i></p> <p><i>For accident reports submitted where an employee also submits a compensation claim, use COMPENSATION - Cases.</i></p> <p><i>For accident reports submitted by an employee but where there is no compensation claim submitted, use PERSONNEL - Accident.</i></p> <p><i>For accident reports submitted by members of the public where a compensation claim is lodged, use COMPENSATION - Claims.</i></p> <p><i>For accident reports submitted by members of the public where there is no claim made for compensation, use OH&amp;S - Accidents.]</i></p>	N/A

### Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1089 	<p>Records documenting the acquisition of services to support the compensation function (eg employment of rehabilitation providers and case managers).</p> <p><i>[For the acquisition of services through a tender process, use COMPENSATION - Tendering.</i></p> <p><i>For the management of contracted out services, use COMPENSATION - Contracting-out.</i></p> <p><i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i></p>	Destroy 7 years after action completed

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### Advice

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

Entry No	Description of Records	Disposal Action
1090 	Records documenting the receipt and provision of general advice to agency managers and employees on the compensation function. Includes the distribution of advice received from the lead agency responsible for the compensation function in the Commonwealth (currently Comcare).  <i>[For the provision of advice to an employee relating to a specific compensation case, use COMPENSATION - Cases.</i>  <i>For legal advice obtained on the management of specific cases, use LEGAL SERVICES - Advice.]</i>	Destroy 2 years after action completed

### Agreements

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

Entry No	Description of Records	Disposal Action
N/A	<i>[For the process of forming a return to work plan agreement, use COMPENSATION - Cases.</i>  <i>For the legal process of establishing deeds of release and deeds of indemnity and other like agreements relating to the settlement of compensation cases, use LEGAL SERVICES - Agreements.]</i>	N/A

### Appeals (decisions)

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





Entry No	Description of Records	Disposal Action
N/A	<i>[For managing records relating to an appeal lodged against any aspect of management of a compensation case, use COMPENSATION - Cases.]</i>	N/A

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### **Authorisation**

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1091 	Records documenting the delegation of power to the agency to make determinations on compensation claims.	Destroy 2 years after delegation expires
1092 	Delegations of power to agency staff to authorise administrative action relating to the compensation function.	Destroy 7 years after delegation expires
1093 	Authorisations for administrative action supporting the compensation function.	Destroy 7 years after action completed
1094 	Records documenting the granting of licences to agencies to self-insure and/or manage their workers' compensation liabilities.	Destroy 1 year after licence expires

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.



Entry No	Description of Records	Disposal Action
1095 	<p>Cases where a compensation claim has been submitted for personal injury, death, or loss or damage to personal property of the employee. Covers claims made under the Safety, Rehabilitation and Compensation Act 1988 and previous legislation. Includes:</p> <ul style="list-style-type: none"> <li>• Accident reports and associated papers such as witness statements</li> <li>• Claims</li> <li>• Determinations</li> <li>• Correspondence and notes of meeting and conversations with the lead agency (currently Comcare)</li> <li>• Correspondence and notes on meetings or conversations with claimant</li> <li>• Appointment of a case manager or rehabilitation provider</li> <li>• Return to work plan</li> <li>• Progress reports</li> <li>• Assessment reports</li> <li>• Medical reports and certificates</li> <li>• Claim reviews</li> <li>• Appeal records (including reconsideration and appeals to Administrative Appeals Tribunal)</li> <li>• Agreements entered into by the parties</li> <li>• Legal records documenting any legal advice received and action taken in relation to the case.</li> </ul> <p><i>[For records relating to claims made by public visitors, use COMPENSATION - Claims.]</i></p>	<p>Destroy 75 years after date of birth of employee or 7 years after last action, whichever is longest. If date of birth is unknown assume the person was 15 at the time of the accident</p>

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1096 	Records documenting claims for compensation submitted by members of the public managed by an external insurance provider.  <i>[For accident reports detailing accident/incidents by members of the public, use OH&amp;S - Accidents.  For a claim submitted for compensation by an employee, use COMPENSATION - Cases.]</i>	Destroy 7 years after finalisation of the claim
1097 	Copies of claim reports submitted to the agency's central office for action or where claims are determined by the lead agency and are held separately to the agency case file.	Destroy when reference ceases

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### 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.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1098 	Records of internal and external committees formed to consider matters relating to the compensation function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 3 years after action completed
1099 	Working papers documenting the conduct and administration of committees which consider matters relating to the compensation function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

---

### 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.

*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1100 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the compensation function.	Destroy 7 years after action completed

---


## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1101 	Records documenting contract management relating to the compensation function eg for case managers and rehabilitation providers. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract



### **Insurance**

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

*For compensation claims made by employees, use COMPENSATION - Cases.*

*For compensation claims made by members of the public, use COMPENSATION - Claims.*

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1102 	Compensation insurance policies.	Destroy 1 year after action completed
1103 	Records documenting annual renewals and the management of premium payments. Includes salary statements, advice on premiums payable and any review of premiums levied by an insurance provider (eg Comcare and/or Comcover).	Destroy 10 years after action completed

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.


### Leave

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	[For compensation leave, use COMPENSATION - Cases.]	N/A

### Payments

The activities involved in the preparation and payment of money.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1104 	Records documenting the managing of payments for any compensation activity.  [For managing financial transactions supporting payment activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]	Destroy 7 years after action completed







## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1105 	Records documenting the development, establishment and review of the agency's compensation policies, including an agency's return to work policy. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 5 years after policy is superseded
1106 	Records documenting comments made on the development of government-wide compensation policies.	Destroy 3 years after promulgation of the new policy
1107 	Working papers documenting the development of all compensation policies.	Destroy 3 years after promulgation of the new policy
1108 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1109 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the compensation function. Includes procedures supporting the return to work process.	Destroy 5 years after procedures are superseded
1110 	Records documenting the development of agency procedures supporting the compensation function.	Destroy 1 year after production of procedures
1111 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

### Rehabilitation

The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a Rehabilitation Coordinator.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<p><i>[For establishing an agency's return to work policy, use COMPENSATION - Policy.</i></p> <p><i>For establishing and implementing an individual employee's return to work plan, use COMPENSATION - Cases.</i></p> <p><i>For rehabilitation carried out not associated with a compensation case, use PERSONNEL - Rehabilitation.]</i></p>	N/A



## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### **Reviewing**

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

*For reviewing a compensation case, use COMPENSATION - Cases.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1112 	Records documenting a review of agency programs and operations supporting the compensation function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
1113 	Working papers documenting a review of agency programs and operations supporting the compensation function.	Destroy 2 years after action completed








---

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1114 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1115 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1116 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1117 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1118 	Tender register.	Destroy 7 years after last entry
1119 	Signed contracts under seal resulting from tenders and supporting records: Western Australia	Destroy 20 years after completion or other termination of contract
1120 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia	Destroy 15 years after completion or other termination of contract

## COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. This function excludes Defence military personnel.

### ***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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1121 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory	Destroy 12 years after completion or other termination of contract
1122 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1123 	Contract register.	Destroy 7 years after last entry

---

Superseded

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.




### Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

*For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.*

*For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.*

Entry No	Description of Records	Disposal Action
1124 	Records documenting the acquisition of equipment and stores where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> <li>• formal requests for quotes</li> <li>• orders</li> <li>• handover reports</li> <li>• correspondence relating to the acquisition.</li> </ul> <p><i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT &amp; STORES - Evaluation.]</i></p>	Destroy 7 years after action completed
1125 	Investigations into acquisition of equipment and stores not proceeded with.	Destroy 1 year after action completed
1126 	Information provided by vendors relating to equipment and stores.	Destroy when reference ceases



## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### Agreements



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

*For leasing of equipment and stores, use EQUIPMENT & STORES - Leasing and/or EQUIPMENT & STORES - Leasing-out.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1127 	Final version of agreements with vendors or other agencies to provide equipment and stores (eg Memoranda of Understanding).	Destroy 7 years after expiry or other termination of agreement
1128 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

### Allocation

The process of assigning of money, items, or equipment to employees or organisational units.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1129 	Records held by the area responsible for the management of the function relating to the allocation of equipment or stores to individuals or organisational units. Includes requests for issue of equipment or stores.  <i>[For the distribution of equipment and stores, use EQUIPMENT &amp; STORES - Distribution.]</i>	Destroy 2 years after action completed
1130 	Records held by the requesting area relating to the allocation of equipment or stores to individuals or organisational units.	Destroy when reference ceases






## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### Arrangements

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

*For arrangements for the removal and/or storage of personal effects, use PERSONNEL - Moving.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1131 	Records documenting arrangements for the delivery of equipment and stores to an agency.  <i>[For the dispatch of equipment or stores within an agency or from an agency, use EQUIPMENT &amp; STORES - Distribution.]</i>	Destroy when reference ceases
1132 	Records documenting the storage of equipment and stores (excluding hazardous materials) within an agency. Includes location management and stock control.	Destroy when reference ceases
1133 	Records documenting the storage of hazardous equipment and stores (ie unused material) within an agency. Includes location management.  <i>[For storage of hazardous waste prior to disposal, use PROPERTY MANAGEMENT - Maintenance.</i>  <i>For Hazardous Substance Register, use OCCUPATIONAL HEALTH &amp; SAFETY - Compliance.]</i>	Destroy 5 years after action completed

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.



### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1134 	Final internal and external audit reports relating to the equipment and stores function.	Destroy 5 years after action completed
1135 	Records documenting the planning and conduct of internal and external audits relating to the equipment and stores function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments.</li> </ul>	Destroy 2 years after action completed

### Authorisation

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1136 	Delegations of power to agency staff to authorise administrative action relating to the equipment and stores function.	Destroy 7 years after delegation expires
1137 	Authorisations for administrative action supporting the equipment and stores function.	Destroy 7 years after action completed

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### Claims


The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1138 	Records documenting insurance claims for damage and loss incurred to equipment and stores.	Destroy 7 years after finalisation or withdrawal of claim
<i>[For the management of insurance policies, use EQUIPMENT &amp; STORES - Insurance.]</i>		

### 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.

*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1139 	Records documenting agency compliance with mandatory or with optional standards or with statutory requirements relating to the equipment and stores function.	Destroy 7 years after action completed
<i>[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&amp;S) - Compliance.]</i>		

### Construction

The process of making or building something.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1140 	Records documenting the in-house construction of equipment and plant.	Destroy 7 years after disposal of asset
<i>[For the design of equipment and plant, use EQUIPMENT &amp; STORES - Evaluation.]</i>		
<i>[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>		


## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### 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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

Entry No	Description of Records	Disposal Action
1141 	Records documenting contract management relating to the equipment and stores function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract

### Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Entry No	Description of Records	Disposal Action
1142 	Records documenting the disposal of leased equipment and stores. Includes written notices and correspondence to and from leasing companies in relation to return of equipment and stores, handover reports and notifications that an agency or their nominee wish to purchase equipment and stores.	Destroy 3 years after disposal
1143 	Records documenting the disposal of Commonwealth-owned equipment and stores. Includes independent valuation certificates verifying that work undertaken on assets was done prior to valuation, written quotes, auction records and routine forms and correspondence relating to the disposal of equipment and stores.	Destroy 7 years after disposal

*[For the disposal of equipment and stores by tender, use EQUIPMENT & STORES - Tendering.*



*For the removal of items from the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]*

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### **Distribution**

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1144 	Records documenting the distribution of equipment and stores within an office of an agency.  <i>[For requests for issue of equipment and stores, use EQUIPMENT &amp; STORES - Allocation.]</i>	Destroy when reference ceases
1145 	Records documenting the distribution of equipment and stores to other locations (including other offices of the agency). Includes consignment notes.  <i>[For arrangements relating to the receipt of equipment and stores, use EQUIPMENT &amp; STORES - Arrangements.]</i>  <i>For arrangements relating to the distribution of equipment and stores via mail services, use INFORMATION MANAGEMENT - Distribution.</i>  <i>For managing financial transactions supporting the distribution activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after action completed

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1146 	Initial evaluation of equipment and stores requirements. Includes assessment of whole-of-government solutions (ie period contracts, buyers guides, endorsed suppliers). Includes justification of decision not to proceed with such solutions.  <i>[For the acquisition of equipment and stores, use EQUIPMENT &amp; STORES - Acquisition.</i>  <i>For the re-evaluation of existing equipment and stores, use EQUIPMENT &amp; STORES - Reviewing.]</i>	Destroy 7 years after action completed
1147 	Records documenting the development and issue of specifications for equipment and stores (including purpose-built equipment and stores).	Destroy 7 years after action completed

---

### Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1148 	Records documenting inspections of equipment and stores.  <i>[For formal audits, use EQUIPMENT &amp; STORES - Audit.</i>  <i>For stocktakes, use EQUIPMENT &amp; STORES - Stocktakes.</i>  <i>For inspections relating to occupational health and safety, use OCCUPATIONAL HEALTH AND SAFETY (OH&amp;S) - Inspections.]</i>	Destroy 3 years after action completed



---

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1149 	Records documenting the installation and initial configuration of equipment and plant.  <i>[For the installation of equipment and plant within a building, use PROPERTY MANAGEMENT - Installation.]</i>	Destroy 2 years after action completed
1150 	Records documenting the reconfiguration and adjustment of equipment and plant after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

### Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

*For insurance claims lodged, use EQUIPMENT & STORES - Claims.*

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1151 	Insurance policies covering equipment and stores.	Destroy 7 years after policy expires
1152 	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.


### Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1153 	Records documenting the listing of equipment and stores items.  <i>[For formal stocktakes of equipment and stores, use EQUIPMENT &amp; STORES - Stocktake.</i>  <i>For making subsequent changes to the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]</i>	Destroy when reference ceases

### Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1154 	Records documenting the administration and management of leased equipment. Includes reports received from leasing companies and signed leases.  <i>[For the activities associated with acquiring leased equipment, use EQUIPMENT &amp; STORES - Acquisition.</i>  <i>For the disposal of leased equipment, use EQUIPMENT &amp; STORES - Disposal.</i>  <i>For the maintenance of leased equipment, use EQUIPMENT &amp; STORES - Maintenance.</i>  <i>For Fringe Benefit Tax reports received from a leasing company, use PERSONNEL - Salaries.</i>  <i>For managing financial transactions supporting leasing activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after lease expires or is terminated




## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### **Leasing-out**

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1155 	Arrangements for the leasing-out of agency equipment to other bodies. Includes signed leases.	Destroy 7 years after lease expires or is terminated

*[For managing financial transactions supporting leasing-out activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]*

---

### **Maintenance**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1156 	Records documenting the maintenance of equipment and stores.	Destroy 3 years after action completed

*[For the management of contracts relating to maintenance, use EQUIPMENT & STORES - Contracting-Out.]*

---

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### 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.





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1157 	Records documenting the development and establishment of the agency's equipment and stores policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• working papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 3 years after policy is superseded
1158 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.


### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1159 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the equipment and stores function.	Destroy when procedures are superseded
1160 	Records documenting the development of agency procedures supporting the equipment and stores function.	Destroy 1 year after production of procedures
1161 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases
1162 	Operating manuals and instructions for equipment, plant and stores.	Destroy when reference ceases or transfer to new owner on disposal of equipment, Plant or stores

### 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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1163 	Records relating to reporting on activities involved in the equipment and stores function. Includes: <ul style="list-style-type: none"> <li>• working papers</li> <li>• comments received</li> <li>• draft reports</li> <li>• final documents.</li> </ul>	Destroy 2 years after action completed

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### Reviewing

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



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1164 	Records documenting a review of agency programs and operations supporting the equipment and stores function. Includes documents establishing the review, final report, action plan and identification of further problems needing rectification.	Destroy 3 years after action completed
1165 	Working papers documenting a review of agency programs and operations supporting the equipment and stores function.	Destroy 1 year after action completed

---

### Risk Management

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

*See also the Occupational Health and Safety (OH&S) function.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1166 	Records documenting risk management relating to the equipment and stores function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
1167 	Equipment and stores risk register.	Destroy 7 years after next risk assessment

---



## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### Security


The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For theft or damage involving agency staff use, PERSONNEL - Discipline.*

Entry No	Description of Records	Disposal Action
1168 	Records documenting the management of activities undertaken to protect equipment and stores. Includes investigations into theft or intentional damage and referral of an alleged incident to law enforcement authorities.  <i>[For disciplinary action resulting from a breach of the law involving APS employees, use PERSONNEL - Discipline.</i>  <i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i>  <i>For breaches involving technology, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Security.]</i>	Destroy 5 years after action completed
1169 	Records documenting combinations and/or keys for equipment or plant, such as safes, filing cabinets. Includes key register.  <i>[For combinations or keys to security containers which are built into the building, use PROPERTY MANAGEMENT - Security.]</i>	Destroy when reference ceases

### Stocktake

The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.








Entry No	Description of Records	Disposal Action
1170 	Records documenting the stocktake of equipment and stores.  <i>[For lists of equipment and stores, use EQUIPMENT &amp; STORES - Inventory.]</i>	Destroy 3 years after action completed

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1171 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1172 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1173 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1174 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1175 	Tender register.	Destroy 7 years after last entry
1176 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1177 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract

## EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1178 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1179 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1180 	Contract register.	Destroy 7 years after last entry

---

Superseded




## ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Advice



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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1181 	Records documenting the receipt and provision of advice on the establishment function.	Destroy 2 years after action completed

---

### Authorisation

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1182 	Delegations of power to agency staff to authorise administrative action relating to the establishment function.	Destroy 7 years after delegation expires
1183 	Authorisations for administrative actions relating to the establishment function.	Destroy 7 years after action completed

---

## ESTABLISHMENT



The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.


*For records of high-level corporate committees responsible for the overall strategic directions of an agency, including establishment structures, use STRATEGIC MANAGEMENT - Committees.*

Entry No	Description of Records	Disposal Action
1184 	Records of internal and external committees formed to consider matters relating to the establishment function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 5 years after action completed
1185 	Working papers documenting the conduct and administration of committees which consider matters relating to the establishment function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

---

### 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 No	Description of Records	Disposal Action
1186 	Records documenting the evaluation of positions and assigned duties of employees against existing or planned organisational structures to support corporate requirements and resource needs.	Destroy 5 years after last action

---



## ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1187 	Final version of minutes and supporting documents tabled at meetings held to support the establishment function. Includes meetings with external agencies.	Destroy 3 years after action completed
1188 	Working papers documenting the conduct and administration of meetings held to support the establishment function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

---

## ESTABLISHMENT





The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Planning

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

*For corporate plans that include the establishment structure of the agency, use STRATEGIC MANAGEMENT - Planning.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1189 	Final version of agency-wide establishment plans.	Destroy 10 years after plan is superseded
1190 	Final version of a section or business unit's establishment plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1191 	Working papers used in developing all establishment plans. Includes draft plans, reports analysing issues, and comments received and input made by other areas of the agency.	Destroy 1 year after adoption of the final plan
1192 	Copies of all establishment plans.	Destroy when reference ceases





## ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1193 	Records documenting the development and establishment of the agency's establishment policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 10 years after policy is superseded
1194 	Records documenting comments made on the development of government-wide establishment policies.	Destroy 3 years after promulgation of the new policy
1195 	Working papers documenting the development of all establishment policies.	Destroy 3 years after promulgation of the new policy
1196 	Copies of policy documents and supporting papers.	Destroy when reference ceases




## ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1197 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the establishment function.	Destroy when procedures are superseded
1198 	Records documenting the development of agency procedures supporting the establishment function.	Destroy 1 year after production of procedures
1199 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

---





## ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1200 	Final version of formal internal reports and reports made to external agencies relating to the establishment function.	Destroy 5 years after report is completed
1201 	Final version of periodic reports on general administrative matters used to monitor and document recurring activities to support the establishment function.	Destroy 3 years after report is completed
1202 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after report is completed
1203 	Copies of establishment reports.	Destroy when reference ceases





## ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Restructuring**

The activities involved in the reassessment of the activities, goals and structure of an organisation. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1204 	Records documenting the establishment and development of a new agency structure. Includes: <ul style="list-style-type: none"> <li>• copies of instruments giving effect to the machinery of government changes (including transfers of functions in and out of the Commonwealth) and details provided to facilitate administrative rearrangements relating to the transfer of functions and employees to other agencies</li> <li>• records documenting an internal restructure</li> </ul> <p><i>[For agreements between transferred employees and the receiving agency relating to remuneration and conditions of employment, use PERSONNEL - Agreements.]</i></p>	Destroy 10 years after last action
1205 	Records documenting agency adoption of new work level standards.	Destroy 7 years after standards are superseded
1206 	Agency-wide organisational charts produced after major restructure eg a machinery of government change or an extensive internal restructure held by the area of the agency responsible for the establishment function.	Retain as national archives
1207 	Copies of agency-wide organisation charts held in other areas of the agency, or charts showing lower levels of the organisation.	Destroy when reference ceases






## ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Reviewing


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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1208 	Records documenting a review and reassessment of agency organisational structures against identified corporate requirements.	Destroy 10 years after action completed
1209 	Records documenting a review of agency programs and operations supporting the establishment function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
1210 	Working papers supporting the conduct of an agency review.	Destroy 2 years after action completed

---

### Vacancies

The activities associated with managing positions in the organisation that are currently unoccupied.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1211 	Records documenting the management of vacancies.	Destroy 1 year after last action

---

## ESTABLISHMENT



The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Variations

The activities involved in varying the organisation's condition, character or nature of processes and other things that are not physical objects. Includes creating and abolishing individual positions.

*For the assignment of duties to individual employees, use PERSONNEL - Employment Conditions.*




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1212 	Records documenting the creation, variation, abolition, transfer or reclassification of positions and assigned duties. Includes authorised establishment variation authorities, position profiles and selection criteria.	Destroy 7 years after position or assigned duties have been abolished or altered
1213 	Applications to vary positions and assigned duties not approved or proceeded with.	Destroy 3 years after last action

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### Accounting

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls.







<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1214 	Principal accounting records and associated supporting records managing the agency's revenue and expenditure. Includes: <ul style="list-style-type: none"> <li>• journals</li> <li>• ledgers</li> <li>• receipt and revenue records</li> <li>• sales and purchase invoices</li> <li>• cheque records, eg cheque butts or computerised cheque issue records</li> <li>• payment records (including payments for allowances and act of grace payments)</li> <li>• petty cash records</li> <li>• cash books</li> <li>• credit notes</li> <li>• advance registers and associated records</li> <li>• creditor and debtor registers and lists.</li> </ul>	Destroy 7 years after last action
1215 	Records documenting taxation matters. Includes: <ul style="list-style-type: none"> <li>• assessment of Fringe Benefits Tax (FBT)</li> <li>• assessment and payment of Goods and Services Tax (GST), including business activity statements and tax invoices</li> <li>• requests for exemption from Wholesale Sales Tax.</li> </ul> <p><i>[For taxation records required for the payment of employee salaries and wages, eg tax declaration forms, use PERSONNEL - Salaries.]</i></p>	Destroy 5 years after last action
1216 	Records documenting the establishment of bank accounts.	Destroy 7 years after account has been closed

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### ***Accounting - Continued***

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls.





<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1217 	Records documenting the management of banking activities. Includes: <ul style="list-style-type: none"> <li>• deposit records</li> <li>• bank statements</li> <li>• bank reconciliation statements</li> <li>• investment and dividend statements.</li> </ul>	Destroy 7 years after last action
1218 	Records documenting the use of agency credit cards. Includes: <ul style="list-style-type: none"> <li>• credit card receipts</li> <li>• monthly statements.</li> </ul> <p><i>[For authorisations associated with using credit cards, use FINANCIAL MANAGEMENT - Authorisation]</i></p>	Destroy 7 years after action completed
1219 	Finance reports. Includes regular accrual reports eg operating statements, statements of financial position, cash flow statements and periodic accrual statements.	Destroy 7 years after last action
1220 	Records documenting the management of debt recovery. Includes correspondence and notices issued to debtors and records of negotiations including write-off and waiver arrangements.	Destroy 7 years after action completed
1221 	Records documenting the management of incidental benefits received by agency personnel in the course of their official duties, eg frequent flyer points.	Destroy 7 years after last action
1222 	Administrative records used for control and accountability in handling money and financial records, ie records which do not document agency revenue and expenditure. Includes hand-over or take-over certificates, and reconciliations other than bank reconciliation statements.	Destroy 2 years after last action

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **Accounting - Continued**


The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1223 	Records documenting the management of surplus, obsolete or damaged accountable forms.	Destroy 7 years after write-off action completed
1224 	Copies of receipts, invoices and other accounting records processed at the central office or at another part of the agency, documenting agency revenue and expenditure.	Destroy 2 years after last action
1225 	Records documenting the process of output costings.	Destroy 7 years after last action
1226 	Records documenting the agency's chart of accounts.	Destroy 7 years after action completed

---

### **Acquisition**

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1227 	Financial records documenting the acquisition of items. Includes requisitions and order forms.	Destroy 7 years after last action
	[For payments for acquisitions, use FINANCIAL MANAGEMENT - Accounting and/ or FINANCIAL MANAGEMENT - Payments.]	


---

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.


### **Advice**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1228 	Records relating to the receipt and provision of advice on the financial management function.	Destroy 7 years after action completed


### **Agreements**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1229 	Final version of agreements made relating to the financial management function (eg credit card contracts).	Destroy 7 years after expiry or other termination of agreement
1230 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

### **Allocation**

The process of assigning of money, items, or equipment to employees or organisational units.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1231 	Records documenting internal fund allocations. Includes restrictions and variations to funding allocations.	Destroy 7 years after action completed

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### ***Asset Register***

The activities involved in recording in a subsidiary ledger all fixed assets owned by the organisation. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1232 	Asset registers.	Destroy 7 years after disposal of asset
1233 	Records documenting asset valuation and asset management processes, including requests for inclusion on the asset register.	Destroy 7 years after action completed

---




## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### Audit

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

*For the management of an agency's internal audit committee, use STRATEGIC MANAGEMENT - Committees.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1234 	Final report of an internal or external financial audit (eg conducted by an external authority such as the Australian National Audit Office) where: <ul style="list-style-type: none"> <li>• the audit report is qualified by the Auditor-General</li> <li>• there are major or significant changes to agency practices.</li> </ul> Includes recommendations and implementation plans.	Destroy 10 years after action completed
1235 	Final report of an internal or external financial audit (eg conducted by an external authority such as the Australian National Audit Office) where: <ul style="list-style-type: none"> <li>• the audit report has been accepted by the Auditor-General</li> <li>• there are no changes or only minor or routine changes to agency practices.</li> </ul> Includes recommendations and implementation plans.	Destroy 5 years after action completed
1236 	Records documenting the planning and conduct of internal and external audits relating to the financial management function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments</li> <li>• declarations nominating accounts exempted from normal disclosure.</li> </ul>	Destroy 3 years after action completed





## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **Authorisation**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1237 	Delegations of power to agency staff to authorise financial activities and transactions (eg delegation to approve expenditure or appointment of an officer to countersign cheques).	Destroy 10 years after delegation superseded
1238 	Authorisations for administrative actions relating to financial management (eg authorisation to permit an overdraft from a public account or an authorisation to collect money on behalf of another person).	Destroy 10 years after action completed






---

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **Budgeting**

The process of planning the use of expected income and expenditure over a specified period.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1239 	Budget estimates and associated records prepared for external approval (eg approval from the parent department of an agency or Ministerial approval). Includes portfolio budget statements.	Destroy 7 years after action completed
1240 	Budget estimates produced for internal use by the agency.	Destroy 7 years after action completed
1241 	Background records used for the production of whole of agency budget estimates by the coordinating element of the agency (eg the central office of an agency). Includes working papers and calculations and their collation.	Destroy 4 years after action completed
1242 	Records documenting spending progress or revenue collection against allocations within the budget estimates.	Destroy 3 years after action completed
1243 	Records documenting the input by state and regional offices or individual programs within an agency to the whole of agency budget estimates. Includes working documents and calculations.	Destroy 2 years after action completed



## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### 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.


*For the management of an agency's internal Audit Committee, use STRATEGIC MANAGEMENT - Committees.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1244 	Records of internal and external committees formed to consider matters relating to the financial management function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 7 years after action completed
1245 	Working papers documenting the conduct and administration of committees which consider matters relating to the financial management function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy 3 years after action completed

### 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.

*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1246 	Records documenting agency compliance with mandatory or optional accountability requirements relating to the financial management function. Includes registration of: <ul style="list-style-type: none"> <li>• Australian Business Number (ABN)</li> <li>• Australian Company Number (ACN)</li> <li>• Data Universal Numbering System Number (DUNS).</li> </ul>	Destroy 7 years after registration lapses or is superseded

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### 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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1247 	Records documenting contract management relating to the financial management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract


### Corruption

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<i>[For activities relating to the disclosure and prevention of corruption, use FINANCIAL MANAGEMENT - Fraud.]</i>	N/A

### Donations

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1248 	Records documenting the management of donations of money to and by the agency.  <i>[For other records documenting the management of donations received from public sources, use COMMUNITY RELATIONS - Donations.]</i>	Destroy 7 years after action completed

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1249 	Records documenting the evaluation of potential or existing programs and services supporting the financial management function.	Destroy 7 years after action completed

---

### **Financial Statements**

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1250 	Annual financial statements or formal interim financial statements, and background documentation. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows.  <i>[For regular accrual reports, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy 7 years after action completed

---

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.



### **Fraud**

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

*For records relating to the management of broad strategies for the prevention of fraud, use STRATEGIC MANAGEMENT - Fraud.*

*For an agency's fraud control plan, use STRATEGIC MANAGEMENT - Planning.*


*For investigations into fraud allegations made against an employee, use PERSONNEL - Discipline.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1251 	Records documenting financial management arrangements supporting the agency's fraud control plan.	Destroy 7 years after Fraud Control Plan is superseded
1252 	Records documenting the identification of specific instances of fraud. Includes the report and investigation of fraudulent activities and records documenting liaison with law enforcement authorities.	Destroy 7 years after action completed

---

### **Grant Funding**

The activities associated with the application for and receipt of grants.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1253 	Records documenting the administration of grant funds received.  <i>[For the overall management of grant applications made by the agency, use STRATEGIC MANAGEMENT - Grant Funding.</i>  <i>For grant applications made for non-government funding, use COMMUNITY RELATIONS - Grant Funding.]</i>	Destroy 7 years after grant acquitted


---

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.



### Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1254 	Records documenting the listing of items supporting the financial management function eg cab charge vouchers and other accountable forms.	Destroy 2 years after action completed
<i>[For listing of assets owned by the agency, use FINANCIAL MANAGEMENT - Asset Register.]</i>		


### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1255 	Final version of minutes and supporting documents tabled at meetings held to support the financial management function. Includes meetings with external agencies.	Destroy 7 years after action completed
1256 	Working papers documenting the conduct and administration of meetings held to support the financial management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

### Payments

The activities involved in the preparation and payment of money.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1257 	Records documenting the preparation and payment of money. Includes records documenting the checking of invoices, issuing of cheques for payment and the payment of claims.	Destroy 7 years after last action
<i>[For accounting records supporting the payment activity, use FINANCIAL MANAGEMENT - Accounting.]</i>		





## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **Planning**

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

*For an agency's fraud control plans, use STRATEGIC MANAGEMENT - Planning.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1258 	Final version of agency-wide financial management plans.	Destroy 7 years after plan is superseded
1259 	Final version of a section or business unit's financial management plans, including those of state, regional or overseas offices.	Destroy 2 years after plan is superseded
1260 	Working papers used in developing all financial management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1261 	Copies of all financial management plans.	Destroy when reference ceases







## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1262 	Records documenting the development and establishment of the agency's financial management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents (eg Chief Executive's instructions).</li> </ul>	Destroy 7 years after policy is superseded
1263 	Records documenting comments made on the development of government-wide financial management policies.	Destroy 3 years after promulgation of the new policy
1264 	Working papers documenting the development of all financial management policies.	Destroy 3 years after promulgation of the new policy
1265 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1266 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the financial management function eg procedural rules derived from Chief Executive's instructions.	Destroy 7 years after procedures are superseded
1267 	Records documenting the development of agency procedures supporting the financial management function.	Destroy 2 years after action completed
1268 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

## FINANCIAL MANAGEMENT





The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### Reporting

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

*For regular finance accrual reports, use FINANCIAL MANAGEMENT - Accounting.*

*For annual financial statements for formal interim statements, use FINANCIAL MANAGEMENT - Financial Statements.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1269 	Final version of formal internal reports and reports made to external agencies relating to the financial management function. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis.	Destroy 7 years after action completed
1270 	Final version of periodic reports on general administrative matters used to monitor and document recurring activities to support the financial management function.	Destroy 7 years after action completed
1271 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
1272 	Copies of financial management reports.	Destroy when reference ceases

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.



### Reviewing

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1273 	Records documenting a review of agency programs and operations supporting the financial management function. Includes documents establishing the review, the final report and action plan.	Destroy 7 years after action completed
1274 	Working papers documenting a review of agency programs and operations supporting the financial management function.	Destroy 3 years after action completed


### Risk Management

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1275 	Records documenting risk management relating to the financial management function. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
1276 	Financial management risk register.	Destroy 7 years after next risk assessment

### Salaries

The process of managing the payment of salaries to personnel.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1277 	Records documenting the payment of salaries to agency personnel.  <i>[For records such as group certificates, overtime forms, tax declaration forms, use PERSONNEL - Salaries.]</i>	Destroy 7 years after last action

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **Standards**

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

*For compliance with standards (except where other activities apply), use FINANCIAL MANAGEMENT - Compliance.*








<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1278 	Records documenting the implementation of industry standards (eg those issued by the Public Sector Accounting Standards Board or by the Australian Accounting Research Foundation) and agency standards to support the financial management function.	Destroy 7 years after action completed

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1279 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1280 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1281 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1282 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1283 	Tender register.	Destroy 7 years after last entry
1284 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1285 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract

## FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.




### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1286 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1287 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1288 	Contract register.	Destroy 7 years after last entry

### ***Treasury Management***

The process of managing the funds of the organisation in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1289 	Records documenting the transfer of agency funds between official Commonwealth Funds.	Destroy 7 years after last action
1290 	Records documenting investments or loans undertaken by the agency.	Destroy 7 years after investment matures or loan repayment completed
1291 	Records documenting special accounts. Includes trust funds, unidentified receipts, unclaimed moneys.	Destroy 7 years after account finalised

Superseded




## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### Accidents

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

Entry No	Description of Records	Disposal Action
1292 	<p>Records detailing accidents/incidents involving Commonwealth vehicles. Includes:</p> <ul style="list-style-type: none"> <li>• vehicle accident reports</li> <li>• investigation reports</li> <li>• documents authorising the use of the vehicle</li> <li>• records of driver/operator/pilot licences and certificates of competencies</li> <li>• logs of vehicle operations</li> <li>• booking schedules and other evidence supporting the use of the vehicle.</li> </ul> <p><i>[For lodgement of a claim for damages to a Commonwealth vehicle or third party vehicle or property, use FLEET MANAGEMENT - Claims.</i></p> <p><i>For accident reports where there is an injury to an employee, use COMPENSATION - Cases.</i></p> <p><i>For accident reports where there is an injury to a member of the public who submits a claim for compensation, use COMPENSATION - Claims.</i></p> <p><i>For accident reports where an employee was involved in an accident but where no compensation claim was lodged, use PERSONNEL - Accidents.</i></p> <p><i>For accident reports sent to the lead agency (currently Comcare) covering deaths, serious personal injury, incapacity and dangerous occurrences for both employees and members of the public, use OH&amp;S - Accidents.</i></p> <p><i>For legal action resulting from an accident, use LEGAL SERVICES - Litigation.]</i></p>	<p>Destroy 7 years after accident/incident</p>

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### Acquisition



The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

*For a leasing agreement, use FLEET MANAGEMENT - Agreement.*

*For tendering carried out to support a contracting process for leasing vehicles, use FLEET MANAGEMENT - Tendering.*

*For the short term hire of vehicles, use FLEET MANAGEMENT - Leasing.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1293 	Records documenting the acquisition of vehicles for Commonwealth use. Includes: <ul style="list-style-type: none"> <li>• quotes</li> <li>• justification for choice</li> <li>• orders</li> <li>• handover reports.</li> </ul>	Destroy 7 years after disposal of vehicle
1294 	Records documenting the acquisition of goods (eg vehicle accessories and fuel) and services required to support the fleet management function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).	Destroy 7 years after action completed

## FLEET MANAGEMENT



The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### Agreements

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


*For records relating to the tendering process and contracts, use FLEET MANAGEMENT - Tendering.*

*For managing contract arrangements, use FLEET MANAGEMENT - Contracting-out.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1295 	Final version of agreements and memoranda of understanding made to support the fleet management function.	Destroy 7 years after expiry or other termination of agreement
1296 	Records documenting negotiation, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

### Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1297 	Records documenting applications for allowances to employees for use of private vehicles for official business.	Destroy 7 years after action completed


*[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]*

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### Arrangements

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





Entry No	Description of Records	Disposal Action
1298 	Records documenting arrangements for using Commonwealth vehicles. Includes: <ul style="list-style-type: none"><li>• booking schedules</li><li>• trip instructions (eg sailing directions)</li><li>• travel itineraries and programs</li><li>• records documenting a check of appropriate authorisations (eg validity of driver/operator/pilot licences and certificate of competencies)</li><li>• trip logs.</li></ul> <p><i>[For records detailing use arrangements for vehicles involved in accidents, use FLEET MANAGEMENT - Accidents.]</i></p>	Destroy 2 years after action completed

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### Authorisation

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1299 	Delegations of powers to agency staff to authorise administrative action relating to the fleet management function.	Destroy 7 years after delegation expires
1300 	Requests and approvals for the use of vehicles involving financial arrangements. Includes permission for: <ul style="list-style-type: none"> <li>• use of private vehicles for official business</li> <li>• maintenance and repairs</li> <li>• private use of fuel card and arrangements for reimbursement.</li> </ul> <p><i>[For records supporting authorisation if the vehicle is involved in an accident, use FLEET MANAGEMENT - Accidents.]</i></p>	Destroy 7 years after action completed
1301 	Requests and approvals authorising the use of vehicles not involving financial arrangements. Includes giving permission: <ul style="list-style-type: none"> <li>• to carry non-Commonwealth passengers</li> <li>• for home garaging of vehicles</li> <li>• for Executive Officers to use vehicles while on leave</li> <li>• for learner drivers to drive a vehicle.</li> </ul> <p><i>[For records supporting authorisation if the vehicle is involved in an accident, use FLEET MANAGEMENT - Accidents.]</i></p>	Destroy 1 year after authority expires
1302 	Copies of endorsed vehicle-related invoices passed to the delegate for payment. <p><i>[For the payment of the invoices, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT -Payment.]</i></p>	Destroy when reference ceases

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.



### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1303 	Records documenting insurance claims. Includes copies of claims, reports and related correspondence.	Destroy 7 years after action completed

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1304 	Records of internal and external committees formed to consider matters relating to the fleet management function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 2 years after action completed
1305 	Working papers documenting the administration of committees which consider matters relating to the fleet management function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases




## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### 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.


*Other activities within this function may also be relevant to the Compliance activity.*

Entry No	Description of Records	Disposal Action
1306 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the fleet management function.	Destroy 7 years after action completed
1307 	Records documenting the registration of agency vehicles. Includes inspections and renewal papers.	Destroy when registration is renewed or expires
1308 	Records documenting the calculation of Fringe Benefit Tax (FBT) liabilities.  <i>[For managing FBT arrangements attached to individual employee's salary packages, use PERSONNEL - Salaries.</i>  <i>For the processes involved in managing financial transactions associated with meeting agency FBT obligations, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy 5 years after action completed

### 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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*



Entry No	Description of Records	Disposal Action
1309 	Records documenting contract management relating to the fleet management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### ***Disposal***

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1310 	Records documenting the disposal of Commonwealth owned vehicles. Includes: <ul style="list-style-type: none"><li>• independent valuation</li><li>• certification of work undertaken on a vehicle prior to disposal</li><li>• written quotes</li><li>• auction records</li><li>• routine forms and correspondence documenting the disposal of vehicles.</li></ul>	Destroy 7 years after disposal of vehicle
1311 	Records documenting the return of leased vehicles. Includes: <ul style="list-style-type: none"><li>• written notices and correspondence with leasing companies</li><li>• handover reports</li><li>• notification that the agency or its nominee wishes to purchase a vehicle</li><li>• arrangements for the restoration of the vehicle to the original condition.</li></ul>	Destroy 3 years after disposal of vehicle

---




## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### ***Infringements***

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.



<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1312 	Records documenting breaches of the agency's rules and/or driving, traffic, aeronautical or marine laws. Includes copy of infringement notice, correspondence with relevant authority and other supporting documentation.  <i>[For cases where legal support is sought, use LEGAL SERVICES - Infringements.</i>  <i>For cases that proceed to litigation, use LEGAL SERVICES - Litigation.</i>  <i>For disciplinary action arising from infringements by employees, use PERSONNEL - Discipline.]</i>	Destroy 1 year after action completed

### ***Insurance***

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

*For insurance claims lodged, use FLEET MANAGEMENT - Claims.*

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

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1313 	Vehicle insurance policies.	Destroy 7 years after policy expires
1314 	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### **Leasing**

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.



*For recording the formal leasing agreement, use FLEET MANAGEMENT - Agreement.*

*For the activities associated with acquiring leased vehicles, use FLEET MANAGEMENT - Acquisition.*

*For the disposal of leased vehicles, use FLEET MANAGEMENT - Disposal.*

*For Fringe Benefit Tax reports received from a leasing company, use FLEET MANAGEMENT - Compliance.*

*For managing financial transactions associated with the short term rental of vehicles, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1315 	Records documenting the administration and management of leased vehicles. Includes reports received from leasing companies such as fuel billing reports and vehicle exception reports.	Destroy 7 years after lease expires or is terminated
1316 	Records documenting the administration of short term rental vehicles for official business.	Destroy 7 years after action completed



## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### **Maintenance**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For the payment of accounts relating to maintenance activities, use FINANCIAL MANAGEMENT - Accounting and Payment.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1317 	Records documenting the maintenance, repair and modification of Commonwealth owned vehicles. Includes maintenance record books/logs.	Transfer to the new owner after sale or destroy 6 months after the write-off of the vehicle. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)
1318 	Records documenting the maintenance and servicing of leased vehicles. Includes maintenance record books/logs.	Transfer to leasing company after lease expires or is terminated. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1319 	Final version of minutes and supporting documents tabled at meetings held to support the fleet management function. Includes meetings with external agencies.	Destroy 2 years after action completed
1320 	Working papers documenting the conduct and administration of meetings held to support the fleet management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases





---

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### 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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1321 	Records documenting the development and establishment of the agency's fleet management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 7 years after policy is superseded
1322 	Records documenting comments made on the development of government-wide fleet management policies.	Destroy 2 years after promulgation of the new policy
1323 	Working papers documenting the development of all fleet management policies.	Destroy 2 year after promulgation of the new policy
1324 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.





### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1325 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the fleet management function.	Destroy 7 years after procedures are superseded
1326 	Records documenting the development of agency procedures supporting the fleet management function.	Destroy 2 years after production of procedures
1327 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

### 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.








<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1328 	Final versions of formal reports and reports made to external agencies relating to the fleet management function.	Destroy 5 years after action completed
1329 	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the fleet management function. Includes reporting on accidents/incidents and theft involving Commonwealth vehicles.	Destroy 3 years after action completed
1330 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases
1331 	Copies of financial management reports.	Destroy when reference ceases

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### **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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1332 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1333 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1334 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1335 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1336 	Tender register.	Destroy 7 years after last entry
1337 	Signed contracts under seal resulting from tenders and supporting records: Western Australia	Destroy 20 years after completion or other termination of contract
1338 	Signed contract under seal and supporting records: Victoria and South Australia	Destroy 15 years after completion or other termination of contract

## FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items. Excludes vehicles acquired to support the Defence combat function, but includes all other special purpose vehicles.

### ***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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1339 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory	Destroy 12 years after completion or other termination of contract
1340 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1341 	Contract register.	Destroy 7 years after last entry

---






## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Addresses (presentations)**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1342 	Final versions of addresses presented by portfolio Ministers and agency heads at government occasions.  <i>[For addresses delivered by portfolio Ministers at public occasions, use COMMUNITY RELATIONS - Addresses.]</i>	Retain as national archives
1343 	Final versions of addresses presented by other agency staff at government occasions.	Destroy 6 years after action completed
1344 	Working papers documenting the preparation of addresses presented by the portfolio Minister and agency staff. Includes requests for input into ministerial speeches, quality monitoring, comments, clearances, and draft versions.	Destroy 1 year after action completed

## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.





This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### Advice

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

*For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.*

*For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1345 	Numbered Cabinet memorandums, Cabinet discussion papers, Cabinet minutes and related documents received by the agency.	Destroy in accordance with Cabinet Handbook instructions
1346 	Working papers documenting the development of Cabinet memorandums and Cabinet discussion papers. Includes drafts.	Retain as national archives
1347 	Advice provided by the agency to the portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency. Includes advice provided in the form of: <ul style="list-style-type: none"> <li>• briefing notes (includes background briefs and Question Time Briefs)</li> <li>• minutes providing advice to the Minister</li> <li>• Ministerial statements</li> <li>• Government responses to Inquiry recommendations</li> <li>• policy papers (White and Green papers)</li> <li>• minutes providing co-ordination comments</li> <li>• advice to other agencies.</li> </ul>	Retain as national archives
1348 	Working papers documenting the development of advice provided by the agency to the portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as national archives

## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.





This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Advice - Continued**

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

*For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.*

*For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1349 	Advice provided by the agency to the portfolio Minister and government agencies on matters of lesser importance, with no far reaching impact on the social, economic and international standing of the country. Includes advice provided in the form of: <ul style="list-style-type: none"> <li>• briefing notes (includes background briefs and Question Time Briefs)</li> <li>• minutes providing advice to the Minister</li> <li>• minutes providing co-ordination comments</li> <li>• advice to other agencies.</li> </ul>	Destroy 5 years after action completed
1350 	Working papers documenting the development of advice provided by the agency to the portfolio Minister and government agencies on matters of lesser importance, with no far-reaching impact on the social, economic and international standing of the country.	Destroy 5 years after action completed
1351 	General administrative records documenting the provision of advice. Includes list of briefing requirements and records documenting the tabling of reports and papers to Parliament.	Destroy 2 years after action completed
1352 	Notes made by agency officials attending Cabinet or Cabinet committee meetings to give advice. Excluding Cabinet notebooks held by the Department of Prime Minister and Cabinet.	Destroy in accordance with Cabinet Handbook instructions ie as soon as possible after the meeting

## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.


This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Advice - Continued**

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

*For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.*

*For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1353 	Records documenting provision of advice to Government on the nomination, appointment, resignation and termination of members of the public to boards, committees and statutory positions which are administered by the agency.	Destroy 3 years after action completed

## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.





This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### Agreements

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

*Agencies must use their own Records Disposal Authorities for agreements which relate to their core functions.*

*For agreements relating to joint ventures, use GOVERNMENT RELATIONS - Joint Ventures.*

Entry No	Description of Records	Disposal Action
1354 	Final version of significant agreements with government bodies. Includes: <ul style="list-style-type: none"> <li>• policies and procedures applying to the whole of government</li> <li>• changes to the performance of statutory functions</li> <li>• those with implications for major liabilities or obligations for the agency.</li> </ul>	Retain as national archives
1355 	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Retain as national archives
1356 	Final versions of other agreements.	Destroy 10 years after expiry of the agreement
1357 	Records documenting the negotiations, establishment, maintenance and review of other agreements.	Destroy 10 years after expiry of the agreement

## GOVERNMENT RELATIONS




The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **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.

*Agencies must use their own Records Disposal Authorities for committees which relate to their core functions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1358 	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Retain as national archives
1359 	Working papers documenting the administrative arrangements made for the conduct of external high level committees.	Destroy 5 years after action completed
1360 	Records of other external inter-government (both State/Territory and overseas) or inter-agency committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Destroy 5 years after action completed

## GOVERNMENT RELATIONS




The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### ***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.

*Agencies must use their own Records Disposal Authorities for committees which relate to their core functions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1361 	Working papers documenting administrative arrangements made for the conduct of other external inter-government and inter-agency committees.	Destroy 2 years after action completed
1362 	Records of internal agency committees formed to consider matters relating to the government relations function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Destroy 3 years after action completed
1363 	Working papers documenting the administration of internal committees formed to consider matters relating to the government relations function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

## GOVERNMENT RELATIONS


The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **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.




*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1364 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the government relations function eg submission of Annual Report to the portfolio minister including letter of transmittal.	Destroy 7 years after action completed

---

### **Customer Service**

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1365 	Records documenting the general planning, monitoring and evaluation of customer services provided to government clients.	Destroy 6 years after action completed
1366 	Records documenting the development of service charters and directives relating to the provision of services to government clients.  <i>[For the production of the agency's service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>	Destroy 6 years after action completed
1367 	Records documenting the management of specific customer services delivered to government clients. Includes planning, monitoring and evaluation of services.	Destroy 6 years after action completed

---




## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Implementation**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1368 	Records documenting the implementation of plans, policies, procedures and instructions to support the government relations function.	Destroy 3 years after action completed






## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### ***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.

<i><b>Entry No</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1369 	Records documenting the agency's contribution and involvement in an inquiry directly relating to its functions. Includes: <ul style="list-style-type: none"> <li>• agency statements and submissions</li> <li>• responses to final reports</li> <li>• transcripts of oral evidence given by agency officers.</li> </ul>	Retain as national archives
1370 	Working papers documenting the agency's contribution and involvement in an inquiry directly relating to its functions.	Retain as national archives
1371 	Records documenting inquiries with no direct relation to the agency's functions where the agency made a substantial contribution. Includes: <ul style="list-style-type: none"> <li>• agency statements and submissions</li> <li>• responses to final reports</li> <li>• transcripts of oral evidence given by agency officers.</li> </ul>	Destroy 7 years after final report of inquiry is released
1372 	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final report of inquiry is released
1373 	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases

## GOVERNMENT RELATIONS





The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **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.

*Agencies must use their own Records Disposal Authority for joint venture operations which relate to their core functions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1374 	Final signed version of joint venture agreements or contracts of major significance to the agency and the Commonwealth. Includes: <ul style="list-style-type: none"> <li>• policies and procedures applying to the whole of government</li> <li>• changes to the performance of statutory functions</li> <li>• those with implications for major liabilities or obligations for the agency.</li> </ul>	Retain as national archives
1375 	Working papers relating to the establishment and negotiations and management of joint venture agreements of major significance.	Retain as national archives
1376 	Final versions of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract
1377 	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract

## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Legislation**


The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

*For records documenting the development of the legislative requirements, use STRATEGIC MANAGEMENT - Legislation.*

*For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation, use GOVERNMENT RELATIONS - Advice.*

*For submissions relating to legislative proposals to the portfolio Minister and to Cabinet, use GOVERNMENT RELATIONS - Submissions.*

*For legal advice received on the interpretation of legislation and legislation proposals, use LEGAL SERVICES - Advice.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1378 	Records documenting the preparation and passage of an agency's legislation through Parliament. Includes: <ul style="list-style-type: none"> <li>• preliminary drafting instructions</li> <li>• proposed bills</li> <li>• records documenting consultation with relevant government agencies</li> <li>• preparation of the Explanatory Memorandum</li> <li>• Second Reading Speech.</li> </ul>	Retain as national archives




## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1379 	Master set of agency produced media releases in the portfolio Minister's name and transcripts of interviews.	Retain as national archives
1380 	Records documenting administrative arrangements with the media. Includes the issuing of media releases in the portfolio Minister's name, organising media interviews for the Minister and providing information and assistance to support media coverage.	Destroy 3 years after action completed
1381 	Copies of media items specifically relating to the portfolio Minister. Includes newscuttings, transcripts and electronic items.  <i>[For copies of media items relating to the agency's operations, use COMMUNITY RELATIONS - Media Relations.</i>  <i>For the acquisition of media items through media monitoring services, use INFORMATION MANAGEMENT - Acquisition.]</i>	Destroy when reference ceases



## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1382 	Final version of minutes and supporting documents tabled at meetings held to support the government relations function. Includes meetings with external agencies.	Destroy 3 years after action completed
1383 	Working papers documenting the conduct and administration of meetings held to support the government relations function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

---





## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1384 	Records documenting the development and establishment of the agency's government relations policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 5 years after policy is superseded
1385 	Records documenting comments made on the development of government-wide government relations policies.	Destroy 3 years after promulgation of the new policy
1386 	Working papers documenting the development of all government relations policies.	Destroy 3 years after promulgation of the new policy
1387 	Copies of policy documents and supporting papers.	Destroy when reference ceases




## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1388 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the government relations function. Includes procedures for preparing materials for a particular Minister.	Destroy when procedures are superseded
1389 	Records documenting the development of agency procedures supporting the government relations function.	Destroy 1 year after production of procedures
1390 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases



## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.






### Reporting

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

*For the provision of advice to government, use GOVERNMENT RELATIONS - Advice.*

*For agency contributions to government inquiries, use GOVERNMENT RELATIONS - Inquiries.*

*For agency submissions to Cabinet, use GOVERNMENT RELATIONS - Submissions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1391 	Final version of unpublished formal reports made on the agency's core functions.  <i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i>  <i>For published reports (eg Annual Reports), use PUBLICATION - Planning and PUBLICATION - Production.</i>  <i>For submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	Retain as national archives
1392 	Working papers documenting the development of formal reports made on the agency's core functions	Retain as national archives
1393 	Final version of periodic reports required on a regular basis by external government bodies.	Destroy 5 years after action completed
1394 	Working papers documenting periodic reports required on a regular basis by external government bodies.	Destroy 3 years after action completed
1395 	Copies of government relations reports.	Destroy when reference ceases

## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.


### **Reporting - Continued**

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

*For the provision of advice to government, use GOVERNMENT RELATIONS - Advice.*

*For agency contributions to government inquiries, use GOVERNMENT RELATIONS - Inquiries.*

*For agency submissions to Cabinet, use GOVERNMENT RELATIONS - Submissions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1396 	Responses to surveys requested by other government agencies.	Destroy 2 years after action completed

## GOVERNMENT RELATIONS





The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Representations**

The activities involved in preparing responses to questions raised in Parliament by Members of Parliament on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

*For registers of Ministerial correspondence, use INFORMATION MANAGEMENT - Control.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1397 	Records documenting the preparation of Ministerial responses to questions raised in Parliament.	Destroy 5 years after action completed
1398 	Records documenting responses to approaches received by the minister ('Ministerials') from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> <li>• copies of letters received</li> <li>• draft responses</li> <li>• minutes providing background details for the Minister</li> <li>• requests from the Minister's office for changes</li> <li>• final response.</li> </ul>	Retain as national archives
1399 	Records documenting responses to other approaches received by the minister ('Ministerials') from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> <li>• copies of letters received</li> <li>• draft responses</li> <li>• minutes providing background details for the Minister</li> <li>• requests from the Minister's office for changes</li> <li>• final response.</li> </ul>	Destroy 2 years after action completed
1400 	Reference set of all responses to representations ('Ministerials') kept by the coordinating area.	Destroy when reference ceases

## GOVERNMENT RELATIONS


The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### ***Representations - Continued***


The activities involved in preparing responses to questions raised in Parliament by Members of Parliament on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

*For registers of Ministerial correspondence, use INFORMATION MANAGEMENT - Control.*

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1401 	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed

### ***Representatives***

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

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1402 	Records documenting the nomination, appointment and resignation and/or termination of staff members on government bodies.	Destroy 3 years after end of appointment



## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.



### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1403 	Records documenting detailed research carried out to support the government relations function.	Destroy 7 years after last action
1404 	Records documenting routine research carried out to support the government relations function.	Destroy 1 year after last action

### Reviewing

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1405 	Records documenting a review of agency programs and operations supporting the government relations function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
1406 	Working papers documenting a review of agency programs and operations supporting the government relations function.	Destroy 2 years after action completed


## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### **Security**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1407 	Records documenting arrangements made by the agency for the security of government representatives, including the portfolio Minister and dignitaries during visits.  [For general arrangements for visits, use GOVERNMENT RELATIONS - Visits.]	Destroy 6 years after action completed

## GOVERNMENT RELATIONS






The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### 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.

*For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1408 	Numbered Cabinet submissions and related Cabinet documents eg covering memorandums, corrigenda, reports and attachments to submissions and Cabinet minutes requesting submissions.	Destroy in accordance with Cabinet Handbook instructions
1409 	Working papers documenting the development of Cabinet submissions. Includes background and briefing material, drafts and comments received.	Retain as national archives
1410 	Submissions (other than Cabinet submissions) made to the Prime Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as national archives
1411 	Working papers documenting the development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as national archives
1412 	Submissions (other than Cabinet submissions) made to the Prime Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed

## GOVERNMENT RELATIONS


The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

### ***Submissions - Continued***

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.

*For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1413 	Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed



## GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.





### 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 the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

*For briefings for visits, use GOVERNMENT RELATIONS - Advice.*

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

*For security arrangements made for the visits of government representatives, including the Minister, and delegations, use GOVERNMENT RELATIONS - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1414 	Records documenting visits made by the Minister both within Australia and overseas. Includes: <ul style="list-style-type: none"> <li>• invitations</li> <li>• travel and accommodation arrangements</li> <li>• itineraries and programs</li> <li>• visit reports</li> <li>• letters of thanks.</li> </ul>	Destroy 10 years after action completed
1415 	Records documenting visits to the agency by royalty and Heads of State. Includes visitor books signed by such dignitaries.	Retain as national archives
1416 	Records documenting visits to the agency made by the Prime Minister, Ministers, Members of Parliament, other agency officials and interstate and overseas delegations.	Destroy 6 years after action completed
1417 	Records documenting visits by agency staff to other government organisations both within Australia and overseas. Includes reports on the visit.	Destroy 6 years after action completed


Superseded

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### **Advice**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1418 	Records documenting the receipt and provision of advice on the industrial relations function.	Destroy 3 years after action completed
	<i>[For legal advice obtained on industrial relations matters, use LEGAL SERVICES - Advice.]</i>	



---

### **Agreements**

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

*For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.*

*For Australian Workplace Agreements with individual employees, use PERSONNEL - Cases.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1419 	Records documenting cases covering awards and agreements heard or certified by the central arbitration or determining body (eg Australian Industrial Relations Commission or former Public Service Arbitrator) where the agency is a major participant in negotiations. Includes arbitrated variations and consent variations to an award.	Retain as national archives
1420 	Records documenting other cases covering awards and agreements where the agency had little or no input.	Destroy 5 years after action completed


---

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.



### **Allowances**

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1421 	Records documenting arrangements and money paid to enable employees to attend meetings and events to support the industrial relations function eg Workplace Relations Committee meetings.  <i>[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]</i>	Destroy 1 year after action completed

### **Appeals (decisions)**

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1422 	Records documenting appeals made to the central arbitration or determining body (eg the Australian Industrial Relations Commission or the former Public Service Arbitrator) against a decision or an order where the agency is a major participant in negotiations.	Retain as national archives
1423 	Records documenting appeals against a decision or an order where the agency had little or no input into the negotiations.  <i>[For appeals made by individual employees, use PERSONNEL - Appeals.]</i>	Destroy 2 years after action completed

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.



### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Entry No	Description of Records	Disposal Action
1424 	Records documenting insurance claims for damage and loss incurred by an agency resulting from industrial action.	Destroy 7 years after finalisation or withdrawal of claim
<i>[For the management of insurance policies, use INDUSTRIAL RELATIONS - Insurance.]</i>		

### 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.

Entry No	Description of Records	Disposal Action
1425 	Records of internal and external committees formed to consider matters relating to the industrial relations function (eg Workplace Relations Committee). Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul> <i>[For records of the Workplace Relations Committee detailing negotiations for enterprise bargaining agreements, use INDUSTRIAL RELATION - Enterprise Bargaining.]</i>	Destroy 10 years after action completed
1426 	Working papers documenting the conduct and administration of committees which consider matters relating to the industrial relations function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases


## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### **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.


*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1427 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the industrial relations function.	Destroy 7 years after action completed

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1428 	Records documenting contract management relating to the industrial relations function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract

### **Disputes**

The process of handling any disagreement pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1429 	Records documenting the management of service, agency-wide or local industrial disputes. Includes records documenting liaison with employees, union representatives and the Commonwealth's lead agency.	Destroy 6 years after action completed

*[For advice on legal aspects of an industrial dispute, use LEGAL SERVICES - Advice.*



*For a dispute which escalates into industrial action eg strikes, bans, lock-outs, use INDUSTRIAL RELATIONS - Industrial Action.]*

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### ***Enterprise Bargaining***

The process where employees negotiate increased pay or other benefits with their employers in exchange for the implementation of working arrangements that improve the performance of the organisation. Includes the activities associated with establishing and implementing an enterprise agreement.


<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1430 	Records documenting negotiation, establishment and implementation of Certified Agreements made under the terms of the Workplace Relations Act 1996. Includes: <ul style="list-style-type: none"> <li>• negotiations with staff and union representatives</li> <li>• records documenting the conduct of the staff ballot</li> <li>• draft agreement</li> <li>• liaison with the Commonwealth's lead agency</li> <li>• Ministerial approval</li> <li>• records to support lodgement with the Australian Industrial Registry</li> <li>• certified copy of final agreement</li> <li>• minutes of Workplace Relations Committee meetings considering issues relating to the development of certified agreements.</li> </ul> <p><i>[For Australian Workplace Agreements with an individual employee, use PERSONNEL - Agreements.]</i></p>	Retain as national archives
1431 	Records documenting negotiations, establishment and implementation of other industrial relations agency-wide agreements (eg Enterprise Bargaining Agreements made under the Industrial Relations Act 1988).	Retain as national archives

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### **Grievances**

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1432 	Records documenting employee grievances and complaints. Includes records documenting liaison with employees, union representatives and the Commonwealth's lead agency.  <i>[For a grievance which escalates into a dispute or industrial action, use INDUSTRIAL RELATIONS - Disputes or INDUSTRIAL RELATIONS - Industrial Action.</i>  <i>For grievances lodged by individual employees, use PERSONNEL - Grievances.</i>  <i>For advice on legal aspects of handling grievances, use LEGAL SERVICES - Advice.]</i>	Destroy 6 years after action completed



## INDUSTRIAL RELATIONS



The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### **Industrial Action**

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc.


*For advice on legal aspects of managing an industrial action, use LEGAL SERVICES - Advice.*

*For the management of any variation in employees' pay as a result of an industrial action, use PERSONNEL - Salaries.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1433 	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a significant nature eg involving large numbers of agency staff, where the action has a major affect on the provision of services to the community or if it has service-wide implications. Includes: <ul style="list-style-type: none"> <li>• notification to Minister</li> <li>• liaison with the relevant lead agency</li> <li>• discussions/ meetings and conferences between parties</li> <li>• hearings with the Australian Industrial Relations Commission (Public Service Arbitrator)</li> <li>• hearings before the Federal Court and predecessor bodies</li> <li>• communications with staff.</li> </ul>	Retain as national archives
1434 	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a minor nature eg involving few staff, with no major effect on the provision of services to the community or confined to a localised area of the agency.	Destroy 6 years after action completed

### **Infringements**

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1435 	Records documenting any industrial relations infringements incurred by the agency.	Destroy 7 years after action completed

## INDUSTRIAL RELATIONS



The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### ***Inspections***

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

*For inspections where a prosecution occurs, use LEGAL SERVICES - Litigation.*

*For records detailing inspections carried out under the OH&S function, use OH&S - Inspections.*

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1436 	Records documenting inspections carried out as a result of an OH&S dispute where breaches are recorded.	Destroy 6 years after action completed
1437 	Records documenting routine inspections.	Destroy 3 years after action completed



---

### ***Insurance***

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

*For insurance claims lodged, use INDUSTRIAL RELATIONS - Claims.*

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

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1438 	Insurance policies.	Destroy 7 years after policy expires
1439 	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed



---

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.





### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1440 	Final version of minutes and supporting documents tabled at meetings held to support the industrial relations function. Includes ongoing consultative meetings with union representatives and staff.	Destroy 6 years after action completed
1441 	Working papers documenting the conduct and administration of meetings held to support the industrial relations function. Includes agenda, notices of meetings and draft minutes.	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.





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1442 	Final versions of agency-wide industrial relations plans (eg dispute contingency or action plans).	Destroy 5 years after plan is superseded
1443 	Final version of section or business unit's industrial relations plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1444 	Working papers used to develop all industrial relations plans. Includes working papers, draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1445 	Copies of all industrial relations plans.	Destroy when reference ceases

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1446 	Records documenting the development and establishment of the agency's industrial relations policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives
1447 	Records documenting comments made on the development of government-wide industrial relations policies.	Destroy 3 years after promulgation of the new policy
1448 	Working papers documenting the development of all industrial relations policies.	Destroy 3 years after promulgation of the new policy
1449 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.





### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1450 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the industrial relations function.	Destroy 5 years after procedures are superseded
1451 	Records documenting the development of agency procedures supporting the industrial relations function.	Destroy 2 years after completion of procedures
1452 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

### 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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1453 	Final version of formal internal reports and reports made to external agencies relating to the industrial relations function.	Destroy 5 years after action completed
1454 	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the industrial relations function.	Destroy 3 years after action completed
1455 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
1456 	Copies of industrial relations reports.	Destroy when reference ceases

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### **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.








<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1457 	Records documenting detailed research carried out to support the industrial relations function.	Destroy 3 years after research is completed
1458 	Records documenting routine research carried out to support the industrial relations function.	Destroy when reference ceases

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### ***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.



<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1459 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1460 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1461 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1462 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1463 	Tender register.	Destroy 7 years after last entry
1464 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1465 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract

## INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1466 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1467 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1468 	Contract register.	Destroy 7 years after last entry

---




## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.


Entry No	Description of Records	Disposal Action
1469 	<p>Records documenting the acquisition of library and record materials and/or services (eg on-line services, media monitoring services) where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes:</p> <ul style="list-style-type: none"> <li>• orders</li> <li>• subscription renewals</li> <li>• Inter-library loan payments.</li> </ul> <p><i>[For the management of media items, use COMMUNITY RELATIONS - Media Relations and GOVERNMENT RELATIONS - Media Relations.</i></p> <p><i>For joining organisations to obtain subscriptions to an organisation's publications, use COMMUNITY RELATIONS - Liaison.</i></p> <p><i>For arranging loans and inter-library loans of library material, use INFORMATION MANAGEMENT - Control.</i></p> <p><i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.</i></p> <p><i>For managing contracted services supporting the acquisition process, use INFORMATION MANAGEMENT - Contracting-out.</i></p> <p><i>For the tendering process for contracting services to support the acquisition process, use INFORMATION MANAGEMENT - Tendering.</i></p> <p><i>For the acquisition of applications and systems, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Acquisitions.]</i></p>	<p>Destroy 7 years after action completed</p>

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.



### Advice

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

Entry No	Description of Records	Disposal Action
1470 	Records documenting the receipt and provision of advice provided on the information management function.  <i>[For handling enquiries from employees or other government organisations, use INFORMATION MANAGEMENT - Enquiries.]</i>	Destroy 1 year after action completed

### Agreements

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

Entry No	Description of Records	Disposal Action
1471 	Final version of agreements made covering the information management function (eg agreements made with National Library of Australia for Kinetica services and agreements made under Section 35 of the current Archives Act, 1983).  <i>[For managing financial transactions associated with any agreement, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.]</i>	Destroy 7 years after expiry of agreement
1472 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry of agreement

### Appeals (decisions)

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




Entry No	Description of Records	Disposal Action
N/A	<i>[For appeals which relate to FOI claims, requests to change records under the Privacy Act, or appeals for access to agency records under the Archives Act, use INFORMATION MANAGEMENT- Cases.]</i>	N/A

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1473 	Final internal and external audit report relating to the information management function. Includes the final reports from audits conducted by the Privacy Commissioner or the Australian National Audit Office.	Destroy 5 years after action completed
1474 	Records documenting the planning and conduct of internal and external audits relating to the information management function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments.</li> </ul>	Destroy 5 years after action completed
1475 	Records documenting recordkeeping audits. Includes file census.	Destroy when results of the file census have been recorded in control records

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Authorisation**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1476 	Delegations of powers to agency staff to authorise administrative action relating to the information management function.	Destroy 3 years after delegation superseded
1477 	Authorisations for administrative actions relating to the information management function.	Destroy 3 years after authorisation superseded

---

## INFORMATION MANAGEMENT




The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

*For the application of the privacy principles to an agency's recordkeeping practices and development of access restrictions, use INFORMATION MANAGEMENT - Privacy.*

*For registers of cases, use INFORMATION MANAGEMENT - Control.*

Entry No	Description of Records	Disposal Action
1478 	Records documenting requests for public access to records and documents under the FOI Act, the Privacy Act, the Archives Act and other legislation specific to the agency that: <ul style="list-style-type: none"> <li>• set a precedent</li> <li>• lead to a change of policy</li> <li>• relate to issues of national significance</li> <li>• relate to issues of public controversy</li> <li>• result in appeals to the Administrative Appeals Tribunal or the Federal or High Court.</li> </ul>	Retain as national archives
1479 	Records documenting recurring or protracted requests received from the public for access to records and documents under the FOI Act, the Privacy Act, the Archives Act and other legislation specific to the agency.	Destroy 10 years after completion of case
1480 	Records documenting requests for public access to records and documents under the FOI Act, the Privacy Act, the Archives Act and other legislation specific to the agency where: <ul style="list-style-type: none"> <li>• there has been an internal review</li> <li>• where complaints have been lodged with the Ombudsman</li> <li>• where there have been negotiations between an individual and the agency relating to the amendment or alteration of records.</li> </ul>	Destroy 5 years after action completed

## INFORMATION MANAGEMENT


The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Cases - Continued**

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

*For the application of the privacy principles to an agency's recordkeeping practices and development of access restrictions, use INFORMATION MANAGEMENT - Privacy.*

*For registers of cases, use INFORMATION MANAGEMENT - Control.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1481 	Records documenting requests for public access to records and documents under the FOI Act, the Privacy Act, the Archives Act and other legislation specific to the agency for: <ul style="list-style-type: none"> <li>• less complex requests</li> <li>• applications which are not proceeded with (eg where requests are withdrawn, lapse because of non-payment of application fees or are referred to another agency).</li> </ul>	Destroy 2 years after action completed

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1482 	Records of internal and external committees formed to consider matters relating to the information management function. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 5 years after action completed
1483 	Working papers documenting the conduct and administration of committees which consider matters relating to the information management function. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy when reference ceases

---



## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### 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.

*Other activities within this function may also be relevant to the Compliance activity.*




Entry No	Description of Records	Disposal Action
1484 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the information management function (eg Australian Standard AS 4390–1996 Records Management).	Destroy 3 years after action completed
1485 	Records documenting the compilation of a list of file titles in accordance with Senate Continuing Order No. 5.  <i>[For the submission of the file title list to Parliament, use GOVERNMENT RELATIONS - Submissions.]</i>	Destroy 1 year after action completed

---

### Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

*This Function/activity set should not be used by agencies where conservation supports a core function. In these instances coverage should be included in such agencies own functional Records Disposal Authority.*

Entry No	Description of Records	Disposal Action
1486 	Records documenting the management of agency conservation projects for the preservation of records and other information resources.	Destroy 5 years after project is completed
1487 	Records documenting routine preservation activities undertaken on agency records, library and other information resources. Includes book binding and repairs.	Destroy when reference ceases
1488 	Records documenting specialised conservation treatment for agency records eg for specific groups of records such as photographs.	Destroy when treated records are disposed of




## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### ***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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1489 	Records documenting contract management relating to the information management function eg courier and outsourced storage services. Includes: <ul style="list-style-type: none"><li>• minutes of meetings with main stakeholders</li><li>• performance and evaluation reports.</li></ul> <p><i>[For the transfer of records to a storage provider, use INFORMATION MANAGEMENT - Disposal.]</i></p>	Destroy 7 years after completion or other termination of contract

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1490 	Master control records for agency recordkeeping systems (both paper and electronic) for central, state, local, and overseas area offices. Includes: <ul style="list-style-type: none"> <li>• mandatory elements listed in National Archives' Recordkeeping Metadata Standards for Commonwealth Agencies</li> <li>• registers of inwards/outwards correspondence (including Ministerial correspondence)</li> <li>• registers and indexes giving details of control numbers, titles, date, disposal details</li> <li>• file movement cards (if they also constitute the main control record or have been used to record disposal detail)</li> <li>• list of records destroyed, if master control records are not annotated</li> <li>• registers of case files (eg personnel and compensation case files registers.)</li> </ul>	Retain as national archives
1491 	Control records documenting library systems. Includes: <ul style="list-style-type: none"> <li>• catalogues</li> <li>• authority files of subject heading</li> <li>• classification schemes</li> <li>• thesauruses created by libraries for specialised use</li> <li>• loan and inter-library loan records.</li> </ul> <p><i>[For copies of invoices relating to payments for inter-library loans, use INFORMATION MANAGEMENT - Acquisitions.]</i></p>	Destroy when reference ceases

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Control - Continued**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1492 	Ancillary records documenting the control of agency records, library and information resources. Includes: <ul style="list-style-type: none"> <li>• chronological sets of inwards and outwards correspondence</li> <li>• file movements records (if they are a secondary control record to the main registers and indexes and have not been used to record disposal details)</li> <li>• reference sets of master control records</li> <li>• reference sets of control records compiled and held by business units</li> <li>• resubmit lists/notices</li> <li>• barcode lists</li> <li>• location lists</li> </ul>	Destroy when reference ceases
1493 	Master copy of file classification systems or an agency's authorised business classification schemes (currently created using the methodology of the Australian Standard AS 4390-1996 Records Management) and abbreviations used in paper and electronic systems.	Retain as national archives
1494 	Records documenting the creation, maintenance and evaluation of an agency record titling thesauruses. Includes master copy of the thesaurus.  <i>[For agency documentation of its functional analysis, the development of its business classification scheme and the recordkeeping requirements necessary for the creation of an agency Records Disposal Authority and functional thesaurus, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as national archives

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Control - Continued**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1495 	Business rules and configuration settings for agency metadata. Includes developmental records and requests for changes.  <i>[For the application, allocation and maintenance of the metadata in electronic systems, other than those covered by the Information Management function, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Control.]</i>	Retain as national archives
1496 	Records documenting the receipt and dispatch of agency mail. Includes receipts for registered and certified mail.  <i>[For records supporting security requirement for the dispatch of classified mail, use INFORMATION MANAGEMENT - Security.</i>  <i>For the internal distribution of agency mail, use INFORMATION MANAGEMENT - Distribution.]</i>	Destroy 3 years after action completed
1497 	Records documenting forms design.  <i>[For the printing of forms, use PUBLICATION - Production.]</i>	Destroy 7 years after action completed

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Customer Service**

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1498 	Records documenting the planning, monitoring and evaluation of specific services provided to customers of libraries, archives and records management units. Includes customer surveys.	Destroy 3 years after action completed
1499 	Records documenting the development of service charters and directives relating to the provision of information management services. Includes final copies of charters.  <i>[For the production of the service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>	Destroy when superseded
1500 	Records documenting the management of a library or a records management unit enquiry desk.	Destroy when reference ceases
1501 	Records documenting the management and use of translation services.	Destroy 1 year after action completed

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Data Administration**

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1502 	Records documenting the migration of records between formats or from one medium to another eg paper to electronic ie scanning of paper records into an electronic system. Includes quality assurance checks to confirm the accuracy of information transfer.  <i>[For migration strategies and quality assurance checks for migration between electronic systems and from one electronic medium to another, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Data Administration.</i>  <i>For direction on the destruction of records of short term value that have been copied, use General Disposal Authority 22.]</i>	Destroy 1 year after action completed




## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Disposal**

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

*For the development of Records Disposal Authorities specific to the operations of an agency, use INFORMATION MANAGEMENT - Policy.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1503 	Records documenting the transfer, destruction and storage of records according to National Archives directives. Includes copies of: <ul style="list-style-type: none"> <li>• transfer proposals</li> <li>• consignment lists</li> <li>• lists of records destroyed</li> <li>• lists of records transferred to alternative storage providers.</li> </ul> <p><i>[For lists of records destroyed if master control records are not annotated, use INFORMATION MANAGEMENT - Control.</i></p> <p><i>For the transfer of records to another agency following an administrative change, use INFORMATION MANAGEMENT - Restructuring.]</i></p>	Destroy when reference ceases
1504 	Records documenting the transfer of custody, under archives legislation (currently Section 24 (2) (b) of the Archives Act 1983), to or from a contractor under an outsourcing arrangement.	Destroy 3 years after contract is terminated or completed
1505 	Records documenting arrangement for the transfer of ownership of records under archives legislation, (currently Section 24 (2) (b) of the Archives Act 1983), following the corporatisation and privatisation of an agency, or part of an agency. Includes liaison with the National Archives.	Retain as national archives


## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### ***Disposal - Continued***

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.


*For the development of Records Disposal Authorities specific to the operations of an agency, use INFORMATION MANAGEMENT - Policy.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1506 	Records documenting the culling of library collections and collections of non-agency publications in accordance with Purchasing Australia's Guidelines for Surplus Asset Disposal, Canberra, Australian Government Publishing Service, 1996.  <i>[For the disposal of duplicate agency publications, use PUBLICATIONS - Disposal.]</i>	Destroy when reference ceases

---

### ***Distribution***

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1507 	Records documenting the internal and external distribution of correspondence and other information items (eg paper files, newspaper clippings and mail) within the agency. Includes: <ul style="list-style-type: none"> <li>• distribution lists</li> <li>• advice on changes of location.</li> </ul>	Destroy when superseded

---




## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Donations

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

*This function/activity set should not be used by agencies where public donations are used to support core functions eg National Library of Australia or by institutions accepting donations under Commonwealth Gift schemes eg Cultural Gifts Program. In these instances coverage should be included in such agencies own functional Records Disposal Authority*



Entry No	Description of Records	Disposal Action
1508 	Records documenting donations of library or manuscript materials to an agency. Includes liaison with the owner on conditions of donation.  <i>[For the disposal of library material after culling collections, use INFORMATION MANAGEMENT - Disposal.]</i>	Destroy 7 years after disposal of item

### Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

*For enquiries received from the general public about the agency's programs, products and services, use COMMUNITY RELATIONS - Enquiries.*

*For the management of requests from the public for access to records under the FOI, Privacy and Archives Acts and other Acts specific to the agency, use INFORMATION MANAGEMENT - Cases.*

Entry No	Description of Records	Disposal Action
1509 	Records documenting the handling of enquiries from agency employees or another government organisations covering the information management function. Includes records relating to the National Archives lending service.  <i>[For records supporting library loans and inter-library loans, use INFORMATION MANAGEMENT - Control.</i>  <i>For records relating to copies of inter-library loan payments, use INFORMATION MANAGEMENT - Acquisitions.]</i>	Destroy 1 year after action completed
1510 	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	Destroy 3 years after action completed


## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **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.

*For the evaluation of the technological aspects of library and recordkeeping systems, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1511 	Records documenting the evaluation of potential or existing information management services and systems. Includes the evaluation of library and recordkeeping systems.	Destroy 7 years after evaluation completed


### **Implementation**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1512 	Records documenting the implementation of library systems and recordkeeping systems within an agency.	Destroy 7 years after implementation is completed

*[For staff training to implement a new systems, use STAFF DEVELOPMENT - Training.]*

*For the technological aspects of implementing library and recordkeeping systems, use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.]*

1513 	Records documenting the implementation of vital records plans and counter-disaster plans after disasters such as fire or floods, and implementation of emergency destruction plans covering the organisation's information resources. Includes a copy of current plan implemented for the disaster recovery process.	Retain as national archives
---	--	-----------------------------


*[For the development of the counter-disaster plan, vital records plan, and other plans relating to the information management function, use INFORMATION MANAGEMENT - Planning.]*

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### ***Inspections***

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1514 	Records documenting inspections of agency records by a monitoring agency such as the National Archives and the Australian National Audit Office or any inspections of copyright records.  <i>[For copies of copyright declaration forms, use INFORMATION MANAGEMENT- Intellectual Property.</i>  <i>For records relating to formal audits, use INFORMATION MANAGEMENT - Audit.]</i>	Destroy 4 years after action completed

## INFORMATION MANAGEMENT



The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### ***Intellectual Property***

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.

*For applications made to reproduce published material, use PUBLICATIONS - Intellectual Property.*

*For the establishment and general management of intellectual property, use LEGAL SERVICES - Intellectual Property.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1515 	Records documenting the management of copying services in an agency. Includes the administration of payments made to collecting societies and any sampling undertaken to support the payment process.  <i>[For the payment of money to collecting societies, use FINANCIAL MANAGEMENT - Payments.</i>  <i>For guidelines and procedures to support the administration of reproduction services in the agency, use INFORMATION MANAGEMENT - Procedures.]</i>	Destroy 7 years after action completed
1516 	Copyright declaration forms.  <i>[For inspections carried out by copyright owners of declaration forms and other records supporting the administration of copyright in the agency, use INFORMATION MANAGEMENT - Inspections.]</i>	Destroy 4 years after action completed

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Inventory**


The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

*For the conduct of a file census, use INFORMATION MANAGEMENT - Audit.*

*For inventories of records transferred between agencies following an administrative change, use INFORMATION MANAGEMENT - Restructuring.*

*For lists of records transferred to the National Archives or alternative storage providers, use INFORMATION MANAGEMENT - Disposal.*


*For inventories of equipment used in information management areas, use EQUIPMENT & STORES - Inventory.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1517 	Routine inventories of library materials. Includes inventories created for shelf checking.	Destroy 1 year after action completed

---

### **Marketing**

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1518 	Records documenting the promotion of library and records management unit services. Includes customer profiles.	Destroy when reference ceases

*[For training staff in the efficient use of an agency information unit, use STAFF DEVELOPMENT - Training.]*



---

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1519 	Final version of minutes and supporting documents tabled at meetings held to support the information management function. Includes meetings with external agencies.	Destroy 3 years after action completed
1520 	Working papers documenting the conduct and administration of meetings held to support the information management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases





---

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Planning

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1521 	Final versions of agency-wide information management plans. Includes: <ul style="list-style-type: none"> <li>• Vital records plans</li> <li>• Emergency destruction plans</li> <li>• Counter-disaster plans</li> </ul> <p><i>[For the implementation of a counter-disaster plan, vital records plan and emergency destruction plan covering the information management function, use INFORMATION MANAGEMENT - Implementation.]</i></p>	Destroy 5 years after plan is superseded
1522 	Final version of a section or business unit's information management plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1523 	Working papers used to develop all information management plans. Includes draft plans, reports analysing issue, and comments received from areas of the agency.	Destroy when reference ceases
1524 	Copies of all information management plans.	Destroy when reference ceases

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1525 	Records documenting the development and establishment of the agency's information management policies. Includes: <ul style="list-style-type: none"> <li>• Information management security policy</li> <li>• Library collection development policy</li> <li>• Recordkeeping policy</li> <li>• E-mail policy.</li> </ul> <p>Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and the final policy documents.</p>	Destroy 5 years after policy is superseded
1526 	Records documenting comments made on the development of government-wide information management policies.	Destroy 3 years after promulgation of the new policy
1527 	Working papers documenting the development of information management policies. Includes drafts and input from other areas of the agency.	Destroy 3 years after promulgation of the new policy
1528 	Copies of policy documents and supporting papers.	Destroy when reference ceases






## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Policy - Continued**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1529 	Records documenting the creation of the agency's Records Disposal Authority. Includes supporting documentation required by the National Archives and a copy of the final authority.  <i>[For the master copy of the business classification schemes developed as the foundation document for the Records Disposal Authority, use INFORMATION MANAGEMENT - Control.</i>  <i>For records documenting the transfer, destruction and storage of records, use INFORMATION MANAGEMENT - Disposal.</i>  <i>For the recordkeeping risk assessment report, use INFORMATION MANAGEMENT - Risk Management.]</i>	Destroy when reference ceases
1530 	Snapshot of agency's recordkeeping requirement data taken at the point when recordkeeping instructions are issued.	Destroy 5 years after recordkeeping instruction is superseded
1531 	Records documenting the on-going maintenance and review of agency recordkeeping.	Destroy when reference ceases

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **Privacy**



The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.

*For negotiations between an individual and the agency relating to the amendment or alteration of records under the Privacy Act, use INFORMATION MANAGEMENT - Cases.*

*For privacy audits, use INFORMATION MANAGEMENT - Audits.*

*For the mechanisms to protect privacy of information, use INFORMATION MANAGEMENT - Security.*

*For records relating to data matching exercises, use General Disposal Authority 24*





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1532 	Records documenting the application of the Information Privacy Principles (IPP) outlined in the Privacy Act 1988. Includes records relating to the development of access restrictions.	Destroy 5 years after action completed
1533 	Investigations into alleged privacy breaches relating to information management. Includes unauthorised disposal of records containing personal information.	Destroy 5 years after investigation of breach

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1534 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the information management function.	Destroy when procedures are superseded
1535 	Records documenting the development of agency procedures supporting the information management function. Excludes documents supporting the development of agency recordkeeping rules.	Destroy 1 year after completion of procedures
1536 	Master copy of recordkeeping rules/guidelines of the agency.  <i>[For recordkeeping requirements data, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as national archives
1537 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases






## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Reporting

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

*For reporting of the agency file title list to the Senate, use INFORMATION MANAGEMENT - Compliance.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1538 	Final version of formal internal reports and reports made to external agencies relating to the information management function.	Destroy 5 years after action completed
1539 	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the information management function. Includes cumulative summary reports and work progress reports.	Destroy 3 years after action completed
1540 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
1541 	Copies of information management reports.	Destroy when reference ceases
1542 	Responses to information management surveys requested by other agencies or by the central office of an agency.	Destroy 3 years after action completed



*[For customer services surveys, use INFORMATION MANAGEMENT - Customer Services.]*

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1543 	Records documenting detailed research carried out to support the information management function.	Destroy 3 years after research is completed
1544 	Records documenting routine research carried out to support the information management function.	Destroy when reference ceases

---

### Restructuring

The activities involved in the reassessment of the activities, goals and structure of an organisation. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1545 	Records documenting functions which have been transferred to another Commonwealth agency or institution.  <i>[For the transfer of records documenting functions transferred to a non-Commonwealth institution, refer to the National Archives for authorisation.]</i>	Transfer to Commonwealth agency or institution
1546 	List of records and other supporting documentation for transferring records to another agency following an administrative change.	Destroy when the new information is transferred to master control records



---

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Reviewing



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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1547 	Records documenting a review of agency programs and operations supporting the information management function. Includes documents establishing the review, final version of the report and the action plan.	Destroy 5 years after action completed
1548 	Working papers documenting a review of agency programs and operations supporting the information management function.	Destroy 2 years after action completed

---

### Risk Management

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1549 	Records documenting risk management relating to the information management function. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
1550 	Risk register relating to the information management function.	Destroy 7 years after next risk assessment

---




## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For breaches of privacy of information, use INFORMATION MANAGEMENT - Privacy.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1551 	Records documenting major security breaches where classified records and information have been removed from official custody and passed to a third party. Includes referral to law enforcement authorities.  <i>[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]</i>	Retain as national archives
1552 	Records documenting minor security breaches where classified records and information have not been appropriately secured.  <i>[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]</i>	Destroy 5 years after last action
1553 	Records documenting the management of security arrangements for handling records and information (eg mail) within an agency. Includes: <ul style="list-style-type: none"> <li>• classified document registers eg register of Cabinet documents</li> <li>• safe hand registers</li> <li>• safe hand receipts.</li> </ul> <i>[For the destruction of classified waste, use PROPERTY MANAGEMENT - Maintenance.]</i>	Destroy 5 years after last action


## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### Standards


The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

*For compliance with standards (except where other activities apply), use INFORMATION MANAGEMENT - Compliance.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1554 	Records documenting the implementation of industry and agency standards to support the information management function (eg Australian Standard AS 4390-1996 Records Management).	Destroy 7 years after standard is implemented


### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1555 	Records documenting the preparation of agency submissions seeking support for an information management project.	Destroy 3 years after action completed

### Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1556 	Records documenting suggestions received and used to improve information management services.	Destroy 2 years after action completed










## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1557 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1558 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1559 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1560 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1561 	Tender register	Destroy 7 years after last entry
1562 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1563 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract

## INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

### ***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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1564 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1565 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1566 	Contract register.	Destroy 7 years after last entry




---

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **Advice**

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







<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1567 	Records documenting advice received from an internal or external legal service provider relating to: <ul style="list-style-type: none"> <li>• Cabinet matters</li> <li>• international law</li> <li>• national security</li> <li>• agency-wide industrial issues</li> <li>• interpretation of an agency's own legislation</li> <li>• proposal for new or amended agency legislation.</li> </ul> <p>Includes instructions to the provider, records of ongoing discussions, revisions of instructions and drafts.</p> <p><i>[For advice given on claims, infringements, inquiries, intellectual property and litigation, use these activities attached to LEGAL SERVICES.]</i></p>	Retain as national archives
1568 	Records documenting all other advice received from an internal or external legal service provider.	Destroy 5 years after action completed
1569 	Copies of legal advice.  <i>[For payments made to legal providers, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy when reference ceases

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **Agreements**

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1570 	Final versions of agreements made covering the legal services function and supporting documents	Destroy 7 years after expiry or other termination of agreement
1571 	Signed deeds of release and deeds of indemnity and other similar agreements and supporting documents.	Destroy after indemnity ceases
1572 	Signed agreements and contracts under seal and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1573 	Signed agreement and contracts under seal and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
1574 	Signed agreements and contracts under seal and supporting records: New South Wales, Queensland, Australian Capital Territory and the Northern Territory.	Destroy 12 years after completion or other termination of contract
1575 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **Claims**

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1576 	Records documenting the provision of legal representation relating to claims that do not proceed to litigation or settlement by an agreement. Includes withdrawn claims.  <i>[For a claim proceeding to a lawsuit or other legal proceedings, use LEGAL SERVICES - Litigation.</i>  <i>For negotiations and drafting of final copies of deeds of release and deeds indemnity for the settlement of claims, use LEGAL SERVICES - Agreements.</i>  <i>For settlement of COMPENSATION and OH&amp;S claims without legal intervention, use those functions.]</i>	Destroy 7 years after settlement or withdrawal of claim

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **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.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1577 	Records of internal and external committees formed to consider matters relating to the legal services function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final version of minutes</li> <li>• copies of legal advice</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 5 years after action completed
1578 	Working papers documenting the conduct and administration of committees which consider the legal services function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

---

### **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.

*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1579 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the legal services function. Includes those set out in: <ul style="list-style-type: none"> <li>• Legal Services Directions issued by the Attorney-General under Section 55ZF of the Judiciary Act 1903</li> <li>• Quality System Guidelines AS/NZS 3905:6:1995 for the Legal Profession.</li> </ul>	Destroy 7 years after action completed

---


## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1580 	Records documenting contract management relating to the legal services function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports .</li> </ul>	Destroy 7 years after completion or other termination of contract

### **Infringements**

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1581 	Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do not proceed to litigation. Includes notifications of breaches and investigations and negotiations.  <i>[For cases that proceed to litigation, use LEGAL SERVICES - Litigation.</i>  <i>For driving or traffic infringements, use FLEET MANAGEMENT - Infringements.</i>  <i>For infringements by staff, use PERSONNEL - Infringements.]</i>	Destroy 7 years after action completed

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### ***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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1582 	Records documenting legal support given to an agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final report of inquiry is released


*[For a consolidated record of an agency's involvement in an inquiry, including agency submissions, use GOVERNMENT RELATIONS - Inquiries.]*

### ***Intellectual Property***


The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.

*For handling infringements of an agency's intellectual property, use LEGAL SERVICES - Infringements.*

*For the payment and receipt of royalties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1583 	Records documenting the establishment and general management of an agency's intellectual property. Includes: <ul style="list-style-type: none"> <li>• patents</li> <li>• trademarks</li> <li>• designs</li> <li>• plant breeder's rights</li> <li>• circuit layouts</li> <li>• trade secrets</li> <li>• all forms of copyright.</li> </ul>	Destroy 3 years after intellectual property rights lapse

*[For the management of copyright arrangements for publications, use PUBLICATION - Intellectual Property.]*

1584 	Records documenting unsuccessful or abandoned attempts to establish intellectual property rights.	Destroy 7 years after action completed
---	---	--





## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1585 	Records documenting litigation matters where legal precedents are set.	Retain as national archives
1586 	Records documenting litigation matters that do not set legal precedents.  <i>[For appeals to decisions of a court or tribunal relating to INFORMATION MANAGEMENT and COMPENSATION, use the activity Appeals against these functions.</i>  <i>For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]</i>	Destroy 7 years after action ceases

---

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1587 	Final version of minutes and related documents tabled at meetings held to support the legal services function. Includes meetings with external agencies.	Destroy 3 years after action completed
1588 	Working papers documenting the conduct and administration of meetings held to support the legal services function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases





---

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **Planning**

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





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1589 	Final version of agency-wide legal services plans.	Destroy 5 years after plan is superseded
1590 	Final version of a section or business unit's legal services plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1591 	Working papers used in developing all legal services plans. Includes draft plans, reports analysing issues, and comments received from and input made by other areas of the agency.	Destroy 1 year after adoption of the final plan
1592 	Copies of legal services plans.	Destroy when reference ceases

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1593 	Records documenting the development and establishment of the agency's legal services policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 5 years after policy is superseded
1594 	Records documenting comments made on the development of government-wide legal services policies.	Destroy 2 years after promulgation of new policy
1595 	Working papers documenting the development of all legal services policies.	Destroy 2 years after promulgation of new policy
1596 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.




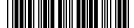
### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1597 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the legal services function.	Destroy when procedures are superseded
1598 	Records documenting the development of agency procedures supporting the legal services function.	Destroy 1 year after production of procedures
1599 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

### **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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1600 	Final version of formal internal reports and reports made to external agencies relating to the legal services function.	Destroy 5 years after action completed
1601 	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the legal services function.	Destroy 3 years after action completed
1602 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
1603 	Copies of legal services reports.	Destroy when reference ceases

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.



### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1604 	Records documenting detailed research carried out to support the legal services function.	Destroy 5 years after action completed
1605 	Records documenting routine research carried out to support the legal services function.	Destroy when reference ceases

### Reviewing

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1606 	Records documenting a review of agency programs and operations supporting the legal services function. Includes documents establishing the review, final report and action plan	Destroy 5 years after action completed
1607 	Working papers documenting a review of agency programs and operations supporting the legal services function.	Destroy 2 years after action completed

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1608 	Records documenting the preparation of agency submissions.	Destroy 3 years after action completed

*[For agency submissions to government, use  
GOVERNMENT RELATIONS - Submissions.*

*[For agency submissions to community bodies, use  
COMMUNITY RELATIONS - Submissions.]*








---

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1609 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1610 	Evaluation of tenders received against selection criteria. Inductions records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1611 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1612 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1613 	Tender register.	Destroy 7 years after last entry
1614 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1615 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract

## LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

### ***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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1616 	Signed contracts under seal resulting from tenders and supporting records: New south Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory.	Destroy 12 years after completion or other termination of contract
1617 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1618 	Contract register.	Destroy 7 years after last entry

---







## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### Accidents

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


Entry No	Description of Records	Disposal Action
1619 	<p>Accident/incident reports and supporting documentation of death, serious personal injury, dangerous occurrences and incapacity to Commonwealth employees and the public within the workplace. Includes accident registers.</p> <p><i>[For copies of accident reports for employees where a compensation claim is made, use COMPENSATION - Cases.</i></p> <p><i>For copies of accident reports where an employee is injured but no compensation claim is lodged, use PERSONNEL - Accidents.]</i></p>	Destroy 30 years after last action
1620 	All other accident/incident reports for Commonwealth employees retained for agency OH&S assessment purposes.	Destroy 7 years after last action
1621 	<p>Accident/incident reports of personal injuries to members of the public aged under 18 years, not resulting in claims for compensation.</p> <p><i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use COMPENSATION - Claims.]</i></p>	Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later
1622 	<p>Accident/incident reports of personal injuries to members of the public aged over 18 years, not resulting in claims for compensation.</p> <p><i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use COMPENSATION - Claims.]</i></p>	Destroy 7 years after last action

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.



### Advice

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

Entry No	Description of Records	Disposal Action
1623 	Records relating to the receipt and provision of advice on the OH&S function.  <i>[For the distribution of promotional material to employees, use OH&amp;S - Health Promotion.</i>  <i>For legal advice on OH&amp;S matters, use LEGAL SERVICES - Advice.]</i>	Destroy 2 years after action completed


### Agreements

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

Entry No	Description of Records	Disposal Action
1624 	Final version of an agency OH&S agreement.	Destroy 5 years after agreement is superseded
1625 	Records documenting negotiations for and establishment, maintenance and review of an agency OH&S agreement.	Destroy 5 years after agreement is superseded

### Appeals (decisions)

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

Entry No	Description of Records	Disposal Action
1626 	Records documenting an appeal made by the agency against an investigator's decision on a health and safety matter to the Australian Industrial Relations Commission.  <i>[For any legal advice received on the conduct of the appeal, use LEGAL SERVICES - Advice.]</i>	Destroy 5 years after action completed



## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### Audit



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

For inspections, use OH&S - Inspections.

Entry No	Description of Records	Disposal Action
1627 	Final reports of health and safety audits conducted by an external authority or internally by the agency.	Destroy 5 years after action completed
1628 	Records documenting the planning and conduct of externally and internally audits relating to the OH&S function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments.</li> </ul>	Destroy 5 years after action completed

### Authorisation

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


Entry No	Description of Records	Disposal Action
1629 	Delegations of power to agency staff to authorise administrative action relating to the OH&S function.	Destroy 5 years after delegation superseded
1630 	Authorisations for administrative actions relating to the OH&S function.	Destroy 5 years after action completed

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1631 	Records documenting medical examinations of employees which are undertaken for health surveillance purposes as prescribed under the Occupational Health & Safety (Commonwealth Employment) Act 1991.  <i>[For recording potential exposure to hazardous substances, including asbestos, or for records detailing that an employee was employed at places identified as containing a hazardous substance, use PERSONNEL - Employment Conditions.]</i>	Destroy in the year 2040 or 75 years after date of birth whichever is later

### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<i>[For a claim lodged for compensation by an employee following an OH&amp;S incident, use COMPENSATION - Cases.  For a claim lodged by a member of the public following an OH&amp;S incident, use COMPENSATION - Claims.]</i>	N/A




## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### 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.

*For selection or election of employee representatives to a Health & Safety Committee and the nomination of union representatives, use OH&S - Representatives.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1632 	Records of health and safety committees. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 5 years after action completed
1633 	Records of other internal committees and external committees convened by other agencies or organisations to consider general matters relating to the OH&S function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 5 years after action completed
1634 	Working papers documenting the conduct and administration of all committees formed to consider general matters relating to the OH&S function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of minutes</li> <li>• draft minutes</li> <li>• arrangements with unions.</li> </ul>	Destroy when reference ceases

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.






### **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.

*For a risk assessment undertaken for hazardous substances, use OH&S - Risk Management.*

*For health surveillance of individual employees exposed to hazardous substances, use OH&S - Cases.*

*For the training of staff in handling hazardous substances, use STAFF DEVELOPMENT - Training.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1635 	Records documenting compliance with provisions of the Occupational Health & Safety (Commonwealth Employment) Act 1991 and the Occupational Health and Safety (Commonwealth Employment) (National Standards) Regulations such as: <ul style="list-style-type: none"> <li>• plant testing and maintenance and</li> <li>• applications for the registration of the design of plant.</li> </ul>	Destroy when the need for compliance ceases eg when plant is disposed of
1636 	Records documenting the licensing processes for the operation of plant items.	Destroy when licence expires
1637 	Records documenting the identification and control of access to confined spaces.	Destroy 5 years after space is no longer accessed
1638 	All notices issued under the Occupational Health & Safety (Commonwealth Employment) Act 1991 eg Provisional Improvement Notices.	Destroy 5 years after notice lapses
1639 	Records documenting environmental monitoring of hazardous substances listed in Schedule 2 of the Occupational Health & Safety (Commonwealth Employment) (National Standards) Regulations.	Destroy 75 years after last action

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.



### **Compliance - Continued**

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.

*For a risk assessment undertaken for hazardous substances, use OH&S - Risk Management.*

*For health surveillance of individual employees exposed to hazardous substances, use OH&S - Cases.*


*For the training of staff in handling hazardous substances, use STAFF DEVELOPMENT - Training.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1640 	Hazardous substance register (including asbestos register) identifying substance properties and details of their condition.  <i>[For the inspection of hazardous substances including asbestos, use OH&amp;S - Inspections.]</i>	Destroy 75 years after last entry
1641 	Records documenting the payment of the annual compulsory contribution supporting the administration of the Occupational Health & Safety (Commonwealth Employment) Act 1991 required under Part 4A.	Destroy 10 years after action completed

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1642 	Records documenting contract management relating to the OH&S function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1643 	Records documenting the evaluation of OH&S programs and services in an agency. Includes the development of performance indicators.	Destroy 5 years after last action

---






## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### Health Promotion

The process of promotion by the organisation of programs which encourage the establishment and maintenance of a healthy work environment.

*For records documenting the treatment or health surveillance of individual employees, use OH&S - Cases.*


Entry No	Description of Records	Disposal Action
1644 	Records documenting the management of an agency's first aid centres and occupational health centres and facilities eg. gymnasiums. Includes: <ul style="list-style-type: none"> <li>• appointment books</li> <li>• drug and x-ray registers</li> <li>• statistical summaries of operations.</li> </ul> <p><i>[For the appointment of first aid officers use, OH&amp;S - Representatives.</i></p> <p><i>For the provision of first aid treatment to individuals, use OH&amp;S - Implementation.</i></p> <p><i>For the equipping of the centres including the supply of medical stores and equipment, use EQUIPMENT &amp; STORES - Acquisition, and PROPERTY MANAGEMENT - Fit-outs.</i></p> <p><i>For the maintenance of equipment eg autoclaves and the replenishment of first aid kits, use EQUIPMENT &amp; STORES - Maintenance.]</i></p>	Destroy 5 years after last action
1645 	Records documenting the promotion of safe work practices in the workplace. Includes the development and distribution of notices, instructions, posters and other promotional material. <p><i>[For the provision of OH&amp;S training to staff, managers and OH&amp;S Representatives, use STAFF DEVELOPMENT - Training.</i></p> <p><i>For the production process for any advertising material produced by the agency, use PUBLICATION - Production.]</i></p>	Destroy 5 years after action completed
1646 	Material safety data sheets (MSDS)	Destroy when hazardous material is disposed of

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1647 	Records documenting the provision of first aid treatment to individual employees.	Destroy 5 years after last action

*[For records relating to the management of a first aid centre, use OH&S - Health Promotion.]*

---

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1648 	Records documenting an inquiry into an agency's performance of the OH&S function.	Destroy 10 years after action completed

*[For any legal advice provided to support the agency during the inquiry process, use LEGAL SERVICES - Advice.]*




## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

*For audits, use OH&S - Audits.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1649 	Records documenting an OH&S inspection resulting from a major accident in the workplace (eg accidents causing fatalities, serious injuries or dangerous occurrences). Includes documents detailing complaints lodged by agencies about the way the investigation was carried out by the lead agency (currently Comcare).	Destroy 75 years after last action
1650 	Records documenting routine OH&S inspections carried out under the Commonwealth's lead agency for the function (currently Comcare) Planned Investigation Program and/or self-audit program, or as a result of a safety dispute in the workplace. Includes copies of notices issued, copies of reports, and agency responses. Also includes copies of Provisional Improvement Notices (PINS) and records detailing complaints about the way an investigation was carried out.  <i>[For records relating to an industrial dispute undertaken in respect of an OH&amp;S inspection, use INDUSTRIAL RELATIONS - Inspections.]</i>	Destroy 10 years after last action
1651 	Records documenting routine inspections of hazardous substances in the workplace.  <i>[For the hazardous substance and asbestos registers, use OH&amp;S - Compliance.</i>  <i>For monitoring and risk assessment, use OH&amp;S - Risk Management.</i>  <i>For inspections to determine the presence of asbestos or other hazardous materials, use PROPERTY MANAGEMENT - Inspections.</i>  <i>For the removal and disposal of asbestos and other hazardous substances, use PROPERTY MANAGEMENT - Maintenance.]</i>	Destroy 75 years after last action

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.




### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1652 	Final version of minutes and supporting documents tabled at meetings held to support the OH&S function. Includes meetings with external agencies.	Destroy 5 years after action completed
1653 	Working papers documenting the conduct and administration of meetings to support the OH&S function. Includes agenda, notices of meetings and draft minutes.	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.






<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1654 	Final versions of agency-wide OH&S plans. Includes: <ul style="list-style-type: none"> <li>• OH&amp;S plan</li> <li>• Asbestos management plan.</li> </ul>	Destroy 5 years after plan is superseded
1655 	Working papers used in developing agency-wide OH&S plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 3 years after adoption of the final plan
1656 	Copies of all OH&S plans.	Destroy when reference ceases

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### 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 No	Description of Records	Disposal Action
1657 	Records documenting the development and establishment of an agency's OH&S policy. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• results of consultations with unions and employees</li> <li>• research papers</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• the final document.</li> </ul> <p><i>[For the development and review of the agency's OH&amp;S agreement, use OH&amp;S - Agreements.</i></p> <p><i>For the development and review of the agency's OH&amp;S plan, use OH&amp;S - Planning.]</i></p>	Destroy 5 years after policy is superseded
1658 	Records documenting the development and establishment of an agency asbestos policy. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• results of consultations</li> <li>• research papers</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 75 years after removal of asbestos
1659 	Records documenting comments made on the development of government-wide OH&S policies.	Destroy 3 years after promulgation of the new policy
1660 	Working papers documenting the development of all agency-wide OH&S policies. Includes drafts and input from other areas of the agency.	Destroy when reference ceases
1661 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### Procedures

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




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1662 	Master set of agency manuals, handbooks, directives etc detailing OH&S requirements for specific tasks and work procedures.  <i>[For records relating to emergency procedures, use PROPERTY MANAGEMENT - Procedures.]</i>	Destroy 75 years after procedures are superseded
1663 	Master set of other agency manuals, handbooks, directives etc detailing routine procedures supporting the OH&S function. Includes registers of legal responsibilities under OH&S.	Destroy 5 years after action completed
1664 	Records documenting the development of agency procedures supporting the OH&S function.	Destroy 5 years after production of procedures
1665 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1666 	Final copies of other reports, both formal and periodic, produced to support the OH&S function.  <i>[For all accident reports sent to the lead agency (currently Comcare), use OH&amp;S - Accidents.  For copies of accident report forms where a compensation claim is made, use COMPENSATION - Cases.  For copies of accident report forms where an employee is injured but no compensation claim is lodged, use PERSONNEL - Accidents.  For copies of accident reports where compensation is claimed by a member of the public following an accident, use COMPENSATION - Claims.]</i>	Destroy 7 years after action completed
1667 	Working papers documenting the development of all reports. Including drafts and comments received.	Destroy when reference ceases
1668 	Copies of OH&S reports.	Destroy when reference ceases

## OCCUPATIONAL HEALTH & SAFETY (OH&S)




The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### **Representatives**

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



*For the training of first aid officers, fire wardens and safety officers etc, use STAFF DEVELOPMENT - Training.*

*For arranging first aid, fire and safety officer allowances etc, use PERSONNEL - Allowances.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1669 	Records documenting the selection of an OH&S representative for a designated work group or to act as a first aid officer. Includes documentation on selection, lists of representatives, and resignation documentation.	Destroy 1 year after term of office expires or resignation of officer
1670 	Records documenting the election of OH&S Committee representatives. Includes calling for nominations, managing the ballot and results.	Destroy 6 months after action completed
1671 	Records documenting the appointment of first aid officers, fire wardens and safety officers etc. Includes letter of appointment, and details of roles and responsibilities.	Destroy 1 year after appointment lapses

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1672 	Records documenting detailed research carried out to support the OH&S function eg research on the properties of a hazardous substance.	Destroy 5 years after action completed
1673 	Records documenting routine research carried out to support the OH&S function.	Destroy when reference ceases



## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### **Reviewing**



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

*For the review of the agency's OH&S policy, use OH&S - Policy.*

*For the review of the agency's OH&S plan, use OH&S - Planning.*

*For the review of the agency's OH&S agreement, use OH&S - Agreements.*

*For the review of workplace hazards, use OH&S - Risk Management.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1674 	Records documenting the review and monitoring of OH&S programs and operations. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
1675 	Working papers documenting the conduct of an agency review and monitoring of OH&S programs and operations.	Destroy 3 years after action completed




---

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### **Risk Management**


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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1676 	Records documenting risk management of all OH&S hazards including hazardous substances detailed in Schedule 2 of the Occupational Health & Safety (Commonwealth Employment) (National Standards) Regulations where risk assessments indicate risk to the employees and where health surveillance and/or monitoring of the employees is necessary. Includes documentation covering each stage of the process and action plans.	Destroy 75 years after last action
1677 	Records documenting risk management of OH&S hazards where risk assessments indicate no risk to the employees and where no health surveillance and/or monitoring is required. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 30 years after last action
1678 	OH&S risk register containing environmental monitoring and health surveillance data.  <i>[For environmental monitoring, use OH&amp;S - Compliance.</i>  <i>For health surveillance of employees, use OH&amp;S - Cases.</i>  <i>For recording an employee's potential exposure to asbestos or employment at places identified as containing asbestos, use PERSONNEL - Employment Conditions.]</i>	Destroy 75 years after last entry

### **Standards**

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

*For compliance with standards (except where other activities apply), use OH&S - Compliance.*








<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1679 	Records documenting the implementation of industry and agency standards to support the OH&S function (eg Approved Code of Practice for First Aid in Commonwealth Workplaces, and Australian Standard 1885.1 -1990 Workplace Injury and Disease Recording Standard).	Destroy 7 years after standards are superseded

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1680 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1681 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1682 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1683 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1684 	Tender register.	Destroy 7 years after last entry
1685 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1686 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract

## OCCUPATIONAL HEALTH & SAFETY (OH&S)

The function of implementing and coordinating occupational health and safety and associated legislation throughout the organisation. Includes safety, occupational hygiene, ergonomic, occupational medicine and first aid measures together with policy, procedural and monitoring matters associated with the organisations' preventive and curative OH&S program. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1687 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1688 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1689 	Contract register.	Destroy 7 years after last entry

---


## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Accidents

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1690 	Accident/incident reports where an employee is injured but no compensation claim is lodged.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
<i>[For accidents where a compensation claim is made by an employee, use COMPENSATION - Cases.</i>		
<i>For accident reports retained for OH&amp;S purposes, use OH&amp;S - Accidents.]</i>		

---

### Agreements

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1691 	Records documenting negotiations, establishment and implementation of a Australian Workplace Agreement (AWA) with an individual employee. Includes an authorised version of the final agreement.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
<i>[For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i>		
1692 	Records documenting other employment agreements/contracts made with employees. Includes the agreement and records of negotiations.	Destroy 7 years after separation from the APS

---


## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1693 	Records documenting the payment of allowances to employees. Includes, overtime, first aid, clothing, travelling allowances and higher duties.  <i>[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]</i>	Destroy 7 years after action completed


### Appeals (decisions)

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<i>[For appeals made under the Public Service Act 1922 and the reviews of actions made under the Public Service Act 1999, against promotion or other action, use PERSONNEL - Reviews (decisions).]</i>	N/A

### Arrangements

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1694 	Records documenting arrangements for an employee to undertake a journey or trip for work related reasons. Includes arrangements for obtaining official passports and visas.	Destroy 2 years after action completed



## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Authorisation

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1695 	Delegations of power to agency staff to authorise administrative action relating to the personnel function.	Destroy 7 years after delegation expires
1696 	Authorisations for administrative actions relating to the personnel function (eg authorisations to collect group certificates).	Destroy 7 years after action completed

### Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<p><i>[Use this activity descriptor when there is a need, or an agency practice, to keep records relating to a number of activities relating to each employee on one file. In such cases sentence the file with the longest retention period for any activity on the file.</i></p> <p><i>For control records used to manage case files and personnel management systems (eg staff registers and registers of personnel files), use INFORMATION MANAGEMENT - Control.]</i></p>	N/A


## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Claims**

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1697 	Records documenting insurance claims. Includes copies of claims, reports and related correspondence.	Destroy 7 years after action completed

*[For compensation claims covering personal injury lodged by APS personnel, use COMPENSATION - Cases.]*

*[For compensation claims covering personal injury lodged by volunteer workers, use COMPENSATION - Claims.]*





## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1698 	Records of internal and external committees formed to consider matters relating to the personnel function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul> <p><i>[For consultations with Workplace Relations Committee, use INDUSTRIAL RELATIONS - Committees.</i></p> <p><i>For negotiations with staff and union representatives in establishing a Certified Agreement, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i></p>	Destroy 3 years after action completed
1699 	Working papers documenting the conduct and administration of committees held to consider matters relating to the personnel function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

## PERSONNEL


The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.

*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1700 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the personnel function.	Destroy 7 years after action completed

### 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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1701 	Records documenting contract management relating to the personnel function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract



## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Counselling**

The activities associated with giving advice or guidance to an employee for various reasons.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1702 	<p>Records documenting general counselling of staff. Includes:</p> <ul style="list-style-type: none"> <li>• personal counselling</li> <li>• new entry counselling</li> <li>• career counselling</li> <li>• work performance counselling</li> <li>• counselling for minor breaches to the Code of Conduct</li> </ul> <p><i>[For counselling relating to a disciplinary matter, use PERSONNEL - Discipline.</i></p> <p><i>For post appointment counselling and counselling of unsuccessful candidates, use PERSONNEL - Recruitment.]</i></p>	Destroy 2 years after action completed
1703 	Records documenting financial counselling of staff on separation. Includes superannuation and retirement counselling.	Destroy 7 years after action completed





## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Discipline**

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1704 	Records documenting investigations of misconduct (eg a breach of the Code of Conduct) by either by the agency or an external body, which result in disciplinary action being taken.  <i>[For the carrying out of sanctions and suspensions on an employee found to have breached the Code of Conduct or found guilty of misconduct, use the relevant activity under the PERSONNEL function eg PERSONNEL - Salaries and/or PERSONNEL - Separations.  For appeals against a decision on a misconduct charge, use PERSONNEL - Reviews (decisions).]</i>	Destroy 5 years after action completed
1705 	Records documenting allegations into misconduct where no follow-up investigation is made (ie where allegations are proved to be frivolous or vexatious).	Destroy 18 months after action completed
1706 	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has requested the retention of the records.	Destroy 75 years after date of birth of employee or 7 years after last action whichever is later, or when requested by employee
1707 	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has not requested the retention of the records.	Destroy 18 months after investigation is completed

## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Employment Conditions**

The activities associated with managing the general conditions of employment for personnel.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1708 	Records documenting the appointment of heads of executive agencies. Includes report from departmental Secretary on the vacancy, the Ministerial instrument of appointment and arrangements on remuneration and other employment conditions.  <i>[For employment agreements/contracts (eg Australian Workplace Agreements), use PERSONNEL - Agreements.  For termination of appointment of heads of executive agencies, use PERSONNEL - Separations.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later



## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Employment Conditions - Continued**

The activities associated with managing the general conditions of employment for personnel.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1709 	<p>Records documenting the consolidated employment history of all ongoing employees (formerly known as permanent officers) and SES employees from initial appointment and subsequent promotions and details of higher duties undertaken. Includes:</p> <ul style="list-style-type: none"> <li>• letter of appointment and conditions of engagement</li> <li>• letter of acceptance</li> <li>• details of assigned duties (initial and subsequent variations)</li> <li>• probation reports</li> <li>• medical examinations/ health declarations</li> <li>• records detailing personal particulars and supporting documentation eg birth certificates</li> <li>• evidence of educational qualifications</li> <li>• declarations of pecuniary interest</li> <li>• undertakings to preserve official secrets.</li> </ul> <p><i>[For employment agreements/contracts (eg Australian Workplace Agreements), use PERSONNEL - Agreements.</i></p> <p><i>For pre-employment security checks, use PERSONNEL - Security.</i></p> <p><i>For salary and superannuation related records completed on appointment, use PERSONNEL - Salaries.</i></p> <p><i>For reviews of recruitment decisions, use PERSONNEL - Reviews (decisions).</i></p> <p><i>For moving personnel from one location to another to take up an appointment, use PERSONNEL - Moving.]</i></p>	<p>Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later</p>
1710 	<p>Records documenting potential exposure to hazardous substances, including asbestos, or records detailing that an employee was located at places identified as containing hazardous substances.</p> <p><i>[For health surveillance of employees who have been exposed to hazardous substances, use OH&amp;S - Cases.]</i></p>	<p>Destroy in the year 2040 or 75 years after date of birth whichever is later</p>





## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Employment Conditions - Continued**

The activities associated with managing the general conditions of employment for personnel.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1711 	Records documenting the appointment of non-ongoing employees (formerly known as temporary employees).  <i>[For agreements/contracts undertaken with non-ongoing employees, use PERSONNEL - Agreements.]</i>	Destroy 7 years after termination of appointment
1712 	Records documenting the engagement of volunteers and students undertaking work experience placements. Includes personal details, agreed undertakings relating to conditions of engagement and details of work performed.  <i>[For insuring volunteer/ work experience workers, use PERSONNEL - Insurance.]</i>  <i>[For compensation claims lodged by volunteer/ work experience workers, use COMPENSATION - Claims.]</i>	Destroy 2 years after engagement ceases
1713 	Records supporting higher duty arrangements.  <i>[For arranging the payment of high duties allowances, use PERSONNEL - Allowances.]</i>	Destroy 7 years after action completed
1714 	Records documenting redeployment of SES personnel. Includes reassignment both at level and to a lower classification.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later






## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### ***Employment Conditions - Continued***

The activities associated with managing the general conditions of employment for personnel.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1715 	Records documenting the reduction in the classification of an APS employee either with or without the employee's consent.  <i>[For disciplinary action leading to a reduction in the classification of an employee, use PERSONNEL - Discipline.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1716 	Records documenting the management of personnel under employment schemes eg apprenticeships, scholarships, cadetships and traineeships.	Destroy 7 years after completion of training
1717 	Records documenting the management of non-Commonwealth remuneration for performing duties as an APS employee.	Destroy 7 years after action completed
1718 	Attendance records for employees where agency agreements or individual employee agreements or contracts allow for the payment of overtime. Includes: <ul style="list-style-type: none"> <li>• attendance books</li> <li>• clock on/off cards</li> <li>• flexitime sheets</li> <li>• overtime records.</li> </ul>	Destroy 7 years after action completed
1719 	Attendance records for employees where agency agreements or individual employee agreements or contracts do not allow for the payment of overtime. Includes: <ul style="list-style-type: none"> <li>• attendance books</li> <li>• clock on/off cards</li> <li>• flexitime sheets.</li> </ul>	Destroy 2 years after action completed




## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### ***Employment Conditions - Continued***


The activities associated with managing the general conditions of employment for personnel.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1720 	Records documenting the management of rosters.	Destroy 1 year after action completed

---

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1721 	Records documenting the evaluation of existing and potential programs and services supporting the personnel function.	Destroy 5 years after action completed

*[For the evaluation of strategic personnel programs, use STRATEGIC MANAGEMENT - Evaluation.*

*For the evaluation of the performance of individual employees against performance agreements, use PERSONNEL - Performance Management.]*

---


## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.


### Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

Entry No	Description of Records	Disposal Action
1722 	Records documenting formal grievances lodged by an individual employee and considered either internally within the organisation and/or by an external body. Includes notes of meetings, reports and recommendations.  <i>[For records covering disciplinary action resulting from a grievance, use PERSONNEL - Discipline.</i>  <i>For records covering grievances lodged by a number of employees, use INDUSTRIAL RELATIONS - Grievances.</i>  <i>For appeals against decisions eg promotion, use PERSONNEL - Reviews (decisions).]</i>	Destroy 5 years after action completed

### Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Entry No	Description of Records	Disposal Action
1723 	Records documenting infringements by an employee.  <i>[For infringements which lead to disciplinary action, use PERSONNEL - Discipline.</i>  <i>For the management of driving infringements, use FLEET MANAGEMENT - Infringements.]</i>	Destroy 18 months after action completed

## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.



Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Insurance**

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

*For workers compensation insurance, use COMPENSATION - Insurance.*

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1724 	Insurance policies supporting the management of the personnel function eg for personal and household effects being moved overseas and insuring volunteer workers.	Destroy 7 years after action completed
1725 	Records documenting the annual renewal of insurance policies.	Destroy 1 year after policy expires




## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.


### Leave

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1726 	Consolidated leave history records.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1727 	Records documenting long service leave, parental leave, military leave and leave without pay exceeding 5 days in any one calendar year (ie leave used to calculate entitlements for superannuation or long service leave).	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1728 	Records documenting all other leave (with and without pay). Includes: <ul style="list-style-type: none"> <li>• sick leave (including war service sick leave)</li> <li>• recreation leave</li> <li>• special and personal leave</li> <li>• study leave</li> <li>• jury service and</li> <li>• Defence training leave.</li> </ul>	Destroy 7 years after action completed

### Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1729 	Records documenting recruitment campaigns run by an agency (eg graduate employment schemes).	Destroy 3 years after action completed



## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1730 	Final version of minutes and supporting documents tabled at meetings held to support the personnel function.	Destroy 3 years after action completed
1731 	Working papers documenting the condition and administration of meetings held to support the personnel function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

---

### Moving

The process of relocation of an agency, business unit, workgroup or individual.

For relocation of workgroups, use *PROPERTY MANAGEMENT - Moving*.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1732 	Records documenting the removal of an employee and their family's personal effects. Includes arrangements made for the storage of personal and household effects at Commonwealth expense.  <i>[For any insurance claims made for loss or damage to property, use PERSONNEL - Insurance.</i>  <i>For managing financial transactions supporting the moving of an employee, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.]</i>	Destroy 3 years after action completed

---




## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Performance Management**

The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1733 	Records documenting the management of agency performance management schemes.  <i>[For the development of agency performance management schemes, use PERSONNEL - Policy.</i>  <i>For training of staff in the conduct of agency performance management schemes, use STAFF DEVELOPMENT - Training.]</i>	Destroy 5 years after action completed
1734 	Performance agreements with individual employees. Includes final version of agreement, notes from meetings with employees and assessment and review reports.  <i>[For Australian Workplace Agreements and other agreements/contracts covering the employment of individual employees, use PERSONNEL - Agreements.</i>  <i>For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i>	Destroy 2 years after agreement is superseded
1735 	Records documenting the conferring of awards (honours) on individuals, staff members and teams in recognition of achievements.	Destroy 5 years after action completed

## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.





Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Planning

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

*For broad level human resource planning, use STRATEGIC MANAGEMENT - Planning.*

*For individual development plans produced as part of a performance agreement, use PERSONNEL - Performance Management.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1736 	Final versions of agency-wide personnel plans (eg workplace diversity plan or succession plan).	Destroy 5 years after plan is superseded
1737 	Final version of a section or business unit's personnel plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1738 	Working papers used to develop all personnel plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1739 	Copies of all personnel plans.	Destroy when reference ceases





## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1740 	Records documenting the development and establishment of the agency's personnel policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives
1741 	Records documenting comments made on the development of government-wide policies relating to the personnel function.	Destroy 2 years after promulgation of new policy
1742 	Working papers documenting the development of all personnel policies.	Destroy 3 years after promulgation of the new policy
1743 	Copies of policy documents and supporting papers.	Destroy when reference ceases






## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1744 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the personnel function.	Destroy 5 years after procedures are superseded
1745 	Records documenting the development of agency procedures supporting the Personnel function.	Destroy 1 year after completion of procedures
1746 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases
<i>[For distribution and implementation of procedures, use PERSONNEL - Implementation.]</i>		

## PERSONNEL



The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions in the Public Service Notices, and the handling of applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

*For review of recruitment decision, use PERSONNEL - Reviews (decisions).*

Entry No	Description of Records	Disposal Action
1747 	Records documenting the filling of vacancies in an agency. Includes both ongoing APS employees (formerly known as permanent officers) and SES officers, and non-ongoing APS employees (formerly known as temporary employees). Includes: <ul style="list-style-type: none"> <li>• advertisements</li> <li>• applications</li> <li>• referee reports</li> <li>• interview reports</li> <li>• gazette notices</li> <li>• notification to unsuccessful applicants.</li> </ul> <p><i>[For letter of appointment to the successful applicant and supporting documentation, use PERSONNEL - Employment Conditions.</i></p> <p><i>For post recruitment counselling, use PERSONNEL - Counselling.]</i></p>	Destroy 1 year after recruitment has been finalised
1748 	Records documenting the management of unsolicited applications.	Destroy 1 year after action completed


## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Rehabilitation**

The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a Rehabilitation Coordinator.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1749 	Records documenting the rehabilitation of workers to full employment which are not related to a compensation case. Includes return to work plans.  <i>[For rehabilitation records relating to compensation cases, use COMPENSATION - Cases.]</i>	Retain for 7 years after completion of rehabilitation






## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1750 	Final version of formal internal reports and reports made to external agencies relating to the personnel function (eg workplace diversity report).	Destroy 5 years after action completed
1751 	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the personnel function.	Destroy 3 years after action completed
1752 	Records documenting surveys carried out support the personnel function.	Destroy 5 years after action completed
1753 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after report is completed
1754 	Copies of personnel reports.	Destroy when reference ceases


## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1755 	Records documenting the nomination, appointment, resignation from and/or termination of agency representatives on bodies considering matters relating to the personnel function.  <i>[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives.  For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]</i>	Destroy 3 years after end of the appointment

---

### **Reviewing**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1756 	Records documenting a review of agency programs and operations supporting the personnel function. Includes documents establishing the review, final version of report and action plan.	Destroy 5 years after action completed
1757 	Working papers documenting a review of agency programs and operations supporting the personnel function.	Destroy 2 years after action completed

---

## PERSONNEL




The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Reviews (decisions)**

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

*For disciplinary action taken as a result of a misconduct charge, use PERSONNEL - Discipline.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1758 	Records documenting reviews of promotion decisions.	Destroy 1 year after recruitment has been finalised
1759 	Records documenting reviews of actions, other than reviews of promotion decisions, either carried out within the agency or by an external authority.	Destroy 5 years after action completed
1760 	Records documenting applications for reviews of action that were not proceeded with (eg if the application for review is considered frivolous or vexatious).	Destroy 18 months after action completed




## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Salaries**

The process of managing the payment of salaries to personnel.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1761 	Records documenting the payment of employees' salaries. Includes: <ul style="list-style-type: none"> <li>• taxation declaration records</li> <li>• group certificates</li> <li>• payroll deduction authorities</li> <li>• records relating to the recovery of overpayments</li> <li>• deductions to satisfy a judgement debt</li> <li>• employee pay history records.</li> </ul> <p><i>[For the payment of salaries, use FINANCIAL MANAGEMENT - Salaries.]</i></p>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1762 	Records documenting superannuation deductions.	Destroy 7 years after termination of employment in the APS
1763 	Records documenting the management of special salary packaging arrangements. Includes Fringe Benefit Tax (FBT) arrangements.	Destroy 7 years after action completed

## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For the issue of keys to employees, use PROPERTY MANAGEMENT - Security or EQUIPMENT & STORES - Security.*




*For security breaches by an employee involving the inappropriate handling of records and/or the disclosure of information, use INFORMATION MANAGEMENT - Security.*

*For security breaches by an employee involving premises, use PROPERTY MANAGEMENT - Security.*

*For security breaches by an employee involving equipment and stores, use EQUIPMENT & STORES - Security.*

*For security breaches by an employee involving the use of technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.*

*For any disciplinary action taken against an employee for a breach of security, use PERSONNEL - Discipline.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1764 	Register of security clearances and passes held by agency staff.	Destroy 10 years after last entry
1765 	Records documenting the issue of security passes to employees.	Destroy 5 years after pass expires
1766 	Records documenting security checks (vetting) carried out as part of pre-engagement and pre-employment checks, or periodic reviews.	Destroy 5 years after separation from the APS or 6 years after the date of the last clearance check on file, whichever is sooner





## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### Separations


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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1767 	Records documenting the separation of ongoing (formerly known as permanent officers) and SES employees. Includes: <ul style="list-style-type: none"> <li>• retirements (including retirement with incentive)</li> <li>• resignations</li> <li>• voluntary redundancies</li> <li>• dismissal</li> <li>• death</li> <li>• retrenchment.</li> </ul> <p><i>[For the temporary or permanent transfer of officers, use PERSONNEL - Employment Conditions.]</i></p>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1768 	Records documenting the termination of a non-ongoing employee before the completion of a specified term of employment.	Destroy 7 years after termination

---

### Social Clubs

The activities involved in the organisation's relationship with social clubs.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1769 	Records documenting staff social clubs including support and/or sponsorship given by the agency.	Destroy 2 years after action completed

---



## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### **Suggestions**

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1770 	Records documenting management of staff suggestion schemes promoted by an agency.	Destroy 5 years after action completed
1771 	Records of suggestions made by staff.	Destroy 2 years after action completed

---







## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1772 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1773 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1774 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1775 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1776 	Tender register.	Destroy 7 years after last entry
1777 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract





## PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1778 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
1779 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1780 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1781 	Contract register.	Destroy 7 years after last entry

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Acquisition - Continued**

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

*For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.*



*For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.*

*For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

*For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1782 	Records documenting the acquisition of properties of national significance (see functional scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> <li>• investigations into and reports on the property</li> <li>• environmental impact assessments</li> <li>• budgetary estimates</li> <li>• cost benefit analyses.</li> </ul>	Retain as national archives
1783 	Records documenting the acquisition of properties without national significance (see functional scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> <li>• investigations into and reports on the property</li> <li>• environmental impact assessments</li> <li>• budgetary estimates</li> <li>• cost benefit analyses.</li> </ul>	Destroy 7 years after disposal of property

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Acquisition - Continued**

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

*For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.*



*For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.*

*For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

*For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1784 	Deeds and certificates of title for property owned by the agency.	Transfer to new owner when property is disposed of. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)
1785 	Records documenting the negotiations for other properties where the acquisition was not proceeded with.	Destroy 7 years after purchase is suspended

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Acquisition - Continued**

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

*For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.*



*For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.*

*For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

*For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1786 	Records documenting the acquisition of goods and services required for the support of the property management function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).  <i>[For the acquisition of property management goods and services through a tender process, use PROPERTY MANAGEMENT - Tendering.]</i>	Destroy 7 years after action completed
1787 	Signed contracts under seal resulting from tenders and supporting records for the acquisition of property in Western Australia when there is no tendering process.	Destroy 20 years after disposal of the property

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Acquisition - Continued**

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

*For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.*



*For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.*

*For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

*For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1788 	Signed contracts under seal resulting from tenders and supporting records for the acquisition of property in Victoria and South Australia when there is no tendering process.	Destroy 15 years after disposal of property
1789 	Signed contracts under seal resulting from tenders and supporting records for the acquisition of property in New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory when there is no tendering process.	Destroy 12 years after disposal of property




## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Advice

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




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1790 	Records documenting the receipt and provision of advice on property management.	Destroy 5 years after action completed
<i>[For legal advice on property management matters, use LEGAL SERVICES - Advice.]</i>		

### Agreements

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

*For leasing of property, use PROPERTY MANAGEMENT - Leasing.*

*For leasing-out of property, use PROPERTY MANAGEMENT - Leasing-out.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1791 	Final versions of agreements made to support the property management function (eg Memoranda of Understanding and tenancy agreements).	Destroy 7 years after expiry or other termination of agreement
1792 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement
1793 	Records documenting agreements made with property owners relating to easement and right-of-way arrangements.	Destroy 7 years after expiry of agreement


## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.


### Appeals (decisions)

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

Entry No	Description of Records	Disposal Action
1794 	Records documenting appeals made against the level of compensation for compulsory acquisition of property.  <i>[For the compulsory acquisition of property, use PROPERTY MANAGEMENT - Acquisition.</i>  <i>For claims made against the compulsory acquisition of property, use PROPERTY MANAGEMENT - Claims.</i>  <i>For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and Litigation.]</i>	Destroy 10 years after last action

### Arrangements

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

Entry No	Description of Records	Disposal Action
1795 	Records documenting routine arrangements for the use of properties. Includes parking arrangements and facility bookings.  <i>[For managing financial transactions associated with the use of properties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.</i>  <i>For leasing-out arrangements, use PROPERTY MANAGEMENT- Leasing-out.]</i>	Destroy 1 year after action completed

## PROPERTY MANAGEMENT



The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Audit

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

*For routine inspections of hazardous substances in the workplace, use OH&S - Inspections.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1796 	Final internal and external audit report relating to the property management function. Includes the final reports from audits conducted by the Australian National Audit Office and environmental audits.	Destroy 5 years after action completed
1797 	Records documenting the planning and conduct of internal and external audits relating to the property management function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments.</li> </ul>	Destroy 5 years after action completed



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Authorisation

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1798 	Delegations of power to agency staff to authorise administrative action relating to property management.	Destroy 7 years after delegation expires
1799 	Authorisations for administrative actions relating to property management.	Destroy 7 years after authorisation expires

### Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<i>[Use this activity descriptor when there is a need, or an agency practice, to keep records relating to a number of activities together on one file eg a property file. In such cases sentence the file with the longest retention period for any activity on the file.]</i>	N/A



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1800 	Records documenting claims made against compulsory acquisition of property.  <i>[For the compulsory acquisition of property, use PROPERTY MANAGEMENT - Acquisition.</i>  <i>For appeals made against compensation received for compulsory acquisition of property, use PROPERTY MANAGEMENT - Appeals.</i>  <i>For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and Litigation.]</i>	Destroy 10 years after finalisation or withdrawal of claim
1801 	Records documenting insurance claims for damage to and/or loss of property.  <i>[For insurance policies and annual renewals, use PROPERTY MANAGEMENT - Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1802 	Records of committees formed to consider the management of properties of national significance (see functional scope note). Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul> <p>Includes both internal and external committees.</p>	Retain as national archives
1803 	Records of committees formed to consider the management of properties without national significance (see functional scope note) and general matters relating to the property management function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul> <p>Includes both internal and external committees.</p>	Destroy 7 years after action completed


## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1804 	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the property management function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of minutes</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

### **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.

*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1805 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to the property management function.	Destroy 7 years after action completed

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.




Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

*For maintenance activities, use PROPERTY MANAGEMENT - Maintenance.*

*For environmental audits, use PROPERTY MANAGEMENT - Audits.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1806 	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of properties of national significance (see functional scope note).	Retain as national archives
1807 	Records documenting the activities involved in the restoration and enhancement of properties without national significance (see functional scope note).	Destroy when property is disposed of or transfer to new owners. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)
1808 	Records documenting the restoration of contaminated land.	Retain as national archives

*[For inspection to identify the type of contamination, use  
PROPERTY MANAGEMENT - Inspection.]*



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Construction



The process of making or building something.

*For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.*

*For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.*

*For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.*

*For submissions to Cabinet and the Parliamentary Works Committee seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1809 	Records documenting construction activities carried out on properties of national significance (see functional scope note). Includes: <ul style="list-style-type: none"> <li>• records of consultations (eg with owners and local authorities)</li> <li>• specifications</li> <li>• building plans</li> <li>• project management records.</li> </ul>	Retain as national archives
1810 	Records documenting the construction activities for properties without national significance (see functional scope note). Includes: <ul style="list-style-type: none"> <li>• records of consultations (eg with owners and local authorities)</li> <li>• specifications</li> <li>• building plans</li> <li>• project management records.</li> </ul>	Destroy when property is disposed of or transfer to new owners. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Construction - Continued**



The process of making or building something.

*For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.*

*For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.*

*For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.*

*For submissions to Cabinet and the Parliamentary Works Committee seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1811 	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
1812 	Working papers documenting the construction activities on properties without national significance (see functional scope note.)	Destroy when reference ceases

## PROPERTY MANAGEMENT


The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1813 	Records documenting contract management relating to the property management function. Includes: <ul style="list-style-type: none"><li>• minutes of meetings with main stakeholders</li><li>• performance and evaluation reports.</li></ul>	Destroy 7 years after completion or other termination of contract

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.




Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Disposal**

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

*For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1814 	Records documenting the disposal of properties of national significance (see functional scope note). Includes: <ul style="list-style-type: none"> <li>• assessments and investigations</li> <li>• valuation certificates</li> <li>• details of preparation undertaken before disposal ('making good').</li> </ul>	Retain as national archives
1815 	Records documenting the disposal of properties without national significance (see functional scope note) by sale, transfer, termination of lease, auction or destruction. Includes: <ul style="list-style-type: none"> <li>• assessments and investigations</li> <li>• valuation certificates</li> <li>• details of preparation undertaken before disposal ('making good').</li> </ul>	Destroy 7 years after last action
1816 	Signed contracts under seal resulting from tenders and related records for the disposal of Commonwealth property in Western Australia when there is no tendering process.	Destroy 20 years after completion or other termination of contract

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.



Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### ***Disposal - Continued***

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.


*For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1817 	Signed contracts under seal resulting from tenders and related records for the disposal of Commonwealth property in Victoria and South Australia when there is no tendering process.	Destroy 15 years after completion or other termination of contract
1818 	Signed contracts under seal and related records documenting records for the disposal of Commonwealth property in New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory when there is no tendering process.	Destroy 12 years after completion or other termination of contract

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1819 	Records documenting the evaluation of matters relating to the property management function.	Destroy 5 years after action completed



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Fit-outs**

The process of establishing or refurbishing a workplace. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1820 	Records documenting the fit-outs of properties of national significance (see functional scope note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as national archives
1821 	Records documenting fit-outs of properties without national significance (see functional scope note). Includes economic justification and any required notification of intent.  <i>[For construction activities, use PROPERTY MANAGEMENT - Construction.]</i>	Destroy 1 year after next fit-out





## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1822 	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to property of national significance (see functional scope note). Includes a copy of the plan implemented in the disaster recovery process.	Retain as national archives
1823 	Records documenting the implementation of counter-disaster plans after disasters such as fires and floods for properties without national significance (see functional scope note) both leased and owned. Includes a copy of the plan implemented in the disaster recovery process.	Destroy 7 years after disposal of building
1824 	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to property management.	Destroy 5 years after action completed
1825 	Records documenting arrangements relating to the flying of flags.	Destroy when reference ceases



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1826 	Records documenting routine inspections of land, buildings or premises. Includes: <ul style="list-style-type: none"> <li>• requests for inspections</li> <li>• administrative arrangements and inspection reports.</li> </ul> <p><i>[For inspections carried out for the construction of a building, use PROPERTY MANAGEMENT- Construction.]</i></p>	Destroy 5 years after action completed
1827 	Records documenting inspections undertaken to determine whether asbestos and other hazardous substances are present in a building or land. <p><i>[For the removal of hazardous substances, use PROPERTY MANAGEMENT - Maintenance.</i></p> <p><i>For OH&amp;S related routine inspections and regular inspections of asbestos material, use OCCUPATIONAL HEALTH &amp; SAFETY (OH&amp;S) - Inspections.</i></p> <p><i>For audit related inspections, use PROPERTY MANAGEMENT - Audit.</i></p> <p><i>For decontamination of land, use PROPERTY MANAGEMENT- Conservation.]</i></p>	Destroy 75 years after last action or transfer copies to new owner if sold before this date. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)



## PROPERTY MANAGEMENT


The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Installation**

Activities involved in placing equipment in position and connecting and adjusting it for use.

*For the installation of furniture and fittings, use PROPERTY MANAGEMENT - Fit-outs.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1828 	Records documenting installation of equipment (eg heating, plumbing, air-conditioning, security equipment and cabling) in properties. Includes arranging installations and location details eg fire panel, alarm panels.	Destroy after replacement of equipment or transfer to new owner or leasee of property. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)

*[For the installation of cabling from the point of entry of service to outlets for technology and telecommunications equipment and facilities, use TECHNOLOGY & TELECOMMUNICATIONS - Installation.]*

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.



Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.


*For records relating to insurance claims, use PROPERTY MANAGEMENT - Claims.*

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1829 	Property insurance policies.	Destroy 7 years after policy expires
1830 	Records documenting the annual renewal of property insurance policies.	Destroy 1 year after action completed

### Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1831 	Inventories relating to the property management function.	Destroy when reference ceases



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1832 	Records documenting the leasing of property (ie where the agency is the lessee). Includes: <ul style="list-style-type: none"> <li>• space and accommodation assessments</li> <li>• negotiations</li> <li>• cost-benefit analysis</li> <li>• assessments</li> <li>• signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated
1833 	Records documenting the on-going management of leases.  <i>[For legal advice received on the leasing of property, use LEGAL SERVICES - Advice.</i>  <i>For repairs and maintenance to leased properties, use PROPERTY MANAGEMENT - Maintenance.</i>  <i>For managing financial transactions associated with leasing activities, use FINANCIAL MANAGEMENT- Accounting and FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after lease expires or is terminated



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### ***Leasing-out***

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1834 	Records documenting leasing-out arrangements (ie where the agency is the lessor), including leasing residential accommodation to individual employees. Includes negotiations and signed leases.	Destroy 7 years after lease expires or is terminated
1835 	Working papers documenting the on-going management of leases where the agency is the lessor.	Destroy 7 years after lease expires or is terminated
<i>[For legal advice received on the leasing-out of property, use LEGAL SERVICES - Advice.</i>		
<i>For repairs and maintenance to leased properties, use PROPERTY MANAGEMENT - Maintenance.]</i>		

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.


### **Maintenance**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.*

*For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.*

*For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1836 	Records documenting repairs made to properties of national significance (see functional scope note) after a disaster eg fire, floods etc.  <i>[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.</i>  <i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i>  <i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	Retain as national archives

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.



### **Maintenance - Continued**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.*

*For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.*

*For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1837 	Records documenting repairs made to properties without national significance (see functional scope note) after a disaster eg fire, floods etc.	Destroy when property is disposed of or transfer to new owners. (See instruction on the transfer of custody and ownership of Commonwealth records in Introduction)
	<i>[For the implementation of a counter disaster plan, use PROPERTY MANAGEMENT - Implementation.</i>	
	<i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i>	
	<i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	
1838 	Records documenting major maintenance work carried out during the lifetime of a building (eg sometimes referred to as the maintenance history of a building).	Retain for the life of the property and transfer to new owner of the property

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.




### **Maintenance - Continued**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.*

*For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.*

*For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1839 	Records documenting the removal, and disposal of hazardous materials (including asbestos) from the fabric of the building.  <i>[For inspections carried out to identify the presence of hazardous materials in a building, use PROPERTY MANAGEMENT - Inspections.</i>  <i>For the ongoing inspections of the state of asbestos in buildings, use OH&amp;S - Inspections.</i>  <i>For plant testing and maintenance to meet OH&amp;S compliance requirements, use OH&amp;S - Compliance.]</i>	Destroy 75 years after removal of hazardous materials
1840 	Records documenting removal, storage and disposal of hazardous waste (eg chemicals from laboratories and pesticides).  <i>[For the storage of hazardous materials, use EQUIPMENT &amp; STORES - Arrangements.]</i>	Destroy 30 years after last action
1841 	Records documenting the removal of non-toxic waste, including classified waste.	Destroy 2 years after action completed

## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.




### **Maintenance - Continued**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.*

*For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.*

*For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1842 	Records documenting the maintenance of cooling water systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers.  <i>[For the inspection of water cooling systems, use PROPERTY MANAGEMENT - Inspections.]</i>	Destroy 7 years after action completed
1843 	Records documenting routine upkeep, repair and maintenance activities (eg cleaning, painting, pest control, grounds maintenance and electrical maintenance).  <i>[For material safety data sheets, use OH&amp;S - Health Promotion.]</i>	Destroy 2 years after action completed
1844 	Records documenting the monitoring of building management systems or energy management systems.	Destroy 3 years after last action





## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.


### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1845 	Final version of minutes and supporting documents tabled at meetings held to support the property management function. Includes meetings with external agencies.	Destroy 7 years after action completed
1846 	Working papers documenting the conduct and administration of meetings held to support the property management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

### Moving

The process of relocation of an agency, business unit, workgroup or individual.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1847 	Records documenting the relocation of an agency's business operations. Includes inventories, costings and records detailing arrangements with removalists.	Destroy 2 years after last action

*[For tendering to select a removalist, use PROPERTY MANAGEMENT - Tendering.*

*For the management of contracting-out arrangements, use PROPERTY MANAGEMENT - Contracting-out.*

*For the relocation of individual employees, use PERSONNEL - Moving.]*

## PROPERTY MANAGEMENT






The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Planning

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

*For diagrams and drawings used to support the property management function, use the appropriate activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1848 	Final version of plans to support the management of properties of national significance (see functional scope note).	Retain as national archives
1849 	Final version of agency-wide property management plans. Includes: <ul style="list-style-type: none"> <li>• counter disaster plan</li> <li>• annual maintenance plans</li> <li>• acquisition and disposal plans</li> <li>• space usage plans.</li> </ul> <i>[For implementation of counter disaster plans, use PROPERTY MANAGEMENT - Implementation.]</i>	Destroy 6 years after plan is superseded
1850 	Final version of a section or business unit's property management plans, including state, regional or overseas offices.	Destroy 3 years after plan is superseded
1851 	Working papers used in developing all property management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1852 	Copies of all property management plans.	Destroy when reference ceases





## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1853 	Records documenting the development and establishment of the agency's property management policies (eg energy policy). Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 7 years after policy is superseded
1854 	Records documenting comments made on the development of government-wide property management policies.	Destroy 2 years after promulgation of new policy
1855 	Working papers documenting the development of all property management policies.	Destroy 2 years after promulgation of new policy
1856 	Copies of policy documents and supporting papers.	Destroy when reference ceases




## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1857 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the property management function. Includes emergency procedures.	Destroy 5 years after procedures are superseded
1858 	Records documenting the development of agency procedures supporting the property management function.	Destroy 2 years after procedures are superseded
1859 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases






## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1860 	Final versions of formal internal reports and reports made to external agencies on properties of national significance (see functional scope note).	Retain as national archives
1861 	Final versions of formal internal reports and reports made to external agencies relating to properties without national significance (see functional scope note). Includes reports based on the Commonwealth Property Principles.	Destroy 10 years after action completed
1862 	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the property management function.	Destroy 3 years after action completed
1863 	Records documenting property surveys requested by the central office of an agency eg fire and security surveys.	Destroy 2 years after action completed
1864 	Working papers documenting the development of reports. Includes drafts and comments received.	Destroy 2 years after action completed
1865 	Copies of property management reports.	Destroy when reference ceases




## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Reviewing

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1866 	Records documenting the review of programs and operations impacting on the management of properties of national significance (see functional scope note). Includes documents establishing the review, final report and action plan.	Retain as national archives
1867 	Records documenting a review of programs and operations impacting on the management of properties without national significance (see functional scope note). Includes documents establishing the review, final report and action plan. Includes reviews based on the Commonwealth Property Principles.	Destroy 5 years after last action
1868 	Working papers documenting a review of agency programs and operations supporting the property management function.	Destroy 2 years after last action



## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Risk Management**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1869 	Records documenting risk management including each stage of the process, risk assessments, treatment schedules and action plans. Includes risk assessment reports for water cooling systems.	Destroy 7 years after next risk assessment
1870 	Property management risk register.	Destroy 7 years after next risk assessment


## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1871 	Records documenting major security breaches or incidents (eg which result in the laying of charges, or where sabotage is strongly suspected). Includes: <ul style="list-style-type: none"> <li>• break-ins</li> <li>• unauthorised access or entry/trespass</li> <li>• intrusions into restricted areas</li> <li>• terrorism</li> <li>• intentional damage</li> <li>• bomb threats</li> <li>• fires</li> <li>• records of investigations</li> <li>• liaison with law-enforcement agencies.</li> </ul> <p><i>[For disciplinary action resulting from a breach involving APS employees, use PERSONNEL - Discipline.</i></p> <p><i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i></p> <p><i>For breaches involving equipment, use EQUIPMENT &amp; STORES - Security.</i></p> <p><i>For breaches involving technology, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Security.]</i></p>	Retain as national archives





## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Security - Continued**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1872 	Records documenting minor security breaches or incidents (eg which do not result in the laying of charges, or where sabotage is not suspected).  <i>[For disciplinary action resulting from a breach involving APS employees, use PERSONNEL - Discipline.</i>  <i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i>  <i>For breaches involving equipment, use EQUIPMENT &amp; STORES - Security.</i>  <i>For breaches involving technology, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Security.]</i>	Destroy 5 years after incident
1873 	Records documenting property guarding, surveillance and patrol operations. Includes rosters and security reports.  <i>[For tendering for the provision of security services, use PROPERTY MANAGEMENT - Tendering.</i>  <i>For managing the performance of contracted-out security activities, use PROPERTY MANAGEMENT - Contracting-out.]</i>	Destroy 2 years after last action




## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **Security - Continued**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1874 	Records documenting property access controls to secure areas. Includes: <ul style="list-style-type: none"> <li>• access registers (eg visitor books)</li> <li>• keys register</li> <li>• security data logs</li> <li>• issue of security passes to visitors</li> <li>• reports on responses to alarm warnings.</li> </ul> <p><i>[For the monitoring of building management systems (including security systems), use PROPERTY MANAGEMENT - Maintenance.</i></p> <p><i>For the issue of passes and identity cards to staff, use PERSONNEL - Security.]</i></p>	Destroy 3 years after action completed
1875 	Records of combinations for building locks.	Destroy when combination changes
1876 	Surveillance camera tapes.	Destroy when no longer required







## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1877 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1878 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1879 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1880 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1881 	Tender register.	Destroy 7 years after last entry
1882 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract





## PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

### ***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.


<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1883 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
1884 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1885 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1886 	Contract register.	Destroy 7 years after last entry

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### Advice

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




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1887 	Records documenting the receipt and provision of advice provided on the publication function.	Destroy 3 years after action completed

### Agreements

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

*For contracts and agreements entered into for publishing joint ventures, use PUBLICATION - Joint Venture.*

*For contracts concluded through carrying out a tendering process, use PUBLICATION - Tendering.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1888 	Final version of agreements made to support the agency's publication function.	Destroy 7 years after expiry or completion or termination of agreement
1889 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or completion or termination of agreement
1890 	Records documenting agreements made when an agency vests Crown copyright in another author or person/organisation.	Destroy 50 years after date of agreement or after the expiry date as specified in the agreement

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1891 	Records of internal and external committees formed to consider matters relating to the publication function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul> <p>Includes both internal and external committees.</p>	Destroy 3 years after action completed
1892 	Working papers documenting the conduct and administration of committees which consider matters relating to the publication function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of minutes</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases


## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### 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.

*Other activities within this function may also be relevant to the Compliance activity.*

Entry No	Description of Records	Disposal Action
1893 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements for the publication function. Includes: <ul style="list-style-type: none"> <li>• lodgements of agency publications under the Commonwealth Library Deposit and Free Issues Scheme and Section 201 of the Copyright Act 1968</li> <li>• allocation of ISBN, ISSN, barcodes and URL addresses</li> <li>• the attachment of privacy statements to websites to support the Information Privacy Principles (IPP) specified in Section 14 of the Privacy Act 1988</li> <li>• notification to lead agency (currently AusInfo) of new titles</li> <li>• use of official symbols</li> <li>• Internet domain names.</li> </ul>	Destroy 7 years after action completed

### 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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*





Entry No	Description of Records	Disposal Action
1894 	Records documenting contract management relating to the publication function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### **Corporate Style**

The activity of compiling and administering guidelines on the consistency in written style, graphic design etc within the organisation's documents. Includes designing logos, letterhead, stationery, publications etc. that incorporate the corporate image of the organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1895 	Agency style manuals	Destroy when style manual is superseded
1896 	Records documenting the development and approval of designs for agency logos, letterhead, stationery and publications incorporating the corporate image of the organisation.  <i>[For records documenting the production process, use PUBLICATION - Production.</i>  <i>For records documenting forms design, use INFORMATION MANAGEMENT - Control.]</i>	Destroy when style superseded
1897 	Records documenting rejected designs.	Destroy when reference ceases
1898 	Records documenting the implementation and administration of the approved corporate style for agency documents, stationery and publications.	Destroy when style superseded





## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### **Disposal**

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.


*For records relating to disposal of non-agency publications, use INFORMATION MANAGEMENT - Disposal.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1899 	Duplicate agency publications produced before 1968 (ie before the commencement of legal deposit under the Copyright Act 1968). Undertake disposal action in accordance with Purchasing Australia's Guidelines for Surplus Asset Disposal, Canberra, Australian Government Publishing Service, 1996.	Destroy when reference ceases
1900 	Duplicate agency publications produced after 1968.	Destroy when reference ceases

---

### **Distribution**

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1901 	Records documenting the distribution activity for agency publications. Includes address lists.	Destroy when reference ceases

*[For accounting records supporting the sale of publications, use FINANCIAL MANAGEMENT - Accounting.]*


---

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.


### Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc. prior to production.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1902 	Records documenting the drafting process of agency publications ( including annual reports).  <i>[For final electronic/paper drafts, use PUBLICATION - Production.</i>  <i>For the drafting of legislation, use STRATEGIC MANAGEMENT - Legislation.]</i>	Destroy when reference ceases



### Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1903 	Enquiries received from the public or another government agency seeking information about the agency's publications.	Destroy after action completed

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1904 	Records documenting the evaluation of publication programs and products (eg websites and publications).	Destroy 5 years after evaluation completed
1905 	Records documenting the evaluation of manuscripts against the agency's publication plan and selection criteria.  <i>[For manuscripts chosen for publication, use PUBLICATION - Production.]</i>	Destroy 2 years after evaluation completed

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.



### ***Intellectual Property***

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.

*For handling infringements of an organisation's intellectual property, use LEGAL SERVICES - Infringements.*

*For the establishment and general management of intellectual property, use LEGAL SERVICES - Intellectual Property.*

*For the payment and receipt of royalties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*






<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1906 	Requests from the public and other agencies for permission to reproduce either published or unpublished material in which the agency retains copyright. Includes liaison with the lead agency (currently AusInfo).	Destroy 7 years after action completed
1907 	Applications made by the agency to reproduce published material held under copyright by another agency, organisation or individual.  <i>[For agreements undertaken to vest Crown copyright in another author or person/organisation, use PUBLICATION - Agreements.]</i>	Destroy 7 years after action completed

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### **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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1908 	Records documenting the management of publishing joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after action completed
1909 	Signed joint venture contracts under seal and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
1910 	Signed joint venture contracts under seal and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
1911 	Signed joint venture contracts under seal and supporting records: New South Wales, Queensland, Australian Capital Territory and Tasmania.	Destroy 12 years after completion or other termination of contract
1912 	Signed simple joint venture contracts and agreements and supporting records.	Destroy 7 years after completion or other termination of contract

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.



### Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1913 	Records documenting the marketing of publications. Includes research and assessment of products against market trends, sale forecasting, pricing and liaison with retailers.  <i>[For the development of a marketing plan, use PUBLICATION - Planning.]</i>	Destroy 5 years after action completed
1914 	Records documenting the promotion of agency publications. Includes arranging advertising, product launches, displays at appropriate venues and photographs taken.	Destroy 3 years after action completed
1915 	Records documenting the sale of an agency's publications. Includes the receipt and processing of orders.  <i>[For managing financial transactions supporting the sale of the agency's publications, use FINANCIAL MANAGEMENT - Accounting.]</i>	Destroy 1 year after sale

### 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.






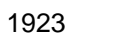
<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1916 	Final version of minutes and supporting documents tabled at meetings held to support the publication function. Includes meetings with external agencies.	Destroy 3 years after action completed
1917 	Working papers documenting the conduct and administration of meetings held to support the publication function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### Planning

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





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1918 	Final version of agency-wide publication plans.	Destroy 3 years after plan is superseded
1919 	Final version of a section or business unit's publication plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1920 	Final version of publication project plan for the production of a specific product or publication.	Destroy 1 year after production of publication
1921 	Final version of marketing plans for a specific product or publication.	Destroy 3 years after action completed
1922 	Working papers used to develop all publication plans. Includes draft plans, reports analysing issues, and comments received and input made by other areas of the agency.	Destroy 1 year after adoption of the final plan
1923 	Copies of all publication plans.	Destroy when reference ceases

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### 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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1924 	Records documenting the development and establishment of the agency's publication policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Destroy 5 years after policy is superseded
1925 	Records documenting comments made on the development of government-wide publication policies.	Destroy 2 years after promulgation of new policy
1926 	Working papers documenting the development of all publication policies.	Destroy 2 years after promulgation of new policy
1927 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1928 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the publication function.	Destroy when procedures are superseded
1929 	Records documenting the development of agency procedures supporting the publication function.	Destroy 1 year after production of procedures
1930 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

---





## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### Production

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.






Entry No	Description of Records	Disposal Action
1931 	Master set of agency publications produced before 1968 (ie before the commencement of legal deposit under the Copyright Act 1968).  <i>[For the disposal of duplicate agency publications produced before 1968, use PUBLICATIONS - Disposal.]</i>	Retain as national archives
1932 	Agency publications produced after 1968 (ie after commencement of legal deposit with the National Library of Australia under the Copyright Act, 1968 which was extended to include the Commonwealth Library Deposit and Free Issues Scheme in 1970). Includes all publications on CD-ROMs, disks, videos, audio tapes produced for the public using Commonwealth funding and covers: <ul style="list-style-type: none"> <li>• books</li> <li>• booklets</li> <li>• brochures</li> <li>• conference proceedings</li> <li>• pamphlets, programs</li> <li>• newsletters</li> <li>• published reports (eg annual reports)</li> <li>• published training material</li> <li>• maps</li> <li>• plans</li> <li>• charts</li> <li>• posters</li> <li>• greeting cards</li> <li>• calendars</li> <li>• reprints of journal articles.</li> </ul> <i>[For the disposal of duplicate agency publications produced after 1968, use PUBLICATIONS - Disposal.]</i>	(1) Lodge with NLA according to legal deposit requirements and adhere to the Commonwealth Library Deposit and Free Issues Scheme and (2) place master set with agency's Library and retain according to 41 of ALIA Guidelines for Aust. Special Libraries.

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### ***Production - Continued***

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.


<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1933 	Publications produced only in an electronic format on an agency's public website.	Retain as national archives (1) capture in agency's electronic recordkeeping system, and (2) transfer to National Library's Pandora project.
1934 	Master copy of agency-produced films.	Retain as national archives
1935 	Snapshot of agency's public website taken in accordance with National Archives policy on archiving websites.  <i>[For carrying out a risk analysis to determine the timing of taking a snapshot of an agency's website, use PUBLICATIONS - Risk Management  For system logs recording changes to websites and intranet site, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Control.]</i>	Retain as national archives
1936 	Snapshot of agency's intranet site, extranet sites and websites hosted on behalf of other organisations taken in accordance with National Archives policy on archiving websites.	Destroy when reference ceases
1937 	Agency publications other than those paper publications lodged with the National Library of Australia (NLA) under legal deposit or electronic publications lodged with the NLA's Pandora project eg procedures, manuals and circulars.	Destroy according to disposal action directed under a relevant function in this Authority or an agency's RDA

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### ***Production - Continued***

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.





<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1938 	<p>Records documenting the production process.</p> <p>For paper-based publications includes:</p> <ul style="list-style-type: none"> <li>• graphic design</li> <li>• indexing</li> <li>• final drafts of publications (electronic/paper version)</li> <li>• proof-reading</li> <li>• printing/binding.</li> </ul> <p>For electronic publications includes:</p> <ul style="list-style-type: none"> <li>• graphic design</li> <li>• preparation of source files</li> <li>• marking-up of document, including applying metadata</li> <li>• quality assurance and testing of final HTML files</li> <li>• creation of master version</li> <li>• production of electronic media products (eg CD-ROMs, diskettes)</li> <li>• updating and maintaining information and websites.</li> </ul> <p>For films and videos:</p> <ul style="list-style-type: none"> <li>• production script</li> <li>• selection of a production company</li> <li>• liaison with production company</li> </ul> <p><i>[For the activities associated with the preparation of drafts prior to publication, use PUBLICATION - Drafting.</i></p> <p><i>For documenting the assignment of identifiers eg URL, ISSN and ISBN, use PUBLICATION - Compliance.</i></p> <p><i>For planning the production of a specific product or publication, use PUBLICATION - Planning.]</i></p>	<p>Destroy 3 years after production</p>

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### 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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1939 	Final version of formal internal reports and reports made to external agencies relating to the publication function.	Destroy 5 years after action completed
1940 	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the publication function. Includes work progress reports, production reports, reports against work plans and reports on statistical and other surveys.	Destroy 3 years after action completed
1941 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
1942 	Copies of publication reports.	Destroy when reference ceases

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.



### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1943 	Records documenting research undertaken to support major publications of the agency.	Destroy 6 years after publication
1944 	Records documenting routine research undertaken to support other publications of the agency.	Destroy 1 year after publication

### Reviewing

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




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1945 	Records documenting a review of agency programs and operations supporting the publication function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
1946 	Working papers documenting a review of agency programs and operations supporting the publication function.	Destroy 2 years after action completed

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### **Risk Management**


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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1947 	Records documenting risk management relating to the publication function (eg risk analysis to determine timing for a snapshot to be taken of the agency's web/intranet site). Includes records covering each stage of the process.	Destroy 7 years after last snapshot of website was taken
1948 	Records documenting other risk management analysis undertaken to support the publication function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
1949 	Publications risk register.	Destroy 7 years after last risk assessment

---

### **Stocktake**

The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1950 	Records documenting stocktakes of agency's publications (eg stocktake lists). Includes recommendations for the reprint/reproduction of a publication.	Destroy 2 years after action completed







---

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### ***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.





<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1951 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1952 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation reports, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1953 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1954 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1955 	Tender register.	Destroy 7 years after last entry
1956 	Signed contract under seal and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract

## PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1957 	Signed contract under seal and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
1958 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
1959 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1960 	Contract register.	Destroy 7 years after last entry




## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### Acquisition



The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Entry No	Description of Records	Disposal Action
1961 	Records documenting the acquisition of goods (eg training packages) and services (eg training consultants) required to support the staff development function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).  <i>[For the acquisition of staff development goods and services through a tender process, use STAFF DEVELOPMENT - Tendering.</i>  <i>For managing contracted services supporting the acquisition process, use STAFF DEVELOPMENT - Contracting-out.</i>  <i>For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after action completed

### Addresses (presentations)

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

*For the publication of addresses in conference proceedings or training material, use PUBLICATION - Production.*


Entry No	Description of Records	Disposal Action
1962 	Final versions of addresses delivered to conferences and training courses supporting the staff development function.	Destroy when reference ceases
1963 	Records documenting the preparation of addresses. Includes working papers and drafts.	Destroy when reference ceases

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.


### **Advice**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1964 	Records relating to the receipt and provision of advice on the staff development function. Includes the procurement and distribution of advice on training courses.	Destroy 3 years after action completed

### **Allowances**


The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1965 	Records documenting the payment of allowances to employees to attend training courses.	Destroy 7 years after action completed

*[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]*

### **Arrangements**

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



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1966 	Records relating to travel and accommodation arrangements made for employees to attend training courses and conferences.	Destroy 1 year after action completed

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.



### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1967 	Final versions of internal and external audit reports relating to the staff development function. Includes agency skills audit reports.	Destroy 5 years after report is completed
1968 	Records documenting the planning and conduct of internal and external audits relating to the staff development function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments.</li> </ul> <p><i>[For the identification of training and development needs of individuals, use PERSONNEL- Performance Management.]</i></p>	Destroy 2 years after action completed

### Authorisation

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



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1969 	Delegations of power to agency staff to authorise administrative action relating to the staff development function.	Destroy 7 years after delegation expires
1970 	Authorisations for administrative action relating to the staff development function.	Destroy 7 years after action completed

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### 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.

Entry No	Description of Records	Disposal Action
1971 	Records of internal and external committees formed to consider matters relating to the staff development function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 3 years after action completed
1972 	Working papers documenting the conduct and administration of committees which consider matters relating to the staff development function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

### 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.

*Other activities within this function may also be relevant to the Compliance activity.*







Entry No	Description of Records	Disposal Action
1973 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the staff development function.	Destroy 7 years after action completed

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1974 	Records documenting conferences arranged by the agency to support the staff development function. Includes: <ul style="list-style-type: none"> <li>• program development</li> <li>• invitations to speakers</li> <li>• promotion activities</li> <li>• registrations</li> <li>• venue bookings</li> <li>• copies of financial statements.</li> </ul>	Destroy 3 years after action completed
1975 	Reports commenting on and assessing agency-arranged conferences held to support the staff development function.	Destroy 5 years after action completed
1976 	Master copies of unpublished proceedings and reports, speeches and papers from agency arranged conferences to support the staff development function.  <i>[For published agency-arranged conference proceedings, use PUBLICATIONS - Production.]</i>	Destroy 5 years after last action
1977 	Records documenting the attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and conference registration forms.  <i>[For travel and accommodation arrangements made for staff to attend conferences, use STAFF DEVELOPMENT - Arrangements.]</i>	Destroy when reference ceases
1978 	Copies of published conference proceedings and official reports received at conferences arranged by other organisations.	Place one copy in agency library or information centre. Destroy when reference ceases
1979 	Assessments of conferences arranged by other organisations.	Destroy 3 years from the date of the conference

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1980 	Records documenting contract management relating to the staff development function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract



### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1981 	Records documenting the evaluation of potential or existing activities, programs and events relating to an agencies staff development function.	Destroy 5 years after evaluation

### **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.





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1982 	Final version of minutes and supporting documents tabled at meetings held to support the staff development function. Includes meetings with external agencies.	Destroy 3 years after action completed
1983 	Working papers documenting the conduct and administration of meetings held to support the staff development function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### *Planning*

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





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1984 	Final version of agency-wide staff development plans. Includes training project management plans.	Destroy 5 years after plan is superseded
1985 	Final version of a section or business unit's staff development plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1986 	Working papers used to develop all staff development plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1987 	Copies of all staff development plans.	Destroy when reference ceases

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1988 	Records documenting the development and establishment of the agency's staff development policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Destroy 5 years after policy is superseded
1989 	Records documenting comments made on the development of government-wide staff development policies.	Destroy 1 year after promulgation of the new policy
1990 	Working papers documenting the development of all staff development policies.	Destroy 1 year after promulgation of the new policy
1991 	Copies of policy documents and supporting papers.	Destroy when reference ceases

---






## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.





### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1992 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the staff development function.	Destroy when procedures are superseded
1993 	Records documenting the development of agency procedures supporting the staff development function.	Destroy 1 year after production of procedures
1994 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

### 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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1995 	Final version of formal reports and reports made to external agencies relating to the staff development function. Includes general staff surveys.	Destroy 5 years after action completed
1996 	Final version of periodic reports on general administrative matters used to monitor and document recurring activities to support the staff development function.	Destroy 3 years after action completed
1997 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
1998 	Copies of staff development reports.	Destroy when reference ceases

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### **Reviewing**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1999 	Records documenting a review of agency programs and operations supporting the staff development function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
2000 	Working papers documenting a review of agency programs and operations supporting the staff development function.	Destroy 2 years after action completed








---

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2001 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after completion or other termination of contract
2002 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
2003 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
2004 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
2005 	Tender register.	Destroy 7 years after last entry
2006 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
2007 	Signed contracts under seal and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### ***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.

<i><b>Entry No</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
2008 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
2009 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after action completed
2010 	Contract register.	Destroy 7 years after last entry







---

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### **Training**

The activities associated with all aspects of training (external/internal) available to staff.






<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2011 	Records documenting the administration of government-wide initiatives [eg the administration of the Training Guarantee (Administration) Act 1990-1996].	Destroy 5 years after action completed
2012 	Records documenting the administration of specific study schemes (eg Studybank, scholarships, agency-supported apprenticeship and other specific trainee schemes).	Destroy 7 years after action completed
2013 	Records detailing staff attendance at both internal and external courses.	Destroy 3 years after action completed
2014 	Records detailing administrative arrangements supporting the attendance of staff on training courses. Includes confirmation of course attendance and lodgement of application forms.  <i>[For travel and accommodation arrangements made for staff to attend training courses, use STAFF DEVELOPMENT - Arrangements.]</i>	Destroy 2 years after action completed
2015 	Notices of examination results of either internal or external courses attended by staff.  <i>[Individual formal assessments and examination results should be kept on the staff member's personnel history file. In such instances, use PERSONNEL - Cases.]</i>	Destroy 7 years after action completed
2016 	Records documenting assessments of internally and externally conducted courses. Includes course evaluations made by staff after attending courses.	Destroy 3 years after action completed

## STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

### ***Training - Continued***

The activities associated with all aspects of training (external/internal) available to staff.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2017 	Master set of training material for courses run internally by the agency (eg induction courses, graduate training and training of volunteers). Includes: <ul style="list-style-type: none"> <li>• programs</li> <li>• lecture notes</li> <li>• hand-outs</li> <li>• films and videos.</li> </ul> <p><i>[For publishing training material, use PUBLICATION - Production.]</i></p>	Destroy when course is superseded or when training material is no longer relevant
2018 	Working papers documenting the development of training material for courses run internally by the agency.	Destroy 1 year after training material is produced
2019 	Records detailing administrative arrangements supporting the conduct of training courses run internally by the agency. Includes: <ul style="list-style-type: none"> <li>• processing applications</li> <li>• venue bookings</li> <li>• hire of equipment</li> <li>• catering</li> <li>• copies of financial records.</li> </ul> <p><i>[For the payment of accounts supporting the running of internal courses, use FINANCIAL MANAGEMENT - Accounting and Payments.]</i></p>	Destroy 2 years after action completed
2020 	Records documenting occupational health and safety (OH&S) training provided to agency staff including managers and OH&S representatives. Includes hazardous substance training and training provided to staff working in confined spaces.	Destroy 50 years after training is completed
2021 	Occupational health and safety (OH&S) training register.	Destroy 50 years after last entry

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.



### Agreements

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2022 	Final version of agreements made to support the agency's strategic management function. Includes service level agreements made between various units of the agency.	Destroy 5 years after agreement expires or is superseded
2023 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 5 years after agreement expires or is superseded

### 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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2024 	Final internal and external audit reports relating to the strategic management function.	Destroy 10 years after action completed
2025 	Records documenting the planning and conduct of internal and external audits relating to the strategic management function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments.</li> </ul>	Destroy 5 years after action completed

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### 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.

Entry No	Description of Records	Disposal Action
2026 	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of agency policy and agency corporate planning (eg executive management boards). Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as national archives
2027 	Records of internal committees formed to consider specific matters relating to the strategic management function eg audit committee, steering committees and ad hoc committees. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul> <p><i>[Other committees that have a strategic management perspective should be linked to more specific functions eg use PERSONNEL - Committees for personnel committees, and TECHNOLOGY &amp; TELECOMMUNICATIONS - Committees for information technology steering committees.]</i></p>	Destroy 10 years after action completed
2028 	Records documenting external or inter-agency committees formed to consider strategic management issues where the agency is a member. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• minutes</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Destroy 5 years after action completed




## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2029 	Working papers documenting the conduct and administration of all committees which consider matters relating to the strategic management function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of minutes</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

### **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.

*Other activities within this function may also be relevant to the Compliance activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2030 	Records documenting agency compliance with broad legislative and regulatory requirements.	Destroy 7 years after action completed

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<i>[For internal conferences to discuss strategic management issues, use STRATEGIC MANAGEMENT - Meetings]</i>	N/A

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2031 	Records documenting contract management relating to the strategic management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract

### **Corruption**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<i>[For activities relating to the disclosure and prevention of corruption, use STRATEGIC MANAGEMENT- Fraud.]</i>	N/A

## STRATEGIC MANAGEMENT



The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

*For specific plans supporting customer service strategies, use STRATEGIC MANAGEMENT - Planning.*


*For an agency's customer service policy, use STRATEGIC MANAGEMENT - Policy.*

Entry No	Description of Records	Disposal Action
2032 	Records documenting the development of agency-wide strategies to deliver quality customer services.	Destroy 5 years after strategies are superseded
2033 	Records documenting development of an agency-wide service charter.	Destroy 5 years after Service Charter is superseded
<p><i>[For the development of specific service charters, use the activity Customer Service under COMMUNITY RELATIONS and INFORMATION MANAGEMENT.</i></p> <p><i>For the development and production of the publication of the service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i></p>		

---

### 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 No	Description of Records	Disposal Action
2034 	Records documenting the evaluation of an agency's strategic programs and services.	Destroy 5 years after action completed
<p><i>[For the evaluation of performance management programs, use STRATEGIC MANAGEMENT - Performance Management.]</i></p>		

---

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **Fraud**



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

*This function/activity set should not be used by agencies who undertake fraud surveillance and associated action to support a core function. In such cases specific coverage should be included in the agency's own Records Disposal Authority.*

*For agency fraud control plan supporting Government policy, use STRATEGIC MANAGEMENT - Planning.*

*For financial management arrangements supporting the agency's fraud control plan, use FINANCIAL MANAGEMENT - Fraud.*

*For investigations into fraud allegations made against an employee, use PERSONNEL - Discipline.*


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2035 	Records documenting the management of broad strategies to prevent fraud within the agency.	Destroy 7 years after strategies are superseded
2036 	Records documenting the disclosure and investigation of fraud allegations made by or about an agency.	Destroy 7 years after action completed

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.


### Grant Funding

The activities associated with the application for and receipt of grants.

Entry No	Description of Records	Disposal Action
2037 	Records documenting the development of strategies for managing processes associated with the agency applying for grants.  <i>[For specific plans supporting strategies for the receipt of grant funding, use STRATEGIC MANAGEMENT - Planning.</i>  <i>For an agency's grant funding policy, use STRATEGIC MANAGEMENT - Policy.</i>  <i>For the application and management of grant funding from a public source, use COMMUNITY RELATIONS - Grant Funding.</i>  <i>For the administration of grant funds received by an agency, use FINANCIAL MANAGEMENT - Grant Funding.]</i>	Destroy 7 years after strategies are superseded

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.


Entry No	Description of Records	Disposal Action
2038 	Records documenting the implementation of plans, policies, strategies, procedures and instructions formulated to support the strategic management function. Includes monitoring the implementation activities.	Destroy 3 years after action completed

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **Legislation**

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2039 	<p>Records documenting the development of proposals for new legislation and amendments to existing legislation administered by the agency. Includes submissions prepared for the agency's executive or corporate management board.</p> <p><i>[For submissions to the portfolio Minister and to Cabinet relating to legislative proposals, use GOVERNMENT RELATIONS - Submissions.</i></p> <p><i>For records supporting the preparation and passage of agency legislation through Parliament, use GOVERNMENT RELATIONS - Legislation.</i></p> <p><i>For advice provided to Cabinet, the portfolio Minister and other government agencies on the proposed legislation for the agency and for comments made on other agencies' proposed legislation, use GOVERNMENT RELATIONS - Advice.</i></p> <p><i>For legal advice received on the interpretation of legislation, use LEGAL SERVICES - Advice.]</i></p>	Retain as national archives

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2040 	Final version of minutes and supporting documents tabled at meetings held to support the strategic management function. Includes meetings with external agencies and internal management conferences held to discuss strategic issues.	Destroy 7 years after action completed
2041 	Copies of minutes and supporting documents tabled at meetings held to support the strategic management function convened by another agency or organisation.	Destroy 5 years after action completed
2042 	Working papers documenting the conduct and administration of all meetings to support the strategic management function. Includes agenda, notices of meetings and draft minutes.	Destroy 1 year after action completed


---

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **Performance Management**

The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2043 	Records documenting the corporate performance management process including: <ul style="list-style-type: none"><li>• determination and evaluation of performance indicators</li><li>• preparation of performance reports</li><li>• assessment, evaluation and monitoring of activities as part of the performance improvement cycle of the agency against broader Commonwealth goals.</li></ul> <p><i>[For identifying, evaluating and developing performance programs for agency staff, use PERSONNEL - Performance Management.</i></p> <p><i>For individual employee performance agreements, use PERSONNEL - Performance Management.]</i></p>	Destroy 5 years after action completed








## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **Planning**

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





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2044 	Final version of agency-wide strategic or corporate plans.	Retain as national archives
2045 	Final versions of national business plans and unit level work plans.	Destroy 5 years after plan is superseded
2046 	Final versions of other plans formulated to support the management of specific strategic management activities (eg fraud control plan and human resource management plan).	Destroy 7 years after plan is superseded
2047 	Working papers documenting the development of all strategic management plans. Includes input into plans, comments received and drafts.	Destroy 3 years after action completed
2048 	Copies of all strategic management plans.	Destroy when reference ceases

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### 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 No	Description of Records	Disposal Action
2049 	Records documenting the development and establishment of the agency's strategic management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents</li> <li>• national policy statements.</li> </ul> <p><i>[For the development of the Chief Executive instructions, use FINANCIAL MANAGEMENT - Policy.]</i></p>	Retain as national archives
2050 	Records documenting comments made on the development of government-wide strategic management policies.	Destroy 3 years after promulgation of the new policy
2051 	Working papers documenting the development of all strategic management policies.	Destroy 3 years after promulgation of the new policy
2052 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **Procedures**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2053 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the strategic management function.	Destroy when procedures are superseded
2054 	Records documenting the development of agency procedures supporting the strategic management function	Destroy 1 year after production of procedures
2055 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases






---

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### 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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2056 	Final versions of formal internal reports and reports made to external agencies relating to the strategic management function.  <i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i>  <i>For the design, printing and retention of the final copy of an agency's Annual Report, use PUBLICATION - Production.</i>  <i>For the submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	Retain as national archives
2057 	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the strategic management function. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 7 years after action completed
2058 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
2059 	Copies of strategic management reports.	Destroy when reference ceases
2060 	Responses to surveys by other agencies or by the central office of an agency.	Destroy 3 years after action completed

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2061 	Records documenting major research carried out to support the strategic management function.	Destroy 5 years after action completed
2062 	Records documenting minor research carried out to support the strategic management function.	Destroy when reference ceases

### Reviewing

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

*For reviews of an agency structure to meet organisational goals, use ESTABLISHMENT - Restructuring.*



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2063 	Records documenting a review of agency programs and operations supporting the strategic management function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
2064 	Working papers documenting a review of agency programs and operations supporting the strategic management function.	Destroy 3 years after action completed

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **Risk Management**

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


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2065 	Records documenting risk management including each stage of the process, risk assessments, treatment schedules and action plans	Destroy 7 years after next risk assessment
2066 	Strategic management risk register.	Destroy 7 years after next risk assessment

---

### **Standards**

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

*For compliance with standards (except where other activities apply), use STRATEGIC MANAGEMENT - Compliance.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2067 	Records documenting the implementation of industry and agency standards to support the strategic management function.	Destroy 7 years after action completed








---

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2068 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
2069 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
2070 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
2071 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
2072 	Tender register.	Destroy 7 years after last entry
2073 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
2074 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract

## STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2075 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
2076 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
2077 	Contract register.	Destroy 7 years after last entry



## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.




*For the assessment of suitability of equipment, goods and services and the development of specifications, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.*

*For the purchase of equipment, goods and services by tender, use TECHNOLOGY & TELECOMMUNICATIONS - Tendering.*

*For the management of contracted-out services, use TECHNOLOGY & TELECOMMUNICATIONS - Contracting-out.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or Payments.*

*For entry of equipment and stores into the agency asset register, use FINANCIAL MANAGEMENT - Assets Register.*



Entry No	Description of Records	Disposal Action
2078 	Records documenting the acquisition of technology and telecommunications equipment, goods and services where there is no tender or contract process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> <li>• formal requests for quotes</li> <li>• orders</li> <li>• handover reports</li> <li>• routine forms and correspondence relating to the acquisition.</li> </ul>	Destroy 7 years after action completed
2079 	Records documenting acquisitions not proceeded with of technology and telecommunication equipment, goods and services.  <i>[For the assessment of suitability of equipment, goods and services, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Evaluation.]</i>	Destroy 2 years after action completed
2080 	Information provided by technology and telecommunications vendors relating to products and services.	Destroy when reference ceases

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Advice



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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2081 	Records documenting the receipt and provision of external advice on technology and telecommunications issues. Includes advice provided by consultants.  <i>[For the management of contracts with consultants, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Contracting-out.]</i>	Destroy 5 years after action completed
2082 	Records documenting the receipt and provision of internal advice on technology and telecommunications issues.	Destroy 1 year after action completed

### Agreements

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

*For lease agreements, use TECHNOLOGY & TELECOMMUNICATIONS - Leasing or TECHNOLOGY & TELECOMMUNICATIONS - Leasing-out.*


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2083 	Final version of agreements with vendors or other agencies to provide technology and telecommunications services (eg Memoranda of Understanding).	Destroy 7 years after completion or other termination of agreement
2084 	Records documenting negotiations, establishment, maintenance and review of agreements made.	Destroy 7 years after completion or other termination of agreement

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### **Allocation**

The process of assigning of money, items, or equipment to employees or organisational units.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2085 	Records documenting the allocation of equipment, services, facilities or software to individuals or organisational units. Includes the allocation of international subscriber dialling, subscriber trunk dialling, voicemail facilities and mobile phones.	Destroy 3 years after last action


---

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### **Application Development**

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2086 	<p>Records documenting the development, modification and maintenance of specific applications to meet business needs which go into production. Includes:</p> <ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• pilot studies</li> <li>• final version of all system documentation, user and technical manuals</li> <li>• application specific data dictionaries</li> <li>• final version of business rules</li> <li>• final version of user requirements</li> <li>• final version of system specifications</li> <li>• rectification of problems (includes Year 2000 remediation)</li> <li>• requests for system changes</li> <li>• final sign-off by all parties.</li> </ul> <p><i>[For system analysis and development of specifications, user requirements and business rules, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Evaluation.</i></p> <p><i>For business process reengineering and revision of specifications, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Reviewing.</i></p> <p><i>For the maintenance of agency-wide data dictionaries, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Data Administration.</i></p> <p><i>For the ongoing management of database applications, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Database Management.</i></p> <p><i>For requests for changes to existing systems, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Reviewing.]</i></p>	<p>Destroy 5 years after (sub)system is defunct and any data supported is either migrated or destroyed</p>

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### ***Application Development - Continued***

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.



<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2087 	Records documenting the development and modification of specific applications to meet business needs which do not go into production or are otherwise abandoned. Includes: <ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• pilot studies</li> <li>• system documentation, user and technical manuals</li> <li>• application specific data dictionaries</li> <li>• business rules</li> <li>• user requirements</li> <li>• system specifications</li> </ul>	Destroy 2 years after last action
2088 	Records documenting testing activities where unexpected results are found. Includes: <ul style="list-style-type: none"> <li>• testing strategies</li> <li>• result forms</li> <li>• test report.</li> </ul>	Destroy when problem has been rectified
2089 	Records documenting testing activities where expected results are found. Includes: <ul style="list-style-type: none"> <li>• testing strategies</li> <li>• result forms</li> <li>• test report.</li> </ul>	Destroy 7 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2090 	Final internal and external audit reports relating to the technology and telecommunications function.  <i>[For audit logs, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Control.]</i>	Destroy 5 years after action completed
2091 	Records documenting the planning and conduct of internal and external audits relating to the technology and telecommunications function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments.</li> </ul>	Destroy 3 years after action completed

### Authorisation

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



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2092 	Delegations of power to agency staff to authorise administrative action relating to the technology and telecommunications function.	Destroy 7 years after delegation expires
2093 	Authorisations for administrative action supporting the technology and telecommunications function.	Destroy 7 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2094 	Records of committees and/or subcommittees formed to consider specific matters relating to the technology and telecommunications function (eg configuration control board). Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 5 years after action completed
2095 	Working papers documenting the conduct and administration of committees which consider matters relating to the technology and telecommunications function. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of minutes</li><li>• draft minutes.</li></ul>	Destroy when reference ceases

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### 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.

*For Year 2000 compliance, use general classes under:*

- TECHNOLOGY & TELECOMMUNICATIONS - Implementation
- TECHNOLOGY & TELECOMMUNICATIONS - Planning
- TECHNOLOGY & TELECOMMUNICATIONS - Reviewing (including testing)
- TECHNOLOGY & TELECOMMUNICATIONS - Reporting
- TECHNOLOGY & TELECOMMUNICATIONS - Application Development
- TECHNOLOGY & TELECOMMUNICATIONS - Risk Management

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2096 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the technology and telecommunications function.	Destroy 5 years after action completed

### 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.

*For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2097 	Records documenting contract management relating to the technology and telecommunications function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of contract








## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2098 	Records documenting the development of control mechanisms (eg authenticity and version control).  <i>[For development of business rules etc for recordkeeping metadata mechanisms, use INFORMATION MANAGEMENT - Control.]</i>	Destroy 5 years after mechanism is superseded
2099 	System logs which are used to show a history of access or change to data (eg system access logs, internet access logs, system change logs and audit trails etc).	Destroy 7 years after action completed
2100 	System logs which are not used to show a history of access or change to data (eg backup logs).	Destroy when reference ceases
2101 	Records documenting the allocation and maintenance of metadata in electronic systems.  <i>[For the allocation of recordkeeping metadata, use INFORMATION MANAGEMENT - Control.]</i>	Destroy when reference ceases
2102 	Records documenting the maintenance of E-mail address lists (internal and external) and/or telephone lists, telephone call pick up groups etc.	Destroy when reference ceases



## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.



*For Help Desk services, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.*

Entry No	Description of Records	Disposal Action
2103 	Records documenting the planning, monitoring and evaluation of customer services. Includes market research, feedback mechanisms and performance and response time monitoring.	Destroy 3 years after action completed
2104 	Records documenting the development of internal service charters for the provision of technology and telecommunications services in an agency.	Destroy 3 years after superseded

### Data Administration

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.

*For the allocation and maintenance of metadata in electronic systems, use TECHNOLOGY & TELECOMMUNICATIONS - Control.*

Entry No	Description of Records	Disposal Action
2105 	Records documenting the migration of records between electronic systems and from one electronic medium to another. Includes strategies for the migration and quality assurance checks to confirm accuracy of the migration process.  <i>[For the copying of records from one medium to another (eg paper to electronic), use INFORMATION MANAGEMENT - Data Administration.</i>  <i>For arranging the transfer or integration of systems following an administrative change, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Restructuring.]</i>	Destroy 1 year after data is either migrated again or destroyed
2106 	Records documenting the maintenance of agency-wide data dictionaries.  <i>[For the maintenance of application specific data dictionaries, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Application Development.]</i>	Destroy when superseded

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



### **Database Management**

The activities associated with the building, prototyping and testing of databases. Includes the management of user rules, passwords and monitoring usage and response times.

*For the development and maintenance of database applications, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development*

*For requests for password changes, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.*

*For backup related issues, use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2107 	Records documenting database management. Includes requests for changes to schemas, views and configuration management.	Destroy 7 years after action completed
2108 	Ad-hoc requests for information from agency databases.	Destroy 1 year after action completed

---



## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### **Disposal**

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

*For the disposal of records in electronic systems in accordance with Records Disposal Authorities, use INFORMATION MANAGEMENT - Disposal.*




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2109 	Records documenting the disposal of leased assets. Includes written notices and correspondence to and from leasing companies in relation to return of assets, handover report and notification that agency or their nominee wishes to purchase assets.	Destroy 3 years after disposal of asset
2110 	Records documenting the disposal of Commonwealth owned assets. Includes independent valuation, certificate verifying that work undertaken on asset was prior to valuation, written quotes, auction records and routine forms and correspondence relating to the disposal of assets.  <i>[For the disposal of equipment and goods by tender, use TECHNOLOGY AND TELECOMMUNICATIONS - Tendering.]</i>	Destroy 7 years after disposal of asset

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2111 	Records documenting analysis of business processes. Includes systems analysis and business process analysis.	Destroy 7 years after action completed
2112 	Records documenting the evaluation of potential or existing technology and telecommunications services and systems.	Destroy 7 years after action completed
2113 	Records documenting the development and issue of specifications for technology and telecommunications equipment, goods and services. Includes statement of requirements, request for proposals, expression of interest and business case.  <i>[For Requests for Tender (RFT) and draft contract, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Tendering.</i>  <i>For the acquisition of equipment, goods and services by means other than tender, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Acquisition.]</i>	Destroy 7 years after last action

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### ***Evaluation - Continued***

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.




<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2114 	Initial evaluation of 'commercial-off-the-shelf' (COTS) products and services and whole-of-government solutions to be used in new technology or telecommunications projects (including shared system suite and endorsed suppliers). Also includes justification of decisions not to proceed with whole-of-government solutions.  <i>[For the process of acquiring technology and telecommunications equipment, goods and services, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Acquisition.</i>  <i>For the management of technology and telecommunication contracts, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Contracting-Out.</i>  <i>For reevaluation of existing products and services, use TECHNOLOGY AND TELECOMMUNICATIONS - Reviewing.</i>  <i>For the evaluation of the non-technological aspects of an evaluation, use appropriate function eg FINANCIAL MANAGEMENT for the evaluation of a finance system and PERSONNEL for the evaluation of a personnel system.]</i>	Destroy 7 years after action completed
2115 	Records documenting investigations into the feasibility of contracting out technology and telecommunication activities.	Destroy 7 years after action completed
2116 	Records documenting assessments of, and input into, whole-of-Government outsourcing solutions. Includes justification of decision not to proceed with such solutions.	Destroy 7 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.


Entry No	Description of Records	Disposal Action
2117 	Records documenting the application of an agency's counter-disaster plan or business continuity plan following an incident. Includes records covering the protection and re-establishment of data and the agency backup plan.  <i>[For the development of a counter-disaster plan covering the technology and telecommunications function, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Planning.</i>  <i>For the recovery of information on an ad-hoc basis, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Operations.</i>  <i>For the implementation of the counter-disaster plan, vital records plan and emergency destruction plan within the organisation's information resources, use INFORMATION MANAGEMENT - Implementation.]</i>	Retain as national archives
2118 	Records documenting the implementation of plans, policies, strategies, procedures and instructions formulated to support the technology and telecommunications function. Includes monitoring implementation activities (eg regular backups) and the introduction of new equipment and software to a wide audience.  <i>[For post implementation reviews, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Reviewing.</i>  <i>For the non-technological aspects of an implementation, use the appropriate function eg FINANCIAL MANAGEMENT for the implementation of a finance system and PERSONNEL for the implementation of a personnel system.]</i>	Destroy 5 years after action completed
2119 	Records documenting project management of all technology and telecommunications projects.	Destroy 5 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



### Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2120 	Records documenting the routine inspection of technology and telecommunications assets and facilities (eg to ensure that unauthorised software or equipment is not being used).  <i>[For formal audits, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Audit.]</i>	Destroy 3 years after action completed

### Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2121 	Records documenting installation, configuration and relocation of technology and telecommunications equipment and facilities. Includes cabling from wall socket to a device and configuration of network hubs.  <i>[For the installation of cabling for communications networks from a network hub or PABX etc to a user wall socket or to the telecommunications provider point of entry, use PROPERTY MANAGEMENT- Installation.]</i>	Destroy 2 years after action completed
2122 	Records documenting configuration of corporate software.	Destroy 5 years after software is defunct and any data supported is either migrated or destroyed



## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



### ***Intellectual Property***

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.

*For the establishment and general management of intellectual property, use LEGAL SERVICES - Intellectual Property.*

*For handling infringements of intellectual property, use LEGAL SERVICES - Infringements.*

*For the payment and receipt of royalties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2123 	Applications made by the agency to use portions of software developed by another agency, organisation or individual.  <i>[For the purchase of licences to use commercial-off-the-shelf (COTS) solutions, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Acquisition.]</i>	Destroy 7 years after action completed
2124 	Requests from the public and other agencies for permission to reproduce portions of agency-developed software.	Destroy 7 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.


### Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

Entry No	Description of Records	Disposal Action
2125 	Records documenting the administration and management of leased technology and telecommunications equipment. Includes reports received from leasing companies.  <i>[For the activities associated with acquiring leased equipment, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Acquisition.</i>  <i>For the disposal of leased equipment, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Disposal.</i>  <i>For Fringe Benefit Tax reports received from a leasing company, use PERSONNEL - Salaries.</i>  <i>For managing financial transactions associated with the leasing, use FINANCIAL MANAGEMENT- Accounting or FINANCIAL MANAGEMENT- Payments.]</i>	Destroy 7 years after lease expires or is terminated

### Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.


Entry No	Description of Records	Disposal Action
2126 	Records documenting arrangements for the leasing out of agency equipment and facilities to other bodies.  <i>[For managing financial transactions associated with leasing-out activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after lease expires or is terminated

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



### Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

Entry No	Description of Records	Disposal Action
2127 	Records documenting the maintenance and modification of technology and telecommunications assets.	Destroy 3 years after action completed
	<i>[For the rectification of minor faults by agency staff, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Operations.</i>	
	<i>For the maintenance and modification of software, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Application Development.</i>	
	<i>For system change requests, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Reviewing.]</i>	

### 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 No	Description of Records	Disposal Action
2128 	Final version of minutes and supporting documents tabled at meetings held to support the technology and telecommunications function. Includes meetings with external agencies.	Destroy 3 years after action completed
2129 	Working papers documenting the conduct and administration of meetings held to support the technology and telecommunications function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.


### Modelling

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.

Entry No	Description of Records	Disposal Action
2130 	Development of business or technical models or prototypes used to support the technology and telecommunication function.  <i>[For systems analysis, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Evaluation.</i>  <i>For models which support the application development activity, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Application Development.]</i>	Destroy 7 years after action completed

### Operations

The activities associated with keeping computer systems in effective operation on a daily basis. Includes fault reporting, help and desktop support.

Entry No	Description of Records	Disposal Action
2131 	Records relating to help desk operations. Includes: <ul style="list-style-type: none"> <li>• minor maintenance and advice</li> <li>• technical assistance to an individual</li> <li>• requests to reset passwords</li> <li>• requests to recover data from backup tapes, etc</li> </ul> <i>[For the repair of equipment by an external service provider, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Maintenance.</i>  <i>For the introduction of new equipment or software to a wider audience, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Implementation.</i>  <i>For the planning, monitoring and evaluation of services, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Customer Service.</i>  <i>For the recovery of data on a wide scale (ie after a disaster), use TECHNOLOGY &amp; TELECOMMUNICATIONS - Data Administration.]</i>	Destroy 1 year after action completed






## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Planning

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

*For project management/implementation plans (including Year 2000 implementation plans), use TECHNOLOGY & TELECOMMUNICATIONS - Implementation.*





Entry No	Description of Records	Disposal Action
2132 	Final version of agency-wide technology and telecommunications plans. Includes: <ul style="list-style-type: none"> <li>• System security plan</li> <li>• Information system security plan</li> <li>• Business continuity plan</li> <li>• Forensic plan</li> <li>• Information technology strategic management plan</li> <li>• Access control plans</li> <li>• Counter-disaster plans relating to technology and telecommunications</li> <li>• Telecommunications plan</li> </ul> <p><i>[For the implementation of counter disaster plans and business continuity plans, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Implementation.]</i></p>	Destroy 5 years after plan is superseded
2133 	Final version of agency Year 2000 Compliance plan.	Destroy 7 years after all action contained in the plan is completed
2134 	Final version of a section or business unit's technology and telecommunications plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
2135 	Working papers used in developing all technology and telecommunications plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
2136 	Copies of all technology and telecommunications plans.	Destroy when reference ceases

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2137 	Records documenting the development and establishment of the agency's technology and telecommunications policies. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final policy documents. Includes: <ul style="list-style-type: none"> <li>• Information system security policy</li> <li>• IT security policy</li> <li>• Small system security scheme policy</li> <li>• Mobile phone policy</li> </ul> <p><i>[For an agency's overall information security policy, use INFORMATION MANAGEMENT - Policy.]</i></p>	Destroy 5 years after policy is superseded
2138 	Records documenting comments made on the development of government-wide policies.	Destroy 1 year after promulgation of the new policy
2139 	Working papers documenting the development of all technology and telecommunication policies.	Destroy 1 year after promulgation of the new policy
2140 	Copies of policy documents and supporting papers.	Destroy when reference ceases

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



### **Privacy**

The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.

*For direction on the disposal of records relating to data matching, use General Disposal Authority 24.*

*For the mechanisms to protect privacy, use TECHNOLOGY AND TELECOMMUNICATIONS - Security.*

*For audit and access logs, use TECHNOLOGY & TELECOMMUNICATIONS - Control.*





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2141 	Records documenting the application of Information Privacy Principles and guidelines to agency technology and telecommunication applications and systems.	Destroy 7 years after action completed
2142 	Records documenting investigations into alleged breaches of privacy involving the use of technology and telecommunication applications and systems. Includes referral of those breaches to law enforcement authorities and/or the Office of the Privacy Commissioner.  <i>[For disciplinary action against staff for privacy related breaches, use PERSONNEL - Discipline.]</i>	Destroy 5 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2143 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the technology and telecommunications function.  <i>[For user and technical manuals for agency developed applications, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Application Development.]</i>	Destroy 5 years after procedures are superseded
2144 	Records documenting the development of agency procedures supporting the technology and telecommunications function.	Destroy 1 year after action completed
2145 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases
2146 	Operating manuals for technology and telecommunications equipment, facilities or software not developed by the agency.  <i>[For user and technical manuals developed for agency-developed applications, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Application Development.  For distribution and implementation of procedures, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Implementation.]</i>	Destroy when reference ceases or transfer to new owner on disposal of equipment, facilities or software








## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### 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.



<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2147 	Final copies of formal internal reports and reports made to external agencies relating to the technology and telecommunications function.	Destroy 7 years after action completed
2148 	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the technology and telecommunications function. Includes summary reports, work progress reports and production reports.	Destroy 3 years after action completed
2149 	Responses to surveys by other agencies or by the central office of an agency.	Destroy 3 years after action completed
2150 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
2151 	Copies of technology and telecommunications reports.	Destroy when reference ceases

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2152 	Records documenting detailed research carried out to support the technology and telecommunications function.  <i>[For systems analysis, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Application Development, TECHNOLOGY &amp; TELECOMMUNICATIONS - Evaluation or TECHNOLOGY &amp; TELECOMMUNICATIONS - Modelling.]</i>	Destroy 3 years after action completed
2153 	Records documenting routine research carried out to support the technology and telecommunications function.	Destroy when reference ceases

---

### Restructuring

The activities involved in the reassessment of the activities, goals and structure of an organisation. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2154 	Arrangements for the transfer or integration of technology and telecommunications systems/assets etc to or from other agencies (ie after administrative change).  <i>[For migration of information, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Data Administration.]</i>	Destroy 7 years after last action







---

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### Reviewing

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


Entry No	Description of Records	Disposal Action
2155 	Records documenting a review of agency programs and operations supporting the technology and telecommunications function. Includes documents establishing the review, final report, action plan and identification of problems needing rectification.  <i>[For the rectification of identified problems, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Application Development.]</i>	Destroy 7 years after action completed
2156 	Working papers documenting the conduct of an agency review into programs and operations supporting the technology and telecommunications function.	Destroy 2 years after action completed
2157 	Records documenting the development of methodologies for conducting reviews.	Destroy 7 years after action completed
2158 	Records documenting post implementation reviews.	Destroy 7 years after action completed
2159 	Records documenting testing activities where unexpected results are found. Includes: <ul style="list-style-type: none"> <li>• testing strategy</li> <li>• testing plan</li> <li>• result forms</li> <li>• test report.</li> </ul>	Destroy when problem has been rectified
2160 	Records documenting testing activities where expected results are found. Includes: <ul style="list-style-type: none"> <li>• testing strategy</li> <li>• testing plan</li> <li>• result forms</li> <li>• test report.</li> </ul>	Destroy 7 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### ***Reviewing - Continued***



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

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2161 	Certificates of compliance/completion.	Destroy 7 years after action completed

---

### ***Risk Management***

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

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2162 	Records documenting risk management relating to the technology and telecommunication function. Includes documentation covering each stage of the process, risk assessments, treatment schedules and action plans.	Destroy 7 years after next risk assessment
2163 	Technology and telecommunications risk register.	Destroy 7 years after next risk assessment

---

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.





### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For the security classification and appropriate protection of data, use INFORMATION MANAGEMENT - Security.*

*For physical security (including control of access to computer rooms etc), use PROPERTY MANAGEMENT - Security.*

*For the protection of personal information in technology and telecommunication systems, use TECHNOLOGY & TELECOMMUNICATIONS - Privacy.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2164 	Records documenting the implementation of security arrangements for technology and telecommunications systems. Includes authentication, encryption, reports on security leaks, investigation into alleged security breaches and referral of those breaches to law enforcement authorities.  <i>[For requests for changes to passwords etc, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Operations.</i>  <i>For disciplinary action against staff for security related breaches, use PERSONNEL - Discipline.]</i>	Destroy 7 years after action completed
2165 	Requests for advice and approval from other organisations (eg Defence Signals Directorate) about technology and telecommunication security issues. Includes requests for the issue of cryptovariables etc.	Destroy 7 years after approval ceases
2166 	Records documenting arrangements for the sanitisation of technology equipment prior to disposal.	Destroy 1 year after action completed
2167 	Requests for approval to connect equipment to agency networks, either on agency premises or via dial-up communications links.	Destroy 3 years after action completed

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.



### **Security - Continued**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For the security classification and appropriate protection of data, use INFORMATION MANAGEMENT - Security.*

*For physical security (including control of access to computer rooms etc), use PROPERTY MANAGEMENT - Security.*

*For the protection of personal information in technology and telecommunication systems, use TECHNOLOGY & TELECOMMUNICATIONS - Privacy.*


<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2168 	Records documenting the control of removable media in secure systems. Includes inventory of removable items, media musters and register of media import and export (eg floppy disks and the removal of hard disks).	Destroy 7 years after action completed
2169 	Records documenting the oversight of projects by a 'security accreditation authority' and appropriate certifying authorities. Includes appointment of members to the authorities.	Destroy 7 years after action completed

---

### **Standards**

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

*For compliance with standards (except where other activities apply), use TECHNOLOGY & TELECOMMUNICATIONS - Compliance.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2170 	Records documenting the implementation of industry and agency standards to support the technology and telecommunications function.	Destroy 7 years after action completed







---

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### **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.





<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2171 	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.  <i>[For statements of requirements, requests for proposals and expressions of interests, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Acquisition.]</i>	Destroy 7 years after tender process completed
2172 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
2173 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
2174 	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 and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
2175 	Tender register.	Destroy 7 years after last entry
2176 	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract

## TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2177 	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
2178 	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
2179 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
2180 	Contract register.	Destroy 7 years after last entry

---



## Classes for retention as national archives

### COMMUNITY RELATIONS


The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

#### **Addresses (presentations)**

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

*For papers presented by staff at conferences supporting the community relations function, use COMMUNITY RELATIONS - Conferences.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1002 	Final version of addresses made by the portfolio Minister or senior agency officers at major public occasions.  <i>[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses.]</i>	Retain as national archives


---

#### **Celebrations**

The activities associated with arranging and managing festivities to honour a particular event.

*For addresses made at celebrations, use COMMUNITY RELATIONS - Addresses.*

*For managing financial transactions supporting celebrations activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1006 	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency eg a significant anniversary.	Retain as national archives

---

## Classes for retention as national archives

### COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.


Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

#### **Ceremonies**

The activities associated with arranging and managing a formal act performed for a special occasion.

*For addresses made at ceremonies, use COMMUNITY RELATIONS - Addresses.*

*For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1009 	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion eg the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as national archives


#### **Donations**

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

*This function/activity set should not be used by agencies where public donations provide major support for core functions eg National Library of Australia and the National Museum of Australia. In these instances coverage should be included in the agency's own functional Records Disposal Authority.*

*For managing financial transactions associated with donations received or made by the agency, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

*For the general management of monetary donations received or given by the agency, use FINANCIAL MANAGEMENT - Donations.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1024 	Records documenting donations of money and items, artefacts or property that are of long-term value or ongoing benefit to the nation.	Retain as national archives

## Classes for retention as national archives


### COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Note: Where an agency has specific relationships with professional associations and public clients supporting their core functions these should be covered in the agency's own Records Disposal Authority.

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1043 	Master set of agency media releases.	Retain as national archives

---

## Classes for retention as national archives


### ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Note: Before using this Authority, agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

#### ***Restructuring***

The activities involved in the reassessment of the activities, goals and structure of an organisation. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1206 	Agency-wide organisational charts produced after major restructure eg a machinery of government change or an extensive internal restructure held by the area of the agency responsible for the establishment function.	Retain as national archives

---

## Classes for retention as national archives


### GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### **Addresses (presentations)**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1342 	Final versions of addresses presented by portfolio Ministers and agency heads at government occasions.  <i>[For addresses delivered by portfolio Ministers at public occasions, use COMMUNITY RELATIONS - Addresses.]</i>	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.




This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### Advice

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

*For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.*

*For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.*

Entry No	Description of Records	Disposal Action
1346 	Working papers documenting the development of Cabinet memorandums and Cabinet discussion papers. Includes drafts.	Retain as national archives
1347 	Advice provided by the agency to the portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency. Includes advice provided in the form of: <ul style="list-style-type: none"> <li>• briefing notes (includes background briefs and Question Time Briefs)</li> <li>• minutes providing advice to the Minister</li> <li>• Ministerial statements</li> <li>• Government responses to Inquiry recommendations</li> <li>• policy papers (White and Green papers)</li> <li>• minutes providing co-ordination comments</li> <li>• advice to other agencies.</li> </ul>	Retain as national archives
1348 	Working papers documenting the development of advice provided by the agency to the portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.



This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### **Agreements**

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

*Agencies must use their own Records Disposal Authorities for agreements which relate to their core functions.*

*For agreements relating to joint ventures, use GOVERNMENT RELATIONS - Joint Ventures.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1354 	Final version of significant agreements with government bodies. Includes: <ul style="list-style-type: none"> <li>• policies and procedures applying to the whole of government</li> <li>• changes to the performance of statutory functions</li> <li>• those with implications for major liabilities or obligations for the agency.</li> </ul>	Retain as national archives
1355 	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS


The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### **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.

*Agencies must use their own Records Disposal Authorities for committees which relate to their core functions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1358 	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Retain as national archives



## Classes for retention as national archives



### GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### ***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.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1369 	Records documenting the agency's contribution and involvement in an inquiry directly relating to its functions. Includes: <ul style="list-style-type: none"><li>• agency statements and submissions</li><li>• responses to final reports</li><li>• transcripts of oral evidence given by agency officers.</li></ul>	Retain as national archives
1370 	Working papers documenting the agency's contribution and involvement in an inquiry directly relating to its functions.	Retain as national archives

---

## Classes for retention as national archives

### GOVERNMENT RELATIONS



The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### **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.

*Agencies must use their own Records Disposal Authority for joint venture operations which relate to their core functions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1374 	Final signed version of joint venture agreements or contracts of major significance to the agency and the Commonwealth. Includes: <ul style="list-style-type: none"> <li>• policies and procedures applying to the whole of government</li> <li>• changes to the performance of statutory functions</li> <li>• those with implications for major liabilities or obligations for the agency.</li> </ul>	Retain as national archives
1375 	Working papers relating to the establishment and negotiations and management of joint venture agreements of major significance.	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### **Legislation**


The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

*For records documenting the development of the legislative requirements, use STRATEGIC MANAGEMENT - Legislation.*

*For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation, use GOVERNMENT RELATIONS - Advice.*


*For submissions relating to legislative proposals to the portfolio Minister and to Cabinet, use GOVERNMENT RELATIONS - Submissions.*

*For legal advice received on the interpretation of legislation and legislation proposals, use LEGAL SERVICES - Advice.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1378 	Records documenting the preparation and passage of an agency's legislation through Parliament. Includes: <ul style="list-style-type: none"> <li>• preliminary drafting instructions</li> <li>• proposed bills</li> <li>• records documenting consultation with relevant government agencies</li> <li>• preparation of the Explanatory Memorandum</li> <li>• Second Reading Speech.</li> </ul>	Retain as national archives

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1379 	Master set of agency produced media releases in the portfolio Minister's name and transcripts of interviews.	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.



#### **Reporting**

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

*For the provision of advice to government, use GOVERNMENT RELATIONS - Advice.*

*For agency contributions to government inquiries, use GOVERNMENT RELATIONS - Inquiries.*

*For agency submissions to Cabinet, use GOVERNMENT RELATIONS - Submissions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1391 	Final version of unpublished formal reports made on the agency's core functions.  <i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i>  <i>For published reports (eg Annual Reports), use PUBLICATION - Planning and PUBLICATION - Production.</i>  <i>For submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	Retain as national archives
1392 	Working papers documenting the development of formal reports made on the agency's core functions	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS


The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### **Representations**

The activities involved in preparing responses to questions raised in Parliament by Members of Parliament on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

*For registers of Ministerial correspondence, use INFORMATION MANAGEMENT - Control.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1398 	Records documenting responses to approaches received by the minister ('Ministerials') from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> <li>• copies of letters received</li> <li>• draft responses</li> <li>• minutes providing background details for the Minister</li> <li>• requests from the Minister's office for changes</li> <li>• final response.</li> </ul>	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS




The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

#### **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.

*For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1409 	Working papers documenting the development of Cabinet submissions. Includes background and briefing material, drafts and comments received.	Retain as national archives
1410 	Submissions (other than Cabinet submissions) made to the Prime Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as national archives
1411 	Working papers documenting the development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as national archives

## Classes for retention as national archives

### GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.


#### **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 the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

*For briefings for visits, use GOVERNMENT RELATIONS - Advice.*

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

*For security arrangements made for the visits of government representatives, including the Minister, and delegations, use GOVERNMENT RELATIONS - Security.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1415 	Records documenting visits to the agency by royalty and Heads of State. Includes visitor books signed by such dignitaries.	Retain as national archives

---

## Classes for retention as national archives

### INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

#### **Agreements**

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

*For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.*


*For Australian Workplace Agreements with individual employees, use PERSONNEL - Cases.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1419 	Records documenting cases covering awards and agreements heard or certified by the central arbitration or determining body (eg Australian Industrial Relations Commission or former Public Service Arbitrator) where the agency is a major participant in negotiations. Includes arbitrated variations and consent variations to an award.	Retain as national archives

---

#### **Appeals (decisions)**

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1422 	Records documenting appeals made to the central arbitration or determining body (eg the Australian Industrial Relations Commission or the former Public Service Arbitrator) against a decision or an order where the agency is a major participant in negotiations.	Retain as national archives

---





## Classes for retention as national archives

### INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

#### ***Enterprise Bargaining***

The process where employees negotiate increased pay or other benefits with their employers in exchange for the implementation of working arrangements that improve the performance of the organisation. Includes the activities associated with establishing and implementing an enterprise agreement.

<b><i>Entry No</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1430 	Records documenting negotiation, establishment and implementation of Certified Agreements made under the terms of the Workplace Relations Act 1996. Includes: <ul style="list-style-type: none"> <li>• negotiations with staff and union representatives</li> <li>• records documenting the conduct of the staff ballot</li> <li>• draft agreement</li> <li>• liaison with the Commonwealth's lead agency</li> <li>• Ministerial approval</li> <li>• records to support lodgement with the Australian Industrial Registry</li> <li>• certified copy of final agreement</li> <li>• minutes of Workplace Relations Committee meetings considering issues relating to the development of certified agreements.</li> </ul> <p><i>[For Australian Workplace Agreements with an individual employee, use PERSONNEL - Agreements.]</i></p>	Retain as national archives
1431 	Records documenting negotiations, establishment and implementation of other industrial relations agency-wide agreements (eg Enterprise Bargaining Agreements made under the Industrial Relations Act 1988).	Retain as national archives

## Classes for retention as national archives

### INDUSTRIAL RELATIONS


The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

#### **Industrial Action**

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc.

*For advice on legal aspects of managing an industrial action, use LEGAL SERVICES - Advice.*


*For the management of any variation in employees' pay as a result of an industrial action, use PERSONNEL - Salaries.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1433 	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a significant nature eg involving large numbers of agency staff, where the action has a major affect on the provision of services to the community or if it has service-wide implications. Includes: <ul style="list-style-type: none"> <li>• notification to Minister</li> <li>• liaison with the relevant lead agency</li> <li>• discussions/ meetings and conferences between parties</li> <li>• hearings with the Australian Industrial Relations Commission (Public Service Arbitrator)</li> <li>• hearings before the Federal Court and predecessor bodies</li> <li>• communications with staff.</li> </ul>	Retain as national archives

---

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1446 	Records documenting the development and establishment of the agency's industrial relations policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives

---

## Classes for retention as national archives

### INFORMATION MANAGEMENT


The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

#### Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

*For the application of the privacy principles to an agency's recordkeeping practices and development of access restrictions, use INFORMATION MANAGEMENT - Privacy.*

*For registers of cases, use INFORMATION MANAGEMENT - Control.*

Entry No	Description of Records	Disposal Action
1478 	Records documenting requests for public access to records and documents under the FOI Act, the Privacy Act, the Archives Act and other legislation specific to the agency that: <ul style="list-style-type: none"> <li>• set a precedent</li> <li>• lead to a change of policy</li> <li>• relate to issues of national significance</li> <li>• relate to issues of public controversy</li> <li>• result in appeals to the Administrative Appeals Tribunal or the Federal or High Court.</li> </ul>	Retain as national archives




## Classes for retention as national archives

### INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

#### Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1490 	Master control records for agency recordkeeping systems (both paper and electronic) for central, state, local, and overseas area offices. Includes: <ul style="list-style-type: none"> <li>• mandatory elements listed in National Archives' Recordkeeping Metadata Standards for Commonwealth Agencies</li> <li>• registers of inwards/outwards correspondence (including Ministerial correspondence)</li> <li>• registers and indexes giving details of control numbers, titles, date, disposal details</li> <li>• file movement cards (if they also constitute the main control record or have been used to record disposal detail)</li> <li>• list of records destroyed, if master control records are not annotated</li> <li>• registers of case files (eg personnel and compensation case files registers.)</li> </ul>	Retain as national archives
1493 	Master copy of file classification systems or an agency's authorised business classification schemes (currently created using the methodology of the Australian Standard AS 4390–1996 Records Management) and abbreviations used in paper and electronic systems.	Retain as national archives
1494 	Records documenting the creation, maintenance and evaluation of an agency record titling thesauruses. Includes master copy of the thesaurus.  <i>[For agency documentation of its functional analysis, the development of its business classification scheme and the recordkeeping requirements necessary for the creation of an agency Records Disposal Authority and functional thesaurus, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as national archives


## Classes for retention as national archives

### INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

#### **Control - Continued**


The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1495 	Business rules and configuration settings for agency metadata. Includes developmental records and requests for changes.  <i>[For the application, allocation and maintenance of the metadata in electronic systems, other than those covered by the Information Management function, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Control.]</i>	Retain as national archives

#### **Disposal**

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

*For the development of Records Disposal Authorities specific to the operations of an agency, use INFORMATION MANAGEMENT - Policy.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1505 	Records documenting arrangement for the transfer of ownership of records under archives legislation, (currently Section 24 (2) (b) of the Archives Act 1983), following the corporatisation and privatisation of an agency, or part of an agency. Includes liaison with the National Archives.	Retain as national archives


## Classes for retention as national archives

### INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

#### Implementation


The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1513 	Records documenting the implementation of vital records plans and counter-disaster plans after disasters such as fire or floods, and implementation of emergency destruction plans covering the organisation's information resources. Includes a copy of current plan implemented for the disaster recovery process.  <i>[For the development of the counter-disaster plan, vital records plan, and other plans relating to the information management function, use INFORMATION MANAGEMENT - Planning.]</i>	Retain as national archives

---

#### Procedures

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1536 	Master copy of recordkeeping rules/guidelines of the agency.  <i>[For recordkeeping requirements data, use INFORMATION MANAGEMENT - Policy.]</i>	Retain as national archives

---

## Classes for retention as national archives


### INFORMATION MANAGEMENT

The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword.

#### **Security**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For breaches of privacy of information, use INFORMATION MANAGEMENT - Privacy.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1551 	Records documenting major security breaches where classified records and information have been removed from official custody and passed to a third party. Includes referral to law enforcement authorities.  <i>[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]</i>	Retain as national archives

---


## Classes for retention as national archives

### LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources.

#### **Advice**


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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1567 	Records documenting advice received from an internal or external legal service provider relating to: <ul style="list-style-type: none"> <li>• Cabinet matters</li> <li>• international law</li> <li>• national security</li> <li>• agency-wide industrial issues</li> <li>• interpretation of an agency's own legislation</li> <li>• proposal for new or amended agency legislation.</li> </ul> <p>Includes instructions to the provider, records of ongoing discussions, revisions of instructions and drafts.</p> <p><i>[For advice given on claims, infringements, inquiries, intellectual property and litigation, use these activities attached to LEGAL SERVICES.]</i></p>	Retain as national archives

---

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1585 	Records documenting litigation matters where legal precedents are set.	Retain as national archives

---



## Classes for retention as national archives


### PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Disposal Authority.

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1740 	Records documenting the development and establishment of the agency's personnel policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Retain as national archives

---

## Classes for retention as national archives

### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

#### **Acquisition**

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

*For submissions to Cabinet relating to the acquisition of property, use GOVERNMENT RELATIONS - Submissions.*


*For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.*

*For the acquisition of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the acquisition of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

*For asset registers used to record property details, use FINANCIAL MANAGEMENT - Asset Register.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1782 	Records documenting the acquisition of properties of national significance (see functional scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> <li>• investigations into and reports on the property</li> <li>• environmental impact assessments</li> <li>• budgetary estimates</li> <li>• cost benefit analyses.</li> </ul>	Retain as national archives

## Classes for retention as national archives


### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1802 	Records of committees formed to consider the management of properties of national significance (see functional scope note). Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul> Includes both internal and external committees.	Retain as national archives

## Classes for retention as national archives

### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.



Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

#### **Conservation**

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

*For maintenance activities, use PROPERTY MANAGEMENT - Maintenance.*

*For environmental audits, use PROPERTY MANAGEMENT - Audits.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1806 	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of properties of national significance (see functional scope note).	Retain as national archives
1808 	Records documenting the restoration of contaminated land.  <i>[For inspection to identify the type of contamination, use PROPERTY MANAGEMENT - Inspection.]</i>	Retain as national archives

## Classes for retention as national archives

### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

#### **Construction**


The process of making or building something.

*For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.*

*For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.*

*For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.*

*For submissions to Cabinet and the Parliamentary Works Committee seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1809 	Records documenting construction activities carried out on properties of national significance (see functional scope note). Includes: <ul style="list-style-type: none"> <li>• records of consultations (eg with owners and local authorities)</li> <li>• specifications</li> <li>• building plans</li> <li>• project management records.</li> </ul>	Retain as national archives

## Classes for retention as national archives

### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.


Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

#### **Disposal**

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.


*For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1814 	Records documenting the disposal of properties of national significance (see functional scope note). Includes: <ul style="list-style-type: none"> <li>• assessments and investigations</li> <li>• valuation certificates</li> <li>• details of preparation undertaken before disposal ('making good').</li> </ul>	Retain as national archives

#### **Fit-outs**

The process of establishing or refurbishing a workplace. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1820 	Records documenting the fit-outs of properties of national significance (see functional scope note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as national archives

## Classes for retention as national archives


### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

#### **Implementation**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1822 	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to property of national significance (see functional scope note). Includes a copy of the plan implemented in the disaster recovery process.	Retain as national archives

---

## Classes for retention as national archives

### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.


#### **Maintenance**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.*

*For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.*


*For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1836 	Records documenting repairs made to properties of national significance (see functional scope note) after a disaster eg fire, floods etc.  <i>[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.</i>  <i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i>  <i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	Retain as national archives

#### **Planning**

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

*For diagrams and drawings used to support the property management function, use the appropriate activity.*

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1848 	Final version of plans to support the management of properties of national significance (see functional scope note).	Retain as national archives



## Classes for retention as national archives


### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.


#### 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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1860 	Final versions of formal internal reports and reports made to external agencies on properties of national significance (see functional scope note).	Retain as national archives

#### Reviewing

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

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1866 	Records documenting the review of programs and operations impacting on the management of properties of national significance (see functional scope note). Includes documents establishing the review, final report and action plan.	Retain as national archives

## Classes for retention as national archives


### PROPERTY MANAGEMENT

The function of managing land and working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments either owned, rented, or leased by the organisation. Also includes the removal of pollutants and waste. This function also covers properties owned by the Commonwealth or Commonwealth institutions which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trusts or on State heritage listings.

Note: This function should not be used by agencies for the records covering the management of specialised buildings ie buildings that have been designed for a specific purpose or have unique design features eg Lucas Heights Nuclear Reactor Building or Mt Stromlo Observatory. In these cases specific coverage should be included in such agency's own functional disposal authority.

#### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Entry No	Description of Records	Disposal Action
1871 	Records documenting major security breaches or incidents (eg which result in the laying of charges, or where sabotage is strongly suspected). Includes: <ul style="list-style-type: none"> <li>• break-ins</li> <li>• unauthorised access or entry/trespass</li> <li>• intrusions into restricted areas</li> <li>• terrorism</li> <li>• intentional damage</li> <li>• bomb threats</li> <li>• fires</li> <li>• records of investigations</li> <li>• liaison with law-enforcement agencies.</li> </ul> <p><i>[For disciplinary action resulting from a breach involving APS employees, use PERSONNEL - Discipline.</i></p> <p><i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i></p> <p><i>For breaches involving equipment, use EQUIPMENT &amp; STORES - Security.</i></p> <p><i>For breaches involving technology, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Security.]</i></p>	Retain as national archives





## Classes for retention as national archives

### PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the organisation. Includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the organisation; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

#### Production

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.

Entry No	Description of Records	Disposal Action
1931 	Master set of agency publications produced before 1968 (ie before the commencement of legal deposit under the Copyright Act 1968).  <i>[For the disposal of duplicate agency publications produced before 1968, use PUBLICATIONS - Disposal.]</i>	Retain as national archives
1933 	Publications produced only in an electronic format on an agency's public website.	Retain as national archives (1) capture in agency's electronic recordkeeping system, and (2) transfer to National Library's Pandora project.
1934 	Master copy of agency-produced films.	Retain as national archives
1935 	Snapshot of agency's public website taken in accordance with National Archives policy on archiving websites.  <i>[For carrying out a risk analysis to determine the timing of taking a snapshot of an agency's website, use PUBLICATIONS - Risk Management]</i>  <i>[For system logs recording changes to websites and intranet site, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Control.]</i>	Retain as national archives


## Classes for retention as national archives

### STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2026 	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of agency policy and agency corporate planning (eg executive management boards). Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as national archives


## Classes for retention as national archives

### STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.

#### Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry No	Description of Records	Disposal Action
2039 	Records documenting the development of proposals for new legislation and amendments to existing legislation administered by the agency. Includes submissions prepared for the agency's executive or corporate management board.  <i>[For submissions to the portfolio Minister and to Cabinet relating to legislative proposals, use GOVERNMENT RELATIONS - Submissions.</i>  <i>For records supporting the preparation and passage of agency legislation through Parliament, use GOVERNMENT RELATIONS - Legislation.</i>  <i>For advice provided to Cabinet, the portfolio Minister and other government agencies on the proposed legislation for the agency and for comments made on other agencies' proposed legislation, use GOVERNMENT RELATIONS - Advice.</i>  <i>For legal advice received on the interpretation of legislation, use LEGAL SERVICES - Advice.]</i>	Retain as national archives

#### Planning

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

Entry No	Description of Records	Disposal Action
2044 	Final version of agency-wide strategic or corporate plans.	Retain as national archives


## Classes for retention as national archives

### STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.


#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2049 	Records documenting the development and establishment of the agency's strategic management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents</li> <li>• national policy statements.</li> </ul> <p><i>[For the development of the Chief Executive instructions, use FINANCIAL MANAGEMENT - Policy.]</i></p>	Retain as national archives

#### **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.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2056 	Final versions of formal internal reports and reports made to external agencies relating to the strategic management function. <p><i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i></p> <p><i>For the design, printing and retention of the final copy of an agency's Annual Report, use PUBLICATION - Production.</i></p> <p><i>For the submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i></p>	Retain as national archives


## Classes for retention as national archives

### TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the organisation, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

#### **Implementation**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and first aid treatment.

<b>Entry No</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2117 	Records documenting the application of an agency's counter-disaster plan or business continuity plan following an incident. Includes records covering the protection and re-establishment of data and the agency backup plan.  <i>[For the development of a counter-disaster plan covering the technology and telecommunications function, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Planning.</i>  <i>For the recovery of information on an ad-hoc basis, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Operations.</i>  <i>For the implementation of the counter-disaster plan, vital records plan and emergency destruction plan within the organisation's information resources, use INFORMATION MANAGEMENT - Implementation.]</i>	Retain as national archives

Superseded



## INDEX

This index lists the functions, activities, transactions and related key terms in the Administrative Functions Disposal Authority in a single alphabetical sequence. Class numbers are located after each reference. Functions are shown in upper case, activities in bold lower case, and transactions and record types in plain lower case.

Where an activity term is also a transaction or a key term within another activity this relationship is noted under the one general activity descriptor eg **allowances** is an activity under FLEET MANAGEMENT, but also appears as a term under FINANCIAL MANAGEMENT — Accounting. Both entries are listed under the activity **allowances**.

Indexed references should only be used as a guide to the Authority. The main access tool should be the functions and activity descriptors of the business classification system.

## A

AAT, *see* Administrative Appeals Tribunal

ABN, *see* Australian Business Number registration

access (unauthorised), PROPERTY MANAGEMENT — **security**, 1871

access control

TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2099–2100

TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

PROPERTY MANAGEMENT — **security**, 1874

*see also* privacy

### accidents

COMPENSATION — **cases**, 1095

COMPENSATION — **claims**, 1096

FLEET MANAGEMENT, 1292

FLEET MANAGEMENT — **reporting**, 1329

OCCUPATIONAL HEALTH & SAFETY, 1619–1622

OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1649

PERSONNEL, 1690

*see also* COMPENSATION

### accommodation

GOVERNMENT RELATIONS — **visits**, 1414

STAFF DEVELOPMENT — **arrangements**, 1966

*see also* PROPERTY MANAGEMENT

### accountable forms

FINANCIAL MANAGEMENT — **accounting**, 1223

FINANCIAL MANAGEMENT — **inventory**, 1254

**accounting**, FINANCIAL MANAGEMENT, 1214–1226

accrual reports, FINANCIAL MANAGEMENT — **accounting**, 1219

ACN registration, *see* Australian Company Number registration

### acquisition

COMMUNITY RELATIONS, 1001

COMPENSATION, 1089

EQUIPMENT & STORES, 1124–1126

FINANCIAL MANAGEMENT, 1227

FLEET MANAGEMENT, 1293–1294

INFORMATION MANAGEMENT, 1469

PROPERTY MANAGEMENT, 1782–1789

STAFF DEVELOPMENT, 1961

TECHNOLOGY & TELECOMMUNICATIONS, 2078–2080

*see also* **contracting-out; disposal; leasing; tendering**

act of grace payments, FINANCIAL MANAGEMENT — **accounting**, 1214

Acts, *see* **legislation**

address lists, PUBLICATION — **distribution**, 1901

**addresses (presentations)**

COMMUNITY RELATIONS, 1002–1004  
COMMUNITY RELATIONS — **conferences**, 1016  
GOVERNMENT RELATIONS, 1342–1344  
STAFF DEVELOPMENT, 1962–1963  
STAFF DEVELOPMENT — **conferences**, 1976  
*see also* **conferences**

administrative actions, *see* **authorisation**

Administrative Appeals Tribunal

COMPENSATION — **cases**, 1095  
INFORMATION MANAGEMENT — **cases**, 1478

administrative changes, *see* **restructuring**

advance registers, FINANCIAL MANAGEMENT — **accounting**, 1214

advertisements, PERSONNEL — **recruitment**, 1747

advertising, PUBLICATION — **marketing**, 1914

**advice**

COMPENSATION, 1090  
ESTABLISHMENT, 1181  
FINANCIAL MANAGEMENT, 1228  
GOVERNMENT RELATIONS, 1345–1353  
INFORMATION MANAGEMENT, 1470  
LEGAL SERVICES, 1567–1569  
OCCUPATIONAL HEALTH & SAFETY, 1623  
PROPERTY MANAGEMENT, 1790  
PUBLICATION, 1887  
STAFF DEVELOPMENT, 1964  
TECHNOLOGY & TELECOMMUNICATIONS, 2081–2082  
TECHNOLOGY & TELECOMMUNICATIONS — **operations**, 2131

**aeronautics**

FLEET MANAGEMENT — **accidents**, 1292  
FLEET MANAGEMENT — **arrangements**, 1298  
FLEET MANAGEMENT — **infringements**, 1312

agency bargaining, INDUSTRIAL RELATIONS — **enterprise bargaining**, 1430–1431

agenda, *see* **committees; meetings**

agreement-making, INDUSTRIAL RELATIONS — **enterprise bargaining**, 1430–1431

**agreements**

COMPENSATION, **cases**, 1095  
EQUIPMENT & STORES, 1127–1128  
FINANCIAL MANAGEMENT, 1229–1230  
FLEET MANAGEMENT, 1295–1296  
GOVERNMENT RELATIONS, 1354–1357  
INDUSTRIAL RELATIONS, 1419–1420;  
INDUSTRIAL RELATIONS, **enterprise bargaining**, 1430–1431  
INFORMATION MANAGEMENT, 1471–1472  
LEGAL SERVICES, 1570–1575  
OCCUPATIONAL HEALTH & SAFETY, 1624–1625  
PERSONNEL, 1691–1692  
PERSONNEL — **performance management**, 1734  
PROPERTY MANAGEMENT, 1791–1793  
PUBLICATION, 1888–1890  
STRATEGIC MANAGEMENT, 2022–2023  
TECHNOLOGY & TELECOMMUNICATIONS, 2083–2084  
*see also* **joint ventures; leasing; tendering**

air-conditioning, PROPERTY MANAGEMENT — **installation**, 1828

air transport, *see* **aeronautics**

alarm panels, PROPERTY MANAGEMENT — **installation**, 1828

alarm warnings, PROPERTY MANAGEMENT — **security**, 1874

**allocation**

EQUIPMENT AND STORES, 1129–1130  
FINANCIAL MANAGEMENT, 1231  
TECHNOLOGY & TELECOMMUNICATIONS, 2085  
*see also* **distribution**

**allowances**

FINANCIAL MANAGEMENT — **accounting**, 1214  
FLEET MANAGEMENT, 1297  
INDUSTRIAL RELATIONS, 1421

**allowances - continued**

PERSONNEL, 1693

STAFF DEVELOPMENT, 1965

*see also* **fringe benefits; salaries**anniversaries, COMMUNITY RELATIONS — **celebrations**, 1006annual financial statements, *see* **financial statements**

annual reports

PUBLICATION — **drafting**, 1902PUBLICATION — **production**, 1932, 1938GOVERNMENT RELATIONS — **compliance**, 1364**appeals (decisions)**COMPENSATION, **cases**, 1095

INDUSTRIAL RELATIONS, 1422–1423

INFORMATION MANAGEMENT — **cases**, 1478

OCCUPATIONAL HEALTH &amp; SAFETY, 1626

PROPERTY MANAGEMENT, 1794

*see also* **reviews (decisions)****application development**, TECHNOLOGY & TELECOMMUNICATIONS, 2086–2089

applications

COMMUNITY RELATIONS — **grant funding**, 1032–1033ESTABLISHMENT — **variations**, 1213PERSONNEL — **recruitment**, 1747–1748STAFF DEVELOPMENT — **training**, 2014, 2019appointment books, OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1644**appointments**GOVERNMENT RELATIONS — **advice**, 1353PERSONNEL — **employment conditions**, 1708–1709, 1711–1712PERSONNEL — **reviews (decisions)**, 1758PERSONNEL — **security**, 1766STRATEGIC MANAGEMENT — **committees**, 2028TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2169*see also* **representatives; vacancies**appreciation, *see* letters of appreciation

apprenticeships

PERSONNEL — **employment conditions**, 1716STAFF DEVELOPMENT — **training**, 2012

Archives Act 1983

INFORMATION MANAGEMENT — **cases**, 1478–1481INFORMATION MANAGEMENT — **disposal**, 1504–1505Archives Act Section 35 agreements, INFORMATION MANAGEMENT — **agreements**, 1471**arrangements**

COMMUNITY RELATIONS, 1005

COMMUNITY RELATIONS — **celebrations**, 1006–1008COMMUNITY RELATIONS — **ceremonies**, 1009–1011COMMUNITY RELATIONS — **exhibitions**, 1030COMMUNITY RELATIONS — **functions (social)**, 1031COMMUNITY RELATIONS — **media relations**, 1044

EQUIPMENT AND STORES, 1131–1133

FLEET MANAGEMENT, 1298

GOVERNMENT RELATIONS — **media relations**, 1380GOVERNMENT RELATIONS — **visits**, 1414

PERSONNEL, 1694

PROPERTY MANAGEMENT, 1795

STAFF DEVELOPMENT, 1966

STAFF DEVELOPMENT — **training**, 2014, 2019*see also* **conferences**artifacts, COMMUNITY RELATIONS — **donations**, 1024–1027AS 4390, *see* Australian Standard AS 4390–1996 Records Management

asbestos

OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1640OCCUPATIONAL HEALTH & SAFETY — **planning**, 1654OCCUPATIONAL HEALTH & SAFETY — **policy**, 1658PERSONNEL — **employment conditions**, 1710PROPERTY MANAGEMENT — **inspections**, 1827PROPERTY MANAGEMENT — **maintenance**, 1839–1840*see also* hazardous substances

asbestos management plan, OCCUPATIONAL HEALTH & SAFETY — **planning**, 1654  
asbestos policy, OCCUPATIONAL HEALTH & SAFETY — **policy**, 1658  
asbestos register, OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1640  
asset disposal, *see* **disposal**  
asset register, FINANCIAL MANAGEMENT, 1232–1233  
assets and liabilities, statements of, FINANCIAL MANAGEMENT — **financial statements**, 1250  
assigned duties  
    ESTABLISHMENT — **variations**, 1212–1213  
    PERSONNEL — **allowances**, 1693  
    PERSONNEL — **employment conditions**, 1709  
    PERSONNEL — **employment conditions**, 1713  
attendance records  
    PERSONNEL — **employment conditions**, 1718–1719  
    STAFF DEVELOPMENT — **training**, 2013–2014  
auction records  
    EQUIPMENT & STORES — **disposal**, 1143  
    FLEET MANAGEMENT — **disposal**, 1310  
    PROPERTY MANAGEMENT — **disposal**, 1815  
    TECHNOLOGY & TELECOMMUNICATIONS — **disposal**, 2110  
audio tapes, PUBLICATION — **production**, 1932  
**audit**  
    EQUIPMENT & STORES, 1134–1135  
    FINANCIAL MANAGEMENT, 1234–1236  
    INFORMATION MANAGEMENT, 1473–1475  
    OCCUPATIONAL HEALTH & SAFETY, 1627–1628  
    PROPERTY MANAGEMENT, 1796–1797  
    STAFF DEVELOPMENT, 1967–1968  
    STRATEGIC MANAGEMENT, 2024–2025  
    TECHNOLOGY & TELECOMMUNICATIONS, 2090–2091  
audit committee, STRATEGIC MANAGEMENT — **committees**, 2027  
audit trails, TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2099  
Australian Business Number (ABN) registration, FINANCIAL MANAGEMENT — **compliance**, 1246  
Australian Company Number (ACN) registration, FINANCIAL MANAGEMENT — **compliance**, 1246  
Australian Industrial Relations Commission (AIRC)  
    INDUSTRIAL RELATIONS — **appeals (decisions)**, 1422  
    INDUSTRIAL RELATIONS — **industrial action**, 1433  
    OCCUPATIONAL HEALTH & SAFETY — **appeals (decisions)**, 1626  
Australian Standard AS 4390—1996 Records Management  
    INFORMATION MANAGEMENT — **compliance**, 1484  
    INFORMATION MANAGEMENT — **control**, 1493  
    INFORMATION MANAGEMENT — **standards**, 1554  
Australian Workplace Agreement (AWA), PERSONNEL — **agreements**, 1691  
authentication and authenticity control  
    TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2098  
    TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2164  
**authorisation**  
    COMPENSATION, 1091–4  
    EQUIPMENT AND STORES, 1136–1137  
    ESTABLISHMENT, 1182–3  
    FINANCIAL MANAGEMENT, 1237–1238  
    FLEET MANAGEMENT, 1299–1302  
    INFORMATION MANAGEMENT, 1476–1477  
    OCCUPATIONAL HEALTH & SAFETY, 1629–1630  
    PERSONNEL, 1695–1696  
    PROPERTY MANAGEMENT, 1798–1799  
    STAFF DEVELOPMENT, 1969–1970  
    TECHNOLOGY & TELECOMMUNICATIONS, 2092–2093  
authority files, INFORMATION MANAGEMENT — **control**, 1491  
AWA, *see* Australian Workplace Agreement

awards (honours)

COMMUNITY RELATIONS — **ceremonies**, 1010

PERSONNEL — **performance management**, 1735

## B

background briefs, GOVERNMENT RELATIONS — **advice**, 1347, 1349

backup logs, TECHNOLOGY & TELECOMMUNICATIONS, **control**, 2100

backup plan, TECHNOLOGY & TELECOMMUNICATIONS — **implementation**, 2117

backup tapes, requests to recover data from, TECHNOLOGY & TELECOMMUNICATIONS — **operations**, 2131

balance sheets, FINANCIAL MANAGEMENT — **financial statements**, 1250

banking accounts and activities, FINANCIAL MANAGEMENT — **accounting**, 1216–1217

bans, INDUSTRIAL RELATIONS — **industrial action**, 1433–1434

barcodes

INFORMATION MANAGEMENT — **control**, 1492

PUBLICATION — **compliance**, 1893

benchmarking, *see* **standards**

bequests, *see* **donations**

bills (accounts), *see* **accounting**

bills (legislation), *see* **legislation**

binding

INFORMATION MANAGEMENT — **conservation**, 1487

PUBLICATION — **production**, 1938

birth certificates, PERSONNEL — **employment conditions**, 1709

board appointments, *see* government bodies, appointments to

bomb threats, PROPERTY MANAGEMENT, **security**, 1871

bookings

COMMUNITY RELATIONS — **celebrations**, 1007–1008

COMMUNITY RELATIONS — **ceremonies**, 1010–1011

COMMUNITY RELATIONS — **conferences**, 1014

COMMUNITY RELATIONS — **functions (social)**, 1031

FLEET MANAGEMENT — **accidents**, 1292

FLEET MANAGEMENT — **arrangements**, 1298

PROPERTY MANAGEMENT — **arrangements**, 1795

STAFF DEVELOPMENT — **conferences**, 1974

STAFF DEVELOPMENT — **training**, 2019

breaches, *see* infringements

break-ins, PROPERTY MANAGEMENT — **security**, 1871

briefing notes, GOVERNMENT RELATIONS — **advice**, 1347, 1349

budgetary estimates, *see* estimates

**budgeting**, FINANCIAL MANAGEMENT, 1239–1243

building (construction), *see* **construction**

building lock combinations, PROPERTY MANAGEMENT — **security**, 1875

building management systems, PROPERTY MANAGEMENT — **maintenance**, 1844

buildings, *see* PROPERTY MANAGEMENT

business activity statements, FINANCIAL MANAGEMENT — **accounting**, 1215

business cases, TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2113

business classification schemes, INFORMATION MANAGEMENT — **control**, 1493

business continuity plan

TECHNOLOGY & TELECOMMUNICATIONS — **implementation**, 2117

TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

business plans, STRATEGIC MANAGEMENT — **planning**, 2045

business process analysis, TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2111–2113

business rules

INFORMATION MANAGEMENT — **control**, 1495

TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086

business unit planning, *see* **planning**

buyers guides, EQUIPMENT & STORES — **evaluation**, 1146

**C**

- CA, *see* Certified Agreement
- cab charge vouchers, FINANCIAL MANAGEMENT — **inventory**, 1254
- Cabinet
- INFORMATION MANAGEMENT — **security**, 1553
  - LEGAL SERVICES — **advice**, 1567
- Cabinet discussion papers, GOVERNMENT RELATIONS — **advice**, 1345–1346
- Cabinet memorandums, GOVERNMENT RELATIONS — **advice**, 1345–1346
- Cabinet notes, GOVERNMENT RELATIONS — **advice**, 1352
- Cabinet minutes
- GOVERNMENT RELATIONS — **advice**, 1345
  - GOVERNMENT RELATIONS — **submissions**, 1408
- Cabinet submissions, GOVERNMENT RELATIONS — **submissions**, 1408–1409
- cabling
- PROPERTY MANAGEMENT — **installation**, 1828
  - TECHNOLOGY & TELECOMMUNICATIONS — **installation**, 2121
- cadetships, PERSONNEL — **employment conditions**, 1716
- camera tapes, PROPERTY MANAGEMENT — **security**, 1876
- cards, COMMUNITY RELATIONS — **greetings**, 1034
- career counselling, PERSONNEL — **counselling**, 1702
- cars, *see* FLEET MANAGEMENT
- case file registers, INFORMATION MANAGEMENT — **control**, 1490
- case files, *see* **cases**
- case managers
- COMPENSATION — **acquisition**, 1089
  - COMPENSATION — **cases**, 1095
  - COMPENSATION — **contracting-out**, 1101
- case registers, *see* registers
- cases**
- COMPENSATION, 1095
  - INFORMATION MANAGEMENT, 1478–1481
  - OCCUPATIONAL HEALTH & SAFETY, 1631
- cash books, FINANCIAL MANAGEMENT — **accounting**, 1214
- cash flow statements
- FINANCIAL MANAGEMENT — **accounting**, 1219
  - FINANCIAL MANAGEMENT — **financial statements**, 1250
- catalogues (library), INFORMATION MANAGEMENT — **control**, 1491
- catalogues (vendors)
- EQUIPMENT & STORES — **acquisition**, 1126
  - TECHNOLOGY & TELECOMMUNICATIONS — **acquisition**, 2080
- catering
- COMMUNITY RELATIONS — **acquisition**, 1001
  - COMMUNITY RELATIONS — **celebrations**, 1007–1008
  - COMMUNITY RELATIONS — **ceremonies**, 1010–1011
  - COMMUNITY RELATIONS — **functions (social)**, 1031
  - STAFF DEVELOPMENT — **training**, 2019
- CD-ROMs, PUBLICATION — **production**, 1932, 1938
- celebrations**, COMMUNITY RELATIONS, 1006–1008
- see also* **addresses; exhibitions**
- ceremonies**, COMMUNITY RELATIONS, 1009–1011
- certificates of title, PROPERTY MANAGEMENT — **acquisition**, 1784
- Certified Agreements, INDUSTRIAL RELATIONS — **enterprise bargaining**, 1430
- certified mail, INFORMATION MANAGEMENT — **control**, 1496
- charities, donations to, COMMUNITY RELATIONS — **donations**, 1024–1027
- chart of accounts documentation, FINANCIAL MANAGEMENT — **accounting**, 1226
- chemical waste, PROPERTY MANAGEMENT — **maintenance**, 1840
- cheque records
- FINANCIAL MANAGEMENT — **accounting**, 1214
  - FINANCIAL MANAGEMENT — **authorisation**, 1237
  - FINANCIAL MANAGEMENT — **payments**, 1257
- Chief Executive's instructions
- FINANCIAL MANAGEMENT — **procedures**, 1266
  - FINANCIAL MANAGEMENT — **policy**, 1262

circuit layouts, LEGAL SERVICES — **intellectual property**, 1583

claim forms, COMPENSATION — **cases**, 1095

claim reviews, COMPENSATION — **cases**, 1095

**claims**

COMPENSATION, 1096–1097

COMPENSATION — **cases**, 1095

EQUIPMENT AND STORES, 1138

FLEET MANAGEMENT, 1303

INDUSTRIAL RELATIONS, 1424

LEGAL SERVICES, 1576

PERSONNEL, 1697

PROPERTY MANAGEMENT, 1800–1801

**classification**

ESTABLISHMENT — **variations**, 1212

PERSONNEL — **employment conditions**, 1714–1715

*see also* assigned duties

classification schemes, INFORMATION MANAGEMENT — **control**, 1491, 1493

classified records and information, INFORMATION MANAGEMENT — **security**, 1551–1553

classified waste, PROPERTY MANAGEMENT — **maintenance**, 1841

cleaning, PROPERTY MANAGEMENT — **maintenance**, 1843

clock on/off cards, PERSONNEL — **employment conditions**, 1718–1719

clothing, PERSONNEL — **allowances**, 1693

*see also* uniforms

Code of Conduct, breaches of

PERSONNEL — **counselling**, 1702

PERSONNEL — **discipline**, 1704

**combinations**

EQUIPMENT & STORES — **security**, 1169

PROPERTY MANAGEMENT — **security**, 1875

commercial-off-the-shelf products and services (COTS), TECHNOLOGY & TELECOMMUNICATIONS —

**evaluation**, 2114

**committees**

COMMUNITY RELATIONS, 1012–1013

COMPENSATION, 1098–1099

ESTABLISHMENT, 1184–1185

FINANCIAL MANAGEMENT, 1244–1245

FLEET MANAGEMENT, 1304–1305

GOVERNMENT RELATIONS, 1358–1363

INDUSTRIAL RELATIONS, 1425–1426

INFORMATION MANAGEMENT, 1482–1483

LEGAL SERVICES, 1577–1578

OCCUPATIONAL HEALTH & SAFETY, 1632–1634

OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1670

PERSONNEL, 1698–1699

PROPERTY MANAGEMENT, 1802–1804

PUBLICATION, 1891–1892

STAFF DEVELOPMENT, 1971–1972

STRATEGIC MANAGEMENT, 2026–2029

TECHNOLOGY & TELECOMMUNICATIONS, 2094–2095

*see also* government bodies, appointments to

Commonwealth funds transfer, FINANCIAL MANAGEMENT — **treasury management**, 1289

Commonwealth Library Deposit and Free Issue Scheme

PUBLICATION — **compliance**, 1893

PUBLICATION — **production**, 1932

Commonwealth of Australia *Gazette* notices

PERSONNEL — **recruitment**, 1747

*see also* **tendering**

Commonwealth Property Principles

PROPERTY MANAGEMENT — **reporting**, 1861

PROPERTY MANAGEMENT — **reviewing**, 1867

Commonwealth vehicles, *see* FLEET MANAGEMENT

community groups and organisations

COMMUNITY RELATIONS — **liaison**, 1041

COMMUNITY RELATIONS — **representatives**, 1065

COMMUNITY RELATIONS — **submissions**, 1071–1072

## COMMUNITY RELATIONS

**acquisition**, 1001  
**addresses (presentations)**, 1002–1004  
**arrangements**, 1005  
**celebrations**, 1006–1008  
**ceremonies**, 1009–1011  
**committees**, 1012–1013  
**conferences**, 1014–1019  
**contracting-out**, 1020  
**customer service**, 1021–1023  
**donations**, 1024–1027  
**enquiries**, 1028  
**evaluation**, 1029  
**exhibitions**, 1030  
**functions (social)**, 1031  
**grant funding**, 1032–1033  
**greetings**, 1034  
**implementation**, 1035  
**joint ventures**, 1036–1040  
**liaison**, 1041  
**marketing**, 1042  
**media relations**, 1043–1045  
**meetings**, 1046–1047  
**planning**, 1048–1051  
**policy**, 1052–1055  
**procedures**, 1056–1058  
**public reaction**, 1059  
**reporting**, 1060–1064  
**representatives**, 1065  
**research**, 1066–1067  
**reviewing**, 1068–1069  
**security**, 1070  
**social functions**, 1031  
**submissions**, 1071–1073  
**suggestions**, 1074  
**tendering**, 1075–1084  
**visits**, 1085–1088

community representatives, COMMUNITY RELATIONS — **visits**, 1086

## COMPENSATION

**acquisition**, 1089  
**advice**, 1090  
**authorisation**, 1091–4  
**cases**, 1095  
**claims**, 1096–1097  
**committees**, 1098–1099  
**compliance**, 1100  
**contracting-out**, 1101  
**insurance**, 1102–1103  
**payments**, 1104  
**policy**, 1105–1108  
**procedures**, 1109–1111  
**reviewing**, 1112–1113  
**tendering**, 1114–1123

compensation case file registers, INFORMATION MANAGEMENT — **control**, 1490

compensation claims

COMPENSATION — **authorisation**, 1091

COMPENSATION — **cases**, 1905

COMPENSATION — **claims**, 1096–7

PROPERTY MANAGEMENT — **appeals (decisions)**, 1794

complaints

COMMUNITY RELATIONS — **public reaction**, 1059

INDUSTRIAL RELATIONS — **grievances**, 1432

INFORMATION MANAGEMENT — **cases**, 1480

OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1649, 1650

PERSONNEL — **grievances**, 1722

see also **disputes**



**compliance**

COMPENSATION, 1100  
EQUIPMENT AND STORES, 1139  
FINANCIAL MANAGEMENT, 1246  
FLEET MANAGEMENT, 1306–1308  
GOVERNMENT RELATIONS, 1364  
INDUSTRIAL RELATIONS, 1427  
INFORMATION MANAGEMENT, 1484–1485  
LEGAL SERVICES, 1579  
OCCUPATIONAL HEALTH & SAFETY, 1635–1641  
PERSONNEL, 1700  
PROPERTY MANAGEMENT, 1805  
PUBLICATION, 1893  
STAFF DEVELOPMENT, 1973  
STRATEGIC MANAGEMENT, 2030  
TECHNOLOGY & TELECOMMUNICATIONS, 2096  
TECHNOLOGY & TELECOMMUNICATIONS — **reviewing**, 2161  
*see also* **standards**

**compulsory acquisition**

PROPERTY MANAGEMENT — **acquisition**, 1782–1783  
PROPERTY MANAGEMENT — **appeals (decisions)**, 1794  
PROPERTY MANAGEMENT — **claims**, 1800

computers, *see* INFORMATION MANAGEMENT

condolence, letters of, COMMUNITY RELATIONS — **greetings**, 1034

**conferences**

COMMUNITY RELATIONS, 1014–1019  
STAFF DEVELOPMENT, 1974–1979  
STAFF DEVELOPMENT — **addresses (presentations)**, 1962  
STAFF DEVELOPMENT — **arrangements**, 1966  
STRATEGIC MANAGEMENT — **meetings**,  
*see also* **addresses (presentations)**; guest speakers

configuration, *see* **database management; installation**

Configuration Control Board, TECHNOLOGY & TELECOMMUNICATIONS — **committees**, 2094

**confined spaces**

OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1637  
STAFF DEVELOPMENT — **training**, 2020

connections to agency networks, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2167

**conservation**

INFORMATION MANAGEMENT, 1486–1488  
PROPERTY MANAGEMENT, 1806–1808

consignment lists, INFORMATION MANAGEMENT — **disposal**, 1503

consignment notes, EQUIPMENT & STORES — **distribution**, 1145

**construction**

EQUIPMENT AND STORES, 1140  
PROPERTY MANAGEMENT, 1809–1812  
PROPERTY MANAGEMENT — **fit-outs**, 1820–1821  
*see also* **maintenance**

consultants, *see* **contracting-out**

**contaminated land**

PROPERTY MANAGEMENT — **conservation**, 1808  
PROPERTY MANAGEMENT — **inspections**, 1827

contract management, *see* **contracting-out**

**contracting-out**

COMMUNITY RELATIONS, 1020  
COMPENSATION, 1101  
EQUIPMENT & STORES, 1141  
FINANCIAL MANAGEMENT, 1247  
FLEET MANAGEMENT, 1309  
INDUSTRIAL RELATIONS, 1428  
INFORMATION MANAGEMENT, 1489  
LEGAL SERVICES, 1580  
OCCUPATIONAL HEALTH & SAFETY, 1642  
PERSONNEL, 1701  
PROPERTY MANAGEMENT, 1813  
PUBLICATION, 1894  
STAFF DEVELOPMENT, 1980

**contracting-out - continued**

STRATEGIC MANAGEMENT, 2031  
TECHNOLOGY & TELECOMMUNICATIONS, 2097  
TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2115–2116  
*see also leasing-out*; transferred records

contractors, *see* **contracting-out**

contracts

LEGAL SERVICES — **agreements**, 1572–1575  
PROPERTY MANAGEMENT — **acquisition**, 1787–1789  
PROPERTY MANAGEMENT — **disposal**, 1816–1818  
*see also agreements; joint ventures; tendering*

**control**

INFORMATION MANAGEMENT, 1490–1497  
TECHNOLOGY & TELECOMMUNICATIONS, 2098–2102

cooling tower systems

PROPERTY MANAGEMENT — **maintenance**, 1842  
PROPERTY MANAGEMENT — **risk management**, 1869

copying of records, *see* **data administration**

copying services, INFORMATION MANAGEMENT — **intellectual property**, 1515

copyright

INFORMATION MANAGEMENT — **inspections**, 1514  
INFORMATION MANAGEMENT — **intellectual property**, 1515–1516  
LEGAL SERVICES — **intellectual property**, 1583  
PUBLICATION — **agreements**, 1890  
PUBLICATION — **intellectual property**, 1906–1907

Copyright Act 1968, Section 201

PUBLICATION — **compliance**, 1893  
PUBLICATION — **production**, 1932

copyright collecting societies, INFORMATION MANAGEMENT — **intellectual property**, 1515

copyright declaration forms, INFORMATION MANAGEMENT — **intellectual property**, 1516

corporate committees, STRATEGIC MANAGEMENT — **committees**, 2026

corporate plans, STRATEGIC MANAGEMENT — **planning**, 2044

corporate software, configuration of, TECHNOLOGY & TELECOMMUNICATIONS — **installation**, 2122

**corporate style**, PUBLICATION, 1895–1898

corporate wardrobe *see* uniforms

correspondence registers, *see* registers

**corruption**, *see* **fraud**

cost-benefit analyses

PROPERTY MANAGEMENT — **acquisition**, 1782–1783  
PROPERTY MANAGEMENT — **leasing**, 1832

COTS, *see* commercial-off-the-shelf products and services

**counselling**, PERSONNEL, 1702–1703

*see also discipline*

counter-disaster plans

INFORMATION MANAGEMENT — **implementation**, 1513  
INFORMATION MANAGEMENT — **planning**, 1521  
PROPERTY MANAGEMENT — **implementation**, 1822–1823  
PROPERTY MANAGEMENT — **planning**, 1849  
TECHNOLOGY & TELECOMMUNICATIONS — **implementation**, 2117  
TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

*see also* disaster repairs

court orders, INFORMATION MANAGEMENT — **enquiries**, 1510

*see also* subpoenas; discovery orders

credit cards

FINANCIAL MANAGEMENT — **accounting**, 1218  
FINANCIAL MANAGEMENT — **agreements**, 1229

credit notes, FINANCIAL MANAGEMENT — **accounting**, 1214

creditor registers and lists, FINANCIAL MANAGEMENT — **accounting**, 1214

criminal offences

PROPERTY MANAGEMENT — **security**, 1871  
PERSONNEL — **security**, 1766

*see also infringements*

Crown copyright, *see* copyright

cryptovariables, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2165

customer profiles, INFORMATION MANAGEMENT — **marketing**, 1518

**customer service**

COMMUNITY RELATIONS, 1021–1023  
 GOVERNMENT RELATIONS, 1365–1367  
 INFORMATION MANAGEMENT, 1498–1501  
 STRATEGIC MANAGEMENT, 2032–2033  
 TECHNOLOGY & TELECOMMUNICATIONS, 2103–2104  
*see also* **public reaction**

## customer surveys

COMMUNITY RELATIONS — **customer service**, 1023  
 INFORMATION MANAGEMENT — **customer service**, 1498

**D**

## damage

EQUIPMENT & STORES — **security**, 1168  
 PROPERTY MANAGEMENT — **security**, 1871  
*see also* insurance claims; COMPENSATION

dangerous occurrences, *see* **accidents**dangerous substances, *see* hazardous substancesdata access, TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2099–2100**data administration**

INFORMATION MANAGEMENT, 1502  
 TECHNOLOGY & TELECOMMUNICATIONS, 2105–2106

## data dictionaries

TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086  
 TECHNOLOGY & TELECOMMUNICATIONS — **data administration**, 2106

database development, TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086–2089**database management**, TECHNOLOGY & TELECOMMUNICATIONS, 2107–2108Data Universal Numbering System Number (DUNS), FINANCIAL MANAGEMENT — **compliance**, 1246death, PERSONNEL — **separations**, 1767

*see also* **accidents**

## debt recovery

FINANCIAL MANAGEMENT — **accounting**, 1220  
 PERSONNEL — **salaries**, 1761

debtor registers and lists, FINANCIAL MANAGEMENT — **accounting**, 1214decisions, *see* **appeals (decisions); reviews (decisions)**declarations of interest, PERSONNEL — **employment conditions**, 1709deeds (contracts), *see* **tendering**deeds of indemnity, LEGAL SERVICES — **agreements**, 1571deeds of release, LEGAL SERVICES — **agreements**, 1571deeds of title, PROPERTY MANAGEMENT — **acquisition**, 1784Defence training (military) leave, PERSONNEL — **leave**, 1727–1728delegation of power, *see* **authorisation**delivery, EQUIPMENT AND STORES — **arrangements**, 1131deposit records, FINANCIAL MANAGEMENT — **accounting**, 1217

## design

COMMUNITY RELATIONS — **exhibitions**, 1030  
 OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1635  
 PUBLICATION — **corporate style**, 1895–1899  
 PUBLICATION — **production**, 1938

design of forms, INFORMATION MANAGEMENT — **control**, 1497designs, LEGAL SERVICES — **intellectual property**, 1583

## destroyed records list

INFORMATION MANAGEMENT — **control**, 1490  
 INFORMATION MANAGEMENT — **disposal**, 1503

dial-up network connections, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2167

## dignitaries

COMMUNITY RELATIONS — **security**, 1070  
 GOVERNMENT RELATIONS — **visits**, 1415–1416  
 GOVERNMENT RELATIONS — **security**, 1407

directives, *see* **procedures**disaster plans, *see* counter—disaster plans

## disaster repairs, PROPERTY MANAGEMENT, 1836–1837

**discipline**, PERSONNEL, 1704–1707

see also **counselling**

discovery orders, INFORMATION MANAGEMENT — **enquiries**, 1510

see also subpoenas; court orders

disks, PUBLICATION — **production**, 1932, 1938

dismissal, PERSONNEL — **separations**, 1767

dispatch, see **distribution**

displays, see **exhibitions**

**disposal**

EQUIPMENT & STORES, 1142–1143

FLEET MANAGEMENT, 1310–1311

INFORMATION MANAGEMENT, 1503–1506

INFORMATION MANAGEMENT — **privacy**, 1533

PROPERTY MANAGEMENT, 1814–1818

PROPERTY MANAGEMENT — **planning**, 1849

PUBLICATION, 1899–1900

TECHNOLOGY & TELECOMMUNICATIONS, 2109–2110

TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2166

**disputes**

INDUSTRIAL RELATIONS, 1429

INDUSTRIAL RELATIONS — **inspections**, 1436

INDUSTRIAL RELATIONS — **planning**, 1442

OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1650

see also complaints; **industrial action**

**distribution**

EQUIPMENT AND STORES, 1144–1145

INFORMATION MANAGEMENT, 1507

PUBLICATION, 1901

see also allocation

dividend statements, FINANCIAL MANAGEMENT — **accounting**, 1217

domain names

PUBLICATION — **compliance**, 1893

TECHNOLOGY & TELECOMMUNICATIONS — **acquisitions**, 2078

**donations**

COMMUNITY RELATIONS, 1024–1027

FINANCIAL MANAGEMENT, 1248

INFORMATION MANAGEMENT, 1508

**drafting**

PUBLICATION, 1902

PUBLICATION — **production**, 1938

STRATEGIC MANAGEMENT — **legislation**, 2039

driver licences

FLEET MANAGEMENT — **accidents**, 1292

FLEET MANAGEMENT — **arrangements**, 1298

driving infringements, FLEET MANAGEMENT, 1312

drug registers, OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1644

DUNS number see Data Universal Numbering System Number

duplicate publications, PUBLICATION — **disposal**, 1899–1900

duties of employees see assigned duties

## E

easement arrangements, PROPERTY MANAGEMENT — **agreements**, 1793

education, see STAFF DEVELOPMENT; study schemes

educational qualifications, evidence of, PERSONNEL — **employment conditions**, 1709

election of OH&S committees, OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1670

electrical maintenance, PROPERTY MANAGEMENT — **maintenance**, 1843

electronic publications, PUBLICATION — **production**, 1933, 1935–1938

see also Internet

e-mail address lists, TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2102

e-mail policy, INFORMATION MANAGEMENT — **policy**, 1525

emergencies, PROPERTY MANAGEMENT — **procedures**, 1857

see also counter disaster-plans; disaster repairs

- emergency destruction plans
  - INFORMATION MANAGEMENT — **implementation**, 1513
  - INFORMATION MANAGEMENT — **planning**, 1521
- employment conditions**, PERSONNEL, 1708–1720
- employment schemes
  - PERSONNEL — **employment conditions**, 1716
  - PERSONNEL — **marketing**, 1729
- encryption, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2164, 2165
- endorsed suppliers
  - EQUIPMENT & STORES — **evaluation**, 1146
  - TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2114
- energy management systems, PROPERTY MANAGEMENT — **maintenance**, 1844
- energy policy, PROPERTY MANAGEMENT — **policy**, 1853
- enquiries**
  - COMMUNITY RELATIONS, 1028
  - INFORMATION MANAGEMENT, 1509–1510
  - PUBLICATION, 1903
- enquiry services
  - COMMUNITY RELATIONS — **customer service**, 1023
  - INFORMATION MANAGEMENT — **customer service**, 1500
  - see also libraries and library systems; records and recordkeeping
- enterprise bargaining**, INDUSTRIAL RELATIONS, 1430–1431
- entertainment
  - COMMUNITY RELATIONS — **celebrations**, 1007–1008
  - COMMUNITY RELATIONS — **ceremonies**, 1010–1011
- environmental audits, PROPERTY MANAGEMENT — **audit**, 1796
- environmental impact statements, PROPERTY MANAGEMENT — **acquisition**, 1782–1783
- environmental monitoring
  - OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1635–1640
  - OCCUPATIONAL HEALTH & SAFETY — **risk management**, 1676, 1678
- EQUIPMENT & STORES
  - acquisition**, 1124–1126
  - agreements**, 1127–1128
  - allocation**, 1129–1130
  - arrangements**, 1131–1133
  - audit**, 1134–1135
  - authorisation**, 1136–1137
  - claims**, 1138
  - compliance**, 1139
  - construction**, 1140
  - contracting-out**, 1141
  - disposal**, 1142–1143
  - distribution**, 1144–1145
  - evaluation**, 1146–1147
  - inspections**, 1148
  - installation**, 1149–1150
  - insurance**, 1151–1152
  - inventory**, 1153
  - leasing**, 1154
  - leasing-out**, 1155
  - maintenance**, 1156
  - policy**, 1157–1158
  - procedures**, 1159–1162
  - reporting**, 1163
  - reviewing**, 1164–1165
  - risk management**, 1166–1167
  - security**, 1168–1169
  - stocktake**, 1170
  - tendering**, 1171–1180
  - see also INFORMATION MANAGEMENT; **installation**; TECHNOLOGY & TELECOMMUNICATIONS
- ESTABLISHMENT
  - advice**, 1181
  - authorisation**, 1182–1183
  - committees**, 1184–1185
  - evaluation**, 1186
  - meetings**, 1187–1188

## ESTABLISHMENT - Continued

**planning**, 1189–1192**policy**, 1193–1196**procedures**, 1197–1199**reporting**, 1200–1203**restructuring**, 1204–1207**reviewing**, 1208–1210**vacancies**, 1211**variations**, 1212–1213establishment variation authorities, ESTABLISHMENT — **variations**, 1212

estimates

FINANCIAL MANAGEMENT — **budgeting**, 1239–1243PROPERTY MANAGEMENT — **acquisition**, 1782–1783**evaluation**

COMMUNITY RELATIONS, 1029

EQUIPMENT &amp; STORES, 1146–1147

ESTABLISHMENT, 1186

FINANCIAL MANAGEMENT, 1249

INFORMATION MANAGEMENT, 1511

OCCUPATIONAL HEALTH &amp; SAFETY, 1643

PERSONNEL, 1721

PROPERTY MANAGEMENT, 1819

PUBLICATION, 1904–1905

STAFF DEVELOPMENT, 1981

STAFF DEVELOPMENT — **training**, 2016

STRATEGIC MANAGEMENT, 2034

STRATEGIC MANAGEMENT — **performance management**, 2043

TECHNOLOGY &amp; TELECOMMUNICATIONS, 2111–2116

*see also* **audit; contracting-out; customer service; inspections; reviewing; tendering**examination results, notification of, STAFF DEVELOPMENT — **training**, 2015executive officers, *see* Senior Executive Service (SES) employeesexecutive management boards, STRATEGIC MANAGEMENT — **committees**, 2026**exhibitions**

COMMUNITY RELATIONS, 1030

PUBLICATION — **marketing**, 1914expenditure records, FINANCIAL MANAGEMENT — **budgeting**, 1242explanatory memorandum, GOVERNMENT RELATIONS, **legislation**, 1378expression of interest, TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2113*see also* **tendering**extranet sites, PUBLICATIONS — **production**, 1936**F**facility bookings, *see* bookingsfatalities, *see* **accidents**; deathFBT, *see* Fringe Benefits Tax

feasibility studies

TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2115

Federal Court

INDUSTRIAL RELATIONS — **industrial action**, 1433INFORMATION MANAGEMENT — **cases**, 1478feedback, *see* **complaints; meetings; public reaction; suggestions**

festivities

COMMUNITY RELATIONS — **celebrations**, 1006–1008COMMUNITY RELATIONS — **ceremonies**, 1009–1011file census, INFORMATION MANAGEMENT — **audit**, 1475file movement records, INFORMATION MANAGEMENT — **control**, 1490, 1492filing cabinets, EQUIPMENT & STORES — **security**, 1169

films and videos

PUBLICATION — **production**, 1932, 1934, 1938PROPERTY MANAGEMENT, **security**, 1876STAFF DEVELOPMENT — **training**, 2017finance reports, FINANCIAL MANAGEMENT — **accounting**, 1219financial counselling, PERSONNEL — **counselling**, 1703

## FINANCIAL MANAGEMENT

**accounting**, 1214–1226**acquisition**, 1227**advice**, 1228**agreements**, 1229–1130**allocation**, 1231**asset register**, 1232–1233**audit**, 1234–1236**authorisation**, 1237–1238**budgeting**, 1239–1243**committees**, 1244–1245**compliance**, 1246**contracting-out**, 1247**donations**, 1248**evaluation**, 1249**financial statements**, 1250**fraud**, 1251–1252**grant funding**, 1253**inventory**, 1254**meetings**, 1255–1256**payments**, 1257**planning**, 1258–1261**policy**, 1262–1265**procedures**, 1266–1268**reporting**, 1269–1272**reviewing**, 1273–1274**risk management**, 1275–1276**salaries**, 1277**standards**, 1278**tendering**, 1279–1288**treasury management**, 1289–1291fire panels, PROPERTY MANAGEMENT — **installation**, 1828fire surveys, PROPERTY MANAGEMENT — **reporting**, 1863fire wardens, OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1671fires, PROPERTY MANAGEMENT — **security**, 1871see also **counter disaster plans**; disaster repairs

first aid

OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1644OCCUPATIONAL HEALTH & SAFETY — **implementation**, 1647OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1669–1671OCCUPATIONAL HEALTH & SAFETY — **standards**, 1679PERSONNEL — **allowances**, 1693**fit-outs**, PROPERTY MANAGEMENT, 1820–1821

## FLEET MANAGEMENT

**accidents**, 1292**acquisition**, 1293–1294

## FLEET MANAGEMENT

**agreements**, 1295–1296**allowances**, 1297**arrangements**, 1298**authorisation**, 1299–1302**claims**, 1303**committees**, 1304–1305**compliance**, 1306–1308**contracting-out**, 1309**disposal**, 1310–1310**infringements**, 1312**insurance**, 1313–1314**leasing**, 1315–1316**maintenance**, 1317–18**meetings**, 1319–1320**policy**, 1321–1324**procedures**, 1325–1327**reporting**, 1328–1331**tendering**, 1332–1341

flexitime sheets, PERSONNEL — **employment conditions**, 1718–1719  
floods, see **counter disaster plans; disaster repairs**  
flying, see **aeronautics**  
FOI Act requests, INFORMATION MANAGEMENT — **cases**, 1478–1481  
foreign heads of state see **heads of state**  
forensic plan, TECHNOLOGY & TELECOMMUNICATIONS, **planning** — 2132  
forms design, INFORMATION MANAGEMENT — **control**, 1497  
**fraud**  
    FINANCIAL MANAGEMENT, 1251–1252  
    STRATEGIC MANAGEMENT, 2035–2036  
    STRATEGIC MANAGEMENT — **planning**, 2046  
fraud control plan, STRATEGIC MANAGEMENT — **planning**, 2046  
Freedom of Information Act 1982, INFORMATION MANAGEMENT — **cases**, 1478–1481  
frequent flyer points, FINANCIAL MANAGEMENT — **accounting**, 1221  
fringe (incidental) benefits, FINANCIAL MANAGEMENT — **accounting**, 1221  
Fringe Benefits Tax (FBT)  
    FINANCIAL MANAGEMENT — **accounting**, 1215  
    FLEET MANAGEMENT — **compliance**, 1308  
    PERSONNEL, PERSONNEL — **salaries**, 1763  
**fuel**  
    FLEET MANAGEMENT — **acquisition**, 1294  
    FLEET MANAGEMENT — **leasing**, 1315  
fuel cards, FLEET MANAGEMENT — **authorisation**, 1300  
functional analysis, INFORMATION MANAGEMENT — **policy**, 1529  
functions, transfer of, see **restructuring**  
**functions (social)**, COMMUNITY RELATIONS, 1031  
funds transfer, FINANCIAL MANAGEMENT — **treasury management**, 1289

## G

garaging of vehicles, FLEET MANAGEMENT — **authorisation**, 1301  
garnishment, PERSONNEL — **salaries**, 1761  
gazette notices, PERSONNEL — **recruitment**, 1747  
Goods and Services Tax (GST) records, FINANCIAL MANAGEMENT — **accounting**, 1215  
government bodies, appointments to  
    GOVERNMENT RELATIONS — **advice**, 1353  
    GOVERNMENT RELATIONS — **representatives**, 1402  
GOVERNMENT RELATIONS  
    **addresses (presentations)**, 1342–1344  
    **advice**, 1345–1353  
    **agreements**, 1354–1357  
    **committees**, 1358–1363  
    **compliance**, 1364  
    **customer service**, 1365–1367  
    **implementation**, 1368  
    **inquiries**, 1369–1373  
    **joint ventures**, 1374–1377  
    **legislation**, 1378  
    **media relations**, 1379–81  
    **meetings**, 1382–1383  
    **policy**, 1384–1387  
    **procedure**, 1388–1390  
    **reporting**, 1391–1396  
    **representations**, 1397–1401  
    **representatives**, 1402  
    **research**, 1403–1404  
    **reviewing**, 1405–1406  
    **security**, 1407  
    **submissions**, 1408–1413  
    **visits**, 1414–1417  
Government responses, to Inquiry recommendations, GOVERNMENT RELATIONS — **advice**, 1347  
graduate employment schemes, PERSONNEL — **marketing**, 1729  
graduate training, STAFF DEVELOPMENT — **training**, 2017



**grant funding**

COMMUNITY RELATIONS, 1032–1033

FINANCIAL MANAGEMENT, 1253

STRATEGIC MANAGEMENT, 2037

graphic design, PUBLICATION — **production**, 1938Green papers, GOVERNMENT RELATIONS — **advice**, 1347**greetings**, COMMUNITY RELATIONS, 1034**grievances**

INDUSTRIAL RELATIONS, 1432

PERSONNEL, 1722

*see also* complaintsgrounds, PROPERTY MANAGEMENT — **maintenance**, 1843

group certificates

PERSONNEL — **authorisation**, 1696PERSONNEL — **salaries**, 1761GST *see* Goods and Services Taxguarding, PROPERTY MANAGEMENT, **security**, 1873

guest lists

COMMUNITY RELATIONS — **celebrations**, 1006, 1008COMMUNITY RELATIONS — **ceremonies**, 1009, 1011COMMUNITY RELATIONS — **functions (social)**, 1031

guest speakers

COMMUNITY RELATIONS — **arrangements**, 1005COMMUNITY RELATIONS — **conferences**, 1014STAFF DEVELOPMENT — **conferences**, 1974gymnasiums, OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1644**H**handbooks, *see* **procedures**hand-over certificates, FINANCIAL MANAGEMENT — **accounting**, 1222

hand-over reports

EQUIPMENT & STORES — **acquisition**, 1124EQUIPMENT & STORES — **disposal**, 1142FLEET MANAGEMENT — **acquisition**, 1293FLEET MANAGEMENT — **disposal**, 1311TECHNOLOGY & TELECOMMUNICATIONS — **acquisition**, 2078TECHNOLOGY & TELECOMMUNICATIONS — **disposal**, 2109hazardous substance register, OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1640

hazardous substances

EQUIPMENT AND STORES — **arrangements**, 1133OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1639–1640OCCUPATIONAL HEALTH & SAFETY — **planning**, 1654OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1651OCCUPATIONAL HEALTH & SAFETY — **policy**, 1658OCCUPATIONAL HEALTH & SAFETY — **research**, 1672OCCUPATIONAL HEALTH & SAFETY — **risk management**, 1676PERSONNEL — **employment conditions**, 1710PROPERTY MANAGEMENT — **inspections**, 1827PROPERTY MANAGEMENT — **maintenance**, 1839–1840STAFF DEVELOPMENT — **training**, 2020

heads of executive agencies

GOVERNMENT RELATIONS, **addresses (presentations)**, 1342PERSONNEL — **employment conditions**, 1708heads of state, GOVERNMENT RELATIONS — **visits**, 1415health and safety audits, OCCUPATIONAL HEALTH & SAFETY — **audits**, 1627–1628

health and safety committees

OCCUPATIONAL HEALTH & SAFETY — **committees**, 1632OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1670**health promotion**, OCCUPATIONAL HEALTH & SAFETY, 1644–1646health records, *see* medical records

health surveillance

OCCUPATIONAL HEALTH & SAFETY — **cases**, 1631OCCUPATIONAL HEALTH & SAFETY — **risk management**, 1676, 1678

heating, PROPERTY MANAGEMENT — **installation**, 1828  
 help desk operations, TECHNOLOGY & TELECOMMUNICATIONS — **operations**, 2131  
 higher duties  
     PERSONNEL — **allowances**, 1693  
     PERSONNEL — **employment conditions**, 1712  
 hiring, *see* **leasing**; **leasing-out**  
 home garaging of vehicles, FLEET MANAGEMENT — **authorisation**, 1301  
 honours, *see* awards  
 household removals  
     PERSONNEL — **insurance**, 1724  
     PERSONNEL — **moving**, 1732  
 human resource management plan, STRATEGIC MANAGEMENT — **planning**, 2046

## I

**implementation**

COMMUNITY RELATIONS, 1035  
 GOVERNMENT RELATIONS, 1368  
 INFORMATION MANAGEMENT, 1512–1513  
 OCCUPATIONAL HEALTH & SAFETY, 1647  
 PROPERTY MANAGEMENT, 1822–1825  
 STRATEGIC MANAGEMENT, 2038  
 TECHNOLOGY & TELECOMMUNICATIONS, 2117–2119  
 incidental benefits, *see* fringe benefits  
 incidents, *see* **accidents**; **security**  
 individual performance agreements, PERSONNEL — **performance management**, 1734  
 individual workplace agreements, PERSONNEL — **agreements**, 1691  
 indemnity deeds, LEGAL SERVICES — **agreements**, 1571  
 indexes, INFORMATION MANAGEMENT — **control**, 1490  
 indexing, PUBLICATION — **production**, 1938  
 induction courses, STAFF DEVELOPMENT — **training**, 2017

**industrial action**

INDUSTRIAL RELATIONS, 1433–1434  
 INDUSTRIAL RELATIONS — **claims**, 1424  
 INDUSTRIAL RELATIONS — **planning**, 1442  
     *see also* **disputes**  
 industrial designs, LEGAL SERVICES — **intellectual property**, 1583  
 INDUSTRIAL RELATIONS

**allowances**, 1421  
**appeals (decisions)**, 1422–1423  
**claims**, 1424  
**committees**, 1425–1426  
**compliance**, 1427  
**contracting-out**, 1428  
**disputes**, 1429, 1436  
**enterprise bargaining**, 1430–1431  
**grievances**, 1432  
**industrial action**, 1433–1434  
**infringements**, 1435  
**inspections**, 1436–1437  
**insurance**, 1438–1439  
**meetings**, 1440–1441  
**planning**, 1442–1445  
**policy**, 1446–1449  
**procedures**, 1450–1452  
**reporting**, 1453–1456  
**research**, 1457–1458  
**tendering**, 1459–1468

## INFORMATION MANAGEMENT

**acquisition**, 1469  
**advice**, 1470  
**agreements**, 1471–1472  
**audit**, 1473–1475  
**authorisation**, 1476–1477  
**cases**, 1478–1481

## INFORMATION MANAGEMENT - continued

**committees**, 1482–1483  
**compliance**, 1484–1485  
**conservation**, 1486–1488  
**contracting-out**, 1489  
**control**, 1490–1497  
**customer service**, 1498–1501  
**data administration**, 1502  
**disposal**, 1503–1506  
**distribution**, 1507  
**donations**, 1508  
**enquiries**, 1509–1510  
**evaluation**, 1511  
**implementation**, 1512–1513  
**inspections**, 1514  
**intellectual property**, 1514, 1515–1516  
**inventory**, 1517  
**marketing**, 1518  
**meetings**, 1519–1520  
**planning**, 1521–1524  
**policy**, 1525–1531  
**privacy**, 1532–1533  
**procedures**, 1534–1537  
**reporting**, 1538–1542  
**research**, 1543–1544  
**restructuring**, 1545–1546  
**reviewing**, 1547–1548  
**risk management**, 1549–1550  
**security**, 1551–1553  
**standards**, 1554  
**submissions**, 1555  
**suggestions**, 1556  
**tendering**, 1557–1566  
*see also* TECHNOLOGY & TELECOMMUNICATIONS

## Information Privacy Principles (IPP)

INFORMATION MANAGEMENT — **privacy**, 1532  
 PUBLICATION — **compliance**, 1893  
 TECHNOLOGY & TELECOMMUNICATIONS — **privacy**, 2141

## information security

INFORMATION MANAGEMENT — **policy**, 1525  
 INFORMATION MANAGEMENT — **security**, 1551–1553  
 TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132, 2137  
 TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2164–2169

## information services

COMMUNITY RELATIONS — **customer service**, 1023  
 INFORMATION MANAGEMENT — **acquisition**, 1469  
*see also* libraries and library systems

information system security plan, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

information system security policy, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2137

information technology strategic management plan, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

## infringements

FLEET MANAGEMENT, 1312  
 INDUSTRIAL RELATIONS, 1435  
 INDUSTRIAL RELATIONS — **inspections**, 1436  
 INFORMATION MANAGEMENT — **privacy**, 1532  
 INFORMATION MANAGEMENT — **security**, 1551–1552  
 LEGAL SERVICES, 1581  
 PERSONNEL, 1723  
 PERSONNEL — **counselling**, 1702  
 PERSONNEL — **discipline**, 1704–1707  
 PROPERTY MANAGEMENT — **security**, 1871–1872  
 TECHNOLOGY & TELECOMMUNICATIONS — **privacy**, 2142  
 TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2164

injuries, *see* **accidents**

**inquiries**

GOVERNMENT RELATIONS, 1369–1373  
LEGAL SERVICES, 1582  
OCCUPATIONAL HEALTH & SAFETY, 1648  
*see also* **enquiries**

**inspections**

EQUIPMENT & STORES, 1148  
FLEET MANAGEMENT — **compliance**, 1307  
INDUSTRIAL RELATIONS, 1436–1437  
INFORMATION MANAGEMENT, 1514  
OCCUPATIONAL HEALTH & SAFETY, 1649–1651  
PROPERTY MANAGEMENT, 1826–1827  
TECHNOLOGY & TELECOMMUNICATIONS, 2120  
*see also* **audit; stocktake; inventory**

**installation**

EQUIPMENT & STORES, 1149–1150  
PROPERTY MANAGEMENT, 1828  
TECHNOLOGY & TELECOMMUNICATIONS, 2121–2122

instructions, *see* **procedures**

**insurance**

COMPENSATION — **authorisation**, 1094  
COMPENSATION, 1102–1103  
EQUIPMENT & STORES, 1151–1152  
FLEET MANAGEMENT, 1313–1314  
INDUSTRIAL RELATIONS, 1438–1439  
PERSONNEL, 1724–1725  
PROPERTY MANAGEMENT, 1829–1830

**insurance claims**

EQUIPMENT AND STORES — **claims**, 1138  
FLEET MANAGEMENT — **claims**, 1303  
INDUSTRIAL RELATIONS — **claims**, 1424  
PERSONNEL — **claims**, 1697  
PROPERTY MANAGEMENT — **claims**, 1801

**intellectual property**

INFORMATION MANAGEMENT, 1515–1516  
INFORMATION MANAGEMENT — **inspections**, 1514  
LEGAL SERVICES, 1583–1584  
PUBLICATION, 1906–1907  
PUBLICATION — **agreements**, 1890  
TECHNOLOGY & TELECOMMUNICATIONS, 2123–2124

intentional damage, *see* **damage**

**inter-agency committees**

GOVERNMENT RELATIONS — **committees**, 1358–1361  
STRATEGIC MANAGEMENT — **committees**, 2028

inter-government committees, GOVERNMENT RELATIONS — **committees**, 1358–1361

**inter-library loans**

INFORMATION MANAGEMENT — **acquisition**, 1469  
INFORMATION MANAGEMENT — **control**, 1491

interest, declarations of, PERSONNEL — **employment conditions**, 1709

International Standard Book Number (ISBN) allocation, PUBLICATION — **compliance**, 1893

International Standard Serial Number (ISSN) allocation, PUBLICATION — **compliance**, 1893

International Subscriber Dialling, TECHNOLOGY & TELECOMMUNICATIONS — **allocation**, 2085

**Internet**

PUBLICATION — **compliance**, 1893  
PUBLICATION — **production**, 1932, 1935–1938  
PUBLICATION — **risk management**, 1947  
TECHNOLOGY & TELECOMMUNICATIONS — **acquisitions**, 2078  
TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086–2089  
TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2099

Internet (on-line services) *see* **on-line services**

**interpreter and translation services**

COMMUNITY RELATIONS — **customer service**, 1023  
INFORMATION MANAGEMENT — **customer service**, 1501

interview reports, PERSONNEL — **recruitment**, 1747

## interviews

- COMMUNITY RELATIONS — **media relations**, 1044
- GOVERNMENT RELATIONS — **media relations**, 1379

## intranet site

- PUBLICATION — **production**, 1936
- PUBLICATION — **risk management**, 1947–1949
- TECHNOLOGY & TELECOMMUNICATIONS — **acquisition**, 2078
- TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086

introduction, letters of, COMMUNITY RELATIONS — **greetings**, 1034

intrusions into restricted areas, PROPERTY MANAGEMENT — **security**, 1871

**inventory**

- EQUIPMENT & STORES, 1153
- FINANCIAL MANAGEMENT, 1254
- INFORMATION MANAGEMENT, 1517
- PROPERTY MANAGEMENT, 1831
- see also* **stocktake**

## investment records

- FINANCIAL MANAGEMENT — **accounting**, 1217
- FINANCIAL MANAGEMENT — **treasury management**, 1290

## invitations

- COMMUNITY RELATIONS — **celebrations**, 1006, 1008
- COMMUNITY RELATIONS — **ceremonies**, 1009, 1011
- COMMUNITY RELATIONS — **functions (social)**, 1031
- GOVERNMENT RELATIONS — **visits**, 1414
- STAFF DEVELOPMENT — **conferences**, 1974

## invoices

- FINANCIAL MANAGEMENT — **accounting**, 1214, 1224
- FINANCIAL MANAGEMENT — **payments**, 1257

invoices (tax), FINANCIAL MANAGEMENT — **accounting**, 1215

IPP, *see* Information Privacy Principles

ISBN, *see* International Standard Book Number allocation

ISSN, *see* International Standard Serial Number allocation

IT, *see* INFORMATION MANAGEMENT; TECHNOLOGY & TELECOMMUNICATIONS

IT Security Policy, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

**J****joint ventures**

- COMMUNITY RELATIONS, 1036–1040
- GOVERNMENT RELATIONS, 1374–1377
- PUBLICATION, 1908–1912

journals and ledgers, FINANCIAL MANAGEMENT — **accounting**, 1214

journeys, *see* travel

judgement debt deductions, PERSONNEL — **salaries**, 1761

jury service, PERSONNEL — **leave**, 1728

**K**

## keys

- EQUIPMENT & STORES — **security**, 1169
- PROPERTY MANAGEMENT — **security**, 1874

Kinetica services, INFORMATION MANAGEMENT — **agreements**, 1471

**L**

laboratory chemicals, PROPERTY MANAGEMENT — **maintenance**, 1840

language services, *see* interpreter and translation services

land, *see* PROPERTY MANAGEMENT

launches of products, PUBLICATION — **marketing**, 1914

learner drivers, FLEET MANAGEMENT — **authorisation**, 1301

**leasing**

EQUIPMENT & STORES, 1154  
EQUIPMENT & STORES — **disposal**, 1142  
FLEET MANAGEMENT, 1315—1316  
FLEET MANAGEMENT — **disposal**, 1311  
PROPERTY MANAGEMENT, 1832—1833  
PROPERTY MANAGEMENT — **disposal**, 1815  
TECHNOLOGY & TELECOMMUNICATIONS, 2125  
TECHNOLOGY & TELECOMMUNICATIONS — **disposal**, 2109

**leasing-out**

EQUIPMENT & STORES, 1155  
PROPERTY MANAGEMENT, 1834—1835  
TECHNOLOGY & TELECOMMUNICATIONS, 2126

**leave**

PERSONNEL, 1726—1728

leave without pay, PERSONNEL — **leave**, 1727

ledgers and journals, FINANCIAL MANAGEMENT — **accounting**, 1214

**legal deposit**

PUBLICATION — **compliance**, 1893  
PUBLICATION — **production**, 1932

legal representation, LEGAL SERVICES — **claims**, 1576

legal service providers, LEGAL SERVICES — **advice**, 1568

**LEGAL SERVICES**

**advice**, 1567—1569  
**agreements**, 1570—1575  
**claims**, 1576  
**committees**, 1577—1578  
**compliance**, 1579  
**contracting-out**, 1580  
**infringements**, 1581  
**inquiries**, 1582  
**intellectual property**, 1583—1584  
**litigation**, 1585—1586  
**meetings**, 1587—1588  
**planning**, 1589—1592  
**policy**, 1593—1596  
**procedures**, 1597—1599  
**reporting**, 1600—1603  
**research**, 1604—1605  
**reviewing**, 1606—1607  
**submissions**, 1608  
**tendering**, 1609—1618

legal responsibilities, registers of, OCCUPATIONAL HEALTH & SAFETY — **procedures**, 1663

**legislation**

GOVERNMENT RELATIONS, 1378  
LEGAL SERVICES — **advice**, 1567  
STRATEGIC MANAGEMENT, 2039

letter of transmittal, GOVERNMENT RELATIONS — **compliance**, 1364

letterhead, PUBLICATION — **corporate style**, 1896

**letters of appointment and acceptance**

OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1671  
PERSONNEL — **employment conditions**, 1709

**letters of appreciation (thanks)**

COMMUNITY RELATIONS — **greetings**, 1034  
GOVERNMENT RELATIONS — **visits**, 1414

letters of condolence, COMMUNITY RELATIONS — **greetings**, 1034

letters of introduction, COMMUNITY RELATIONS — **greetings**, 1034

liabilities, FINANCIAL MANAGEMENT — **financial statements**, 1250

**liaison**, COMMUNITY RELATIONS, 1041

**libraries and library systems**

INFORMATION MANAGEMENT — **acquisition**, 1469  
INFORMATION MANAGEMENT — **agreements**, 1471  
INFORMATION MANAGEMENT — **conservation**, 1487  
INFORMATION MANAGEMENT — **control**, 1491—1492  
INFORMATION MANAGEMENT — **customer service**, 1498, 1500  
INFORMATION MANAGEMENT — **disposal**, 1506

libraries and library systems - continued

- INFORMATION MANAGEMENT — **donations**, 1508
- INFORMATION MANAGEMENT — **evaluation**, 1511
- INFORMATION MANAGEMENT — **implementation**, 1512
- INFORMATION MANAGEMENT — **inventory**, 1517
- INFORMATION MANAGEMENT — **marketing**, 1518
- INFORMATION MANAGEMENT — **policy**, 1525
- PUBLICATION — **production**, 1932

library collection development policy, INFORMATION MANAGEMENT — **policy**, 1525

library deposit, *see* Commonwealth Library Deposit and Free Issue Scheme

licences

- COMPENSATION — **authorisation**, 1094
- FLEET MANAGEMENT — **accidents**, 1292
- FLEET MANAGEMENT — **arrangements**, 1298
- OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1635–1636

lists of creditors and debtors, FINANCIAL MANAGEMENT — **accounting**, 1214

lists of records destroyed or transferred

- INFORMATION MANAGEMENT — **control**, 1490
- INFORMATION MANAGEMENT — **disposal**, 1503

**litigation**

- LEGAL SERVICES, 1585–1586
- see also* **appeals (decisions)**

loan records

- FINANCIAL MANAGEMENT — **treasury management**, 1290
- INFORMATION MANAGEMENT — **control**, 1491
- INFORMATION MANAGEMENT — **enquiries**, 1509

*see also* inter—library loans

location lists, INFORMATION MANAGEMENT — **control**, 1492

location management, EQUIPMENT & STORES — **arrangements**, 1132–1133

lock-outs, INDUSTRIAL RELATIONS — **industrial action**, 1433–1434

locks, combinations for

- EQUIPMENT & STORES — **security**, 1169
- PROPERTY MANAGEMENT — **security**, 1875

logos, PUBLICATION — **corporate style**, 1896

logs

- FLEET MANAGEMENT — **accidents**, 1292
- FLEET MANAGEMENT — **arrangements**, 1298
- FLEET MANAGEMENT — **maintenance**, 1317–1318
- PROPERTY MANAGEMENT — **maintenance**, 1842
- PROPERTY MANAGEMENT — **security**, 1874
- TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2099–2100

long service leave, PERSONNEL — **leave**, 1727

## M

machinery of government changes, *see* **restructuring**

mail

- INFORMATION MANAGEMENT — **control**, 1496
- INFORMATION MANAGEMENT — **distribution**, 1507
- INFORMATION MANAGEMENT — **security**, 1553

mailing lists, COMMUNITY RELATIONS — **greeting**, 1034; *see also* e-mail lists

**maintenance**

- EQUIPMENT & STORES, 1156
- FLEET MANAGEMENT, 1317–1318
- OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1635
- PROPERTY MANAGEMENT, 1836–1844
- PROPERTY MANAGEMENT — **conservation**, 1806
- PROPERTY MANAGEMENT — **planning**, 1849
- TECHNOLOGY & TELECOMMUNICATIONS, 2127
- TECHNOLOGY & TELECOMMUNICATIONS — **operations**, 2131
- see also* **fit-outs**

maintenance history, PROPERTY MANAGEMENT — **maintenance**, 1838

manuals *see also* **procedures**

manuscript materials, INFORMATION MANAGEMENT — **donations**, 1508

marine laws, breaches of, FLEET MANAGEMENT — **infringements**, 1312

market research

PUBLICATION — **marketing**, 1913

TECHNOLOGY & TELECOMMUNICATIONS — **customer service**, 2103

**marketing**

COMMUNITY RELATIONS, 1042

INFORMATION MANAGEMENT, 1518

PERSONNEL, 1729

PUBLICATION, 1913–1915

PUBLICATION — **planning**, 1921

*see also media relations*

master control records, INFORMATION MANAGEMENT — **control**, 1490, 1492

material safety data sheets (MSDS), OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1646

media monitoring services, INFORMATION MANAGEMENT — **acquisition**, 1469

**media relations**

COMMUNITY RELATIONS, 1043–1045

GOVERNMENT RELATIONS, 1379–1381

medical records

COMPENSATION — **cases**, 1095

OCCUPATIONAL HEALTH & SAFETY — **cases**, 1631

PERSONNEL — **employment conditions**, 1709

**meetings**

COMMUNITY RELATIONS, 1046–1047

COMPENSATION, **cases**, 1095

ESTABLISHMENT, 1187–1188

FINANCIAL MANAGEMENT, 1255–1256

FLEET MANAGEMENT, 1319–1320

GOVERNMENT RELATIONS, 1382–1383

INDUSTRIAL RELATIONS, 1440–1441

INDUSTRIAL RELATIONS — **enterprise bargaining**, 1430

INFORMATION MANAGEMENT, 1519–1520

LEGAL SERVICES, 1587–1588

OCCUPATIONAL HEALTH & SAFETY, 1652–1653

PERSONNEL, 1730–1731

PERSONNEL — **grievances**, 1722

PERSONNEL — **performance management**, 1734

PROPERTY MANAGEMENT, 1845–1846

PUBLICATION, 1916–1917

STAFF DEVELOPMENT, 1982–1983

STRATEGIC MANAGEMENT, 2040–2042

TECHNOLOGY & TELECOMMUNICATIONS, 2128–2129

*see also committees*

Members of Parliament, GOVERNMENT RELATIONS — **visits**, 1416

membership of organisations, COMMUNITY RELATIONS — **liaison**, 1041

memoranda of understanding, *see agreements*

metadata

INFORMATION MANAGEMENT — **control**, 1490, 1495

TECHNOLOGY & TELECOMMUNICATIONS, **control**, 2101

PUBLICATION — **production**, 1938

migration of records, *see data administration*

military (Defence training) leave, PERSONNEL — **leave**, 1727–1728

Ministerial correspondence ('Ministerials')

GOVERNMENT RELATIONS — **representations**, 1398–1400

INFORMATION MANAGEMENT — **control**, 1490

Ministerial directives, GOVERNMENT RELATIONS — **representations**, 1401

Ministerial statements, GOVERNMENT RELATIONS — **advice**, 1347

Ministers

COMMUNITY RELATIONS — **addresses (presentations)**, 1002

GOVERNMENT RELATIONS — **addresses (presentations)**, 1342, 1344

GOVERNMENT RELATIONS — **advice**, 1347–1350

GOVERNMENT RELATIONS — **media relations**, 1379–1381

GOVERNMENT RELATIONS — **procedures**, 1388

GOVERNMENT RELATIONS — **representations**, 1397–1401

GOVERNMENT RELATIONS — **security**, 1407

GOVERNMENT RELATIONS — **submissions**, 1410, 1412

GOVERNMENT RELATIONS — **visits**, 1414, 1416



minutes, GOVERNMENT RELATIONS — **advice**, 1345, 1347, 1349

*see also* **committees; meetings**

misconduct, *see* **infringements, discipline, counselling**

mobile phone policy, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

mobile phones, TECHNOLOGY & TELECOMMUNICATIONS — **allocation**, 2085

**modelling**, TECHNOLOGY & TELECOMMUNICATIONS, 2130

monetary interest, declarations of, PERSONNEL — **employment conditions**, 1709

money

COMMUNITY RELATIONS — **donations**, 1024–1027

FINANCIAL MANAGEMENT — **authorisation**, 1238

FINANCIAL MANAGEMENT — **donations**, 1248

FINANCIAL MANAGEMENT — **treasury management**, 1291

monitoring, *see* **agreements; audit; customer service; evaluation; implementation; reviewing; risk management**

motor vehicles, *see* FLEET MANAGEMENT

**moving**

PERSONNEL, 1732

PERSONNEL — **insurance**, 1724

PROPERTY MANAGEMENT, 1847

MSDS, *see* material safety data sheets

## N

National Archives lending service, INFORMATION MANAGEMENT — **enquiries**, 1509

National Library of Australia

INFORMATION MANAGEMENT — **agreements**, 1471

PUBLICATION — **compliance**, 1893

PUBLICATION — **production**, 1932, 1937

nationally significant properties, *see* properties of national significance

network connections, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2167

new entry counselling, PERSONNEL — **counselling**, 1702

newscuttings

COMMUNITY RELATIONS — **media relations**, 1045

GOVERNMENT RELATIONS — **media relations**, 1381

INFORMATION MANAGEMENT — **distribution**, 1507

newsletter, PUBLICATION — **production**, 1932

non-ongoing employees

PERSONNEL — **employment conditions**, 1711

PERSONNEL — **recruitment**, 1747

PERSONNEL — **separations**, 1768

non-statutory appointments, *see* government bodies, appointments to

notices of meetings, *see* **committees; meetings**

## O

OCCUPATIONAL HEALTH & SAFETY

**accidents**, 1619–1622

**advice**, 1623

**agreements**, 1624–1625

**appeals (decisions)**, 1626

**audit**, 1627–1628

**authorisation**, 1629–1630

**cases**, 1631

**committees**, 1632–1634, 1670

**compliance**, 1635–1641

**contracting-out**, 1642

**evaluation**, 1643

**health promotion**, 1644–1646

**implementation**, 1647

**inquiries**, 1648

**inspections**, 1649–1651

**meetings**, 1652–1653

**planning**, 1654–1656

**policy**, 1657–1661

## OCCUPATIONAL HEALTH &amp; SAFETY - continued

**procedures**, 1662–1665  
**reporting**, 1666–1668  
**representatives**, 1669–1671  
**research**, 1672–1673  
**reviewing**, 1674–1675  
**risk management**, 1676–1678  
**standards**, 1679  
**tendering**, 1680–1689  
 see also COMPENSATION; hazardous substances  
 Occupational Health & Safety (Commonwealth Employment) Act 1991, OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1635, 1638, 1641  
 Occupational Health and Safety (Commonwealth Employment) (National Standards) Regulations  
 OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1635, 1639  
 OCCUPATIONAL HEALTH & SAFETY — **risk management**, 1676  
 occupational health and safety disputes  
 INDUSTRIAL RELATIONS — **inspections**, 1436  
 OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1650  
 occupational health and safety training, STAFF DEVELOPMENT — **training**, 2020–2021  
 occupational health centres and facilities, OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1644  
 official passports, *see* passports  
 official secrets, undertakings to preserve, PERSONNEL — **employment conditions**, 1709  
 official symbols, PUBLICATION — **compliance**, 1893  
 OH&S plan, OCCUPATIONAL HEALTH & SAFETY — **planning**, 1654  
 ongoing employees  
 PERSONNEL — **employment conditions**, 1709  
 PERSONNEL — **recruitment**, 1747  
 PERSONNEL — **separations**, 1767  
 on-line services, INFORMATION MANAGEMENT — **acquisitions**, 1469  
 openings (buildings etc), COMMUNITY RELATIONS — **ceremonies**, 1010  
 operating manuals/instructions *see* **procedures**  
 operating statements  
 FINANCIAL MANAGEMENT — **accounting**, 1219  
 FINANCIAL MANAGEMENT — **financial statements**, 1250  
**operations**, TECHNOLOGY & TELECOMMUNICATIONS, 2131  
 operator licences  
 FLEET MANAGEMENT — **accidents**, 1292  
 FLEET MANAGEMENT — **arrangements**, 1298  
 organisation charts, ESTABLISHMENT — **restructuring**, 1206–1207  
 organisational structure, *see* ESTABLISHMENT; **restructuring**  
 output costing records, FINANCIAL MANAGEMENT — **accounting**, 1225  
 outsourcing, *see* **contracting-out**  
 overdrafts, FINANCIAL MANAGEMENT — **authorisation**, 1238  
 overpayments, PERSONNEL — **salaries**, 1761  
 overtime  
 PERSONNEL — **allowances**, 1693  
 PERSONNEL — **employment conditions**, 1718

## P

painting, PROPERTY MANAGEMENT — **maintenance**, 1843  
 Pandora project, PUBLICATION — **production**, 1937  
 parental leave, PERSONNEL — **leave**, 1727  
 parking  
 FLEET MANAGEMENT — **infringements**, 1312  
 PROPERTY MANAGEMENT — **arrangements**, 1795  
 Parliament, tabling of reports and papers to, GOVERNMENT RELATIONS — **advice**, 1351  
 Parliamentary questions  
 GOVERNMENT RELATIONS — **advice**, 1347, 1349  
 GOVERNMENT RELATIONS — **representations**, 1397  
 parliamentarians, GOVERNMENT RELATIONS — **visits**, 1416  
 passengers, non-Commonwealth, FLEET MANAGEMENT — **authorisation**, 1301  
 passports, PERSONNEL — **arrangements**, 1694  
 passwords, requests to reset, TECHNOLOGY & TELECOMMUNICATIONS — **operations**, 2131

patents, LEGAL SERVICES — **intellectual property**, 1583  
patrol operations, PROPERTY MANAGEMENT — **security**, 1873  
pay, *see* **allowances**; **salaries**  
payment records  
    FINANCIAL MANAGEMENT — **accounting**, 1214  
    FINANCIAL MANAGEMENT — **salaries**, 1277  
    PERSONNEL — **salaries**, 1761–1763  
**payments**  
    COMPENSATION, 1104  
    FINANCIAL MANAGEMENT, 1257  
    INFORMATION MANAGEMENT — **intellectual property**, 1515  
payroll deduction authorities, PERSONNEL — **salaries**, 1761  
pecuniary interest, declarations of, PERSONNEL — **employment conditions**, 1709  
performance agreements, PERSONNEL — **performance management**, 1734  
performance indicators  
    OCCUPATIONAL HEALTH & SAFETY — **evaluation**, 1643  
    STRATEGIC MANAGEMENT — **performance management**, 2043  
**performance management**  
    PERSONNEL, 1733–1735  
    STRATEGIC MANAGEMENT, 2043  
period contracts, *see* **acquisition**  
permanent officers, *see* ongoing employees  
personal counselling, PERSONNEL — **counselling**, 1702  
personal effects  
    PERSONNEL — **insurance**, 1724  
    PERSONNEL — **moving**, 1732  
personal information, *see* **privacy**  
personal injuries, *see* **accidents**  
personal insurance, PERSONNEL — **insurance**, 1724  
personal leave, PERSONNEL — **leave**, 1728  
personal records, PERSONNEL — **employment conditions**, 1709  
    *see also* **privacy**  
PERSONNEL  
    **accidents**, 1690  
    **agreements**, 1691–1692  
    **allowances**, 1693  
    **arrangements**, 1694  
    **authorisation**, 1695–1696  
    **claims**, 1697  
    **committees**, 1698–1699  
    **compliance**, 1700  
    **contracting-out**, 1701  
    **counselling**, 1702–1703  
    **discipline**, 1704–1707  
    **employment conditions**, 1708–1720  
    **evaluation**, 1721  
    **grievances**, 1722  
    **infringements**, 1723  
    **insurance**, 1724–1725  
    **leave**, 1726–1728  
    **marketing**, 1729  
    **meetings**, 1730–1731  
    **moving**, 1724, 1732  
    **performance management**, 1733–1735  
    **planning**, 1736–1739  
    **policy**, 1740–1743  
    **procedures**, 1744–1746  
    **recruitment**, 1747–1748  
    **rehabilitation**, 1749  
    **reporting**, 1750–1754  
    **representatives**, 1755  
    **reviewing**, 1756–1757  
    **reviews (decisions)**, 1758–1760  
    **salaries**, 1761–1763  
    **security**, 1764–1766  
    **separations**, 1767–1768

## PERSONNEL - continued

**social clubs**, 1769**suggestions**, 1770–1771**tendering**, 1772–1781

see also STAFF DEVELOPMENT

personnel case file registers, INFORMATION MANAGEMENT — **control**, 1490pest control, PROPERTY MANAGEMENT — **maintenance**, 1843petty cash records, FINANCIAL MANAGEMENT — **accounting**, 1214

## photographs

COMMUNITY RELATIONS — **celebrations**, 1006COMMUNITY RELATIONS — **ceremonies**, 1009COMMUNITY RELATIONS — **marketing**, 1042INFORMATION MANAGEMENT — **conservation**, 1488

## pilot licences

FLEET MANAGEMENT — **accidents**, 1292FLEET MANAGEMENT — **arrangements**, 1298pilot studies, TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086

PINS, see provisional improvement notices

planned investigation program, OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1649**planning**

COMMUNITY RELATIONS, 1048–1051

ESTABLISHMENT, 1189–1192

FINANCIAL MANAGEMENT, 1258–1261

INDUSTRIAL RELATIONS, 1442–1445

INFORMATION MANAGEMENT, 1521–1524

LEGAL SERVICES, 1589–1592

OCCUPATIONAL HEALTH &amp; SAFETY, 1654–1656

PERSONNEL, 1736–1739

PROPERTY MANAGEMENT, 1848–1852

PUBLICATION, 1918–1923

STAFF DEVELOPMENT, 1984–1987

STRATEGIC MANAGEMENT, 2044–2048

TECHNOLOGY &amp; TELECOMMUNICATIONS, 2132–2136

plant, see EQUIPMENT AND STORES

plant breeder's rights, LEGAL SERVICES — **intellectual property**, 1583plumbing, PROPERTY MANAGEMENT — **installation**, 1828**policy**

COMMUNITY RELATIONS, 1052–1055

COMPENSATION, 1105–1108

EQUIPMENT &amp; STORES, 1157–1158

ESTABLISHMENT, 1193–1196

FINANCIAL MANAGEMENT, 1262–1265

FLEET MANAGEMENT, 1321–1324

GOVERNMENT RELATIONS, 1384–1387

INDUSTRIAL RELATIONS, 1446–1449

INFORMATION MANAGEMENT, 1525–1531

LEGAL SERVICES, 1593–1596

OCCUPATIONAL HEALTH &amp; SAFETY, 1657–1661

PERSONNEL, 1740–1743

PROPERTY MANAGEMENT, 1853–1856

PUBLICATION, 1924–1927

STAFF DEVELOPMENT, 1988–1991

STRATEGIC MANAGEMENT, 2049–2052

TECHNOLOGY &amp; TELECOMMUNICATIONS, 2137–2140

see also **implementation; planning**portfolio Budget statements, FINANCIAL MANAGEMENT — **budgeting**, 1239

portfolio Minister, see Minister

position files, see ESTABLISHMENT — **variations**, 1212position profiles, ESTABLISHMENT — **variations**, 1212

postal services, see mail

premises, see PROPERTY MANAGEMENT

premiums, see **insurance**presentations, see **addresses**preservation, see **conservation**

## Prime Minister

GOVERNMENT RELATIONS — **visits**, 1416GOVERNMENT RELATIONS — **submissions**, 1410, 1412printing, PUBLICATION — **production**, 1938**privacy**

INFORMATION MANAGEMENT, 1532–1533

INFORMATION MANAGEMENT — **audit**, 1473INFORMATION MANAGEMENT — **cases**, 1478–1481PUBLICATION — **compliance**, 1893

TECHNOLOGY &amp; TELECOMMUNICATIONS, 2141–2142

## Privacy Act 1988

INFORMATION MANAGEMENT — **cases**, 1478–1482INFORMATION MANAGEMENT — **privacy**, 1532

private vehicles, used for official business

FLEET MANAGEMENT — **allowances**, 1297FLEET MANAGEMENT — **authorisation**, 1300probation reports, PERSONNEL — **employment conditions**, 1709**procedures**

COMMUNITY RELATIONS, 1056–1058

COMPENSATION, 1109–1111

EQUIPMENT &amp; STORES, 1159–1162

ESTABLISHMENT, 1197–1199

FINANCIAL MANAGEMENT, 1266–1268

FLEET MANAGEMENT, 1325–1327

GOVERNMENT RELATIONS, 1388–1390

INDUSTRIAL RELATIONS, 1450–1452

INFORMATION MANAGEMENT, 1534–1537

LEGAL SERVICES, 1597–1599

OCCUPATIONAL HEALTH &amp; SAFETY, 1662–1665

PERSONNEL, 1744–1746

PROPERTY MANAGEMENT, 1857–1859

PUBLICATION, 1928–1930

STAFF DEVELOPMENT, 1992–1994

STRATEGIC MANAGEMENT, 2053–2055

TECHNOLOGY &amp; TELECOMMUNICATIONS, 2143–3146

*see also* **implementation****production**, PUBLICATION, 1931–1938promotion, *see* **appointments**; **marketing**proof-reading, PUBLICATION — **production**, 1938

properties of national significance

PROPERTY MANAGEMENT — **acquisition**, 1782PROPERTY MANAGEMENT — **committees**, 1802PROPERTY MANAGEMENT — **conservation**, 1806PROPERTY MANAGEMENT — **construction**, 1809PROPERTY MANAGEMENT — **disposal**, 1814PROPERTY MANAGEMENT — **fit-outs**, 1820PROPERTY MANAGEMENT — **implementation**, 1822PROPERTY MANAGEMENT — **maintenance**, 1836PROPERTY MANAGEMENT — **planning**, 1848PROPERTY MANAGEMENT — **reporting**, 1860PROPERTY MANAGEMENT — **reviewing**, 1866property access controls, PROPERTY MANAGEMENT, **security**, 1874property damage, *see* damageproperty donations, COMMUNITY RELATIONS — **donations**, 1024–1027property guarding, PROPERTY MANAGEMENT, **security**, 1873

## PROPERTY MANAGEMENT

**acquisition**, 1782–1789**advice**, 1790**agreements**, 1791–1793**appeals (decisions)**, 1794**arrangements**, 1795**audit**, 1796–1797**authorisation**, 1798–1799**claims**, 1800–1801**committees**, 1802–1804

## PROPERTY MANAGEMENT - continued

**compliance**, 1805  
**conservation**, 1806–1808  
**construction**, 1809–1812  
**contracting-out**, 1813  
**disposal**, 1814–1818  
**evaluation**, 1819  
**fit-outs**, 1820–1821  
**implementation**, 1822–1825  
**inspections**, 1826–1827  
**installation**, 1828  
**insurance**, 1829–1830  
**inventory**, 1831  
**leasing**, 1832–1833  
**leasing-out**, 1834–1835  
**maintenance**, 1836–1844  
**meetings**, 1845–1846  
**moving**, 1847  
**planning**, 1848–1852  
**policy**, 1853–1856  
**procedures**, 1857–1859  
**reporting**, 1860–1865  
**reviewing**, 1866–1868  
**risk management**, 1869–1870  
**security**, 1871–1876  
**tendering**, 1877–1886  
*see also* properties of national significance

prototypes, TECHNOLOGY & TELECOMMUNICATIONS — **modelling**, 2130

Provisional Improvement Notices (PINS)

OCCUPATIONAL HEALTH & SAFETY — **compliance**, 1638

OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1650

public enquiries

COMMUNITY RELATIONS — **enquiries**, 1028

PUBLICATION — **enquiries**, 1903

public office, appointments to, GOVERNMENT RELATIONS — **advice**, 1353

public organisations, donations to, COMMUNITY RELATIONS — **donations**, 1024–1027

**public reaction**, COMMUNITY RELATIONS, 1059

INFORMATION MANAGEMENT — **suggestions**, 1556

public speeches, *see* **addresses**; **conferences**; guest speakers

Public Service Arbitrator, *see* Australian Industrial Relations Commission

Public Service Gazette notices, PERSONNEL — **recruitment**, 1747

*see also* **tendering**

public suggestions, COMMUNITY RELATIONS — **suggestions**, 1074

public visitor books, COMMUNITY RELATIONS — **visits**, 1088

public visitors, *see* **visits**

## PUBLICATION

**advice**, 1887  
**agreements**, 1888–1890  
**committees**, 1891–1892  
**compliance**, 1893  
**contracting-out**, 1894  
**corporate style**, 1895–1898  
**disposal**, 1899–1900  
**distribution**, 1901  
**drafting**, 1902  
**enquiries**, 1903  
**evaluation**, 1904–1905  
**intellectual property**, 1906–1907  
**joint ventures**, 1908–1912  
**marketing**, 1913–1915  
**meetings**, 1916–1917  
**planning**, 1918–1923  
**policy**, 1924–1927  
**procedures**, 1928–1930  
**production**, 1931–1938  
**reporting**, 1939–1942

## PUBLICATION - continued

**research**, 1943–1944**reviewing**, 1945–1946**risk management**, 1947–1949**stocktake**, 1950**tendering**, 1951–1960

## published proceedings

COMMUNITY RELATIONS — **conferences**, 1018PUBLICATION — **production**, 1932STAFF DEVELOPMENT — **conferences**, 1978purchase invoices, *see* invoicespurchasing, *see* **acquisition**; **agreements**; **contracting-out**; **disposal**; **leasing**; **tendering**

## Q

qualifications, evidence of, PERSONNEL — **employment conditions**, 1709quality, *see* **compliance**; **standards**questions (parliamentary), *see* parliamentary questionsQuestion Time Briefs, GOVERNMENT RELATIONS — **advice**, 1347, 1349

quotes

*see* **acquisitions**

## R

RDA, *see* Records Disposal Authorityreceipt, EQUIPMENT AND STORES — **arrangements**, 1131

receipts

FINANCIAL MANAGEMENT — **accounting**, 1214, 1224INFORMATION MANAGEMENT — **security**, 1553reconciliations, FINANCIAL MANAGEMENT — **accounting**, 1217, 1222

records and recordkeeping systems

INFORMATION MANAGEMENT — **acquisition**, 1469INFORMATION MANAGEMENT — **agreements**, 1471INFORMATION MANAGEMENT — **audit**, 1475INFORMATION MANAGEMENT — **cases**, 1478–1481INFORMATION MANAGEMENT — **compliance**, 1484–1485INFORMATION MANAGEMENT — **conservation**, 1486–1488INFORMATION MANAGEMENT — **contracting-out**, 1489INFORMATION MANAGEMENT — **control**, 1490, 1492–1495INFORMATION MANAGEMENT — **customer service**, 1498–1500INFORMATION MANAGEMENT — **data administration**, 1502INFORMATION MANAGEMENT — **disposal**, 1503–1505INFORMATION MANAGEMENT — **distribution**, 1507INFORMATION MANAGEMENT — **enquiries**, 1509–1510INFORMATION MANAGEMENT — **evaluation**, 1511INFORMATION MANAGEMENT — **implementation**, 1512–1513INFORMATION MANAGEMENT — **inspection**, 1514INFORMATION MANAGEMENT — **marketing**, 1518INFORMATION MANAGEMENT — **planning**, 1521–1524INFORMATION MANAGEMENT — **policy**, 1525–1531INFORMATION MANAGEMENT — **privacy**, 1532–1533INFORMATION MANAGEMENT — **procedures**, 1536INFORMATION MANAGEMENT — **restructuring**, 1545–1546INFORMATION MANAGEMENT — **security**, 1551–1553INFORMATION MANAGEMENT — **standards**, 1554Recordkeeping Metadata Standards for Commonwealth Agencies, INFORMATION MANAGEMENT — **control**, 1490Records Disposal Authority, INFORMATION MANAGEMENT — **policy**, 1529records management, *see* INFORMATION MANAGEMENT

records management units

INFORMATION MANAGEMENT — **customer service**, 1498, 1500INFORMATION MANAGEMENT — **marketing**, 1518recovery of overpayments, PERSONNEL — **salaries**, 1761recreation leave, PERSONNEL — **leave**, 1728

**recruitment**, PERSONNEL, 1747–1748

see also **appointments**

recruitment campaigns, PERSONNEL — **marketing**, 1729

redeployment, PERSONNEL — **employment conditions**, 1714

reduction in classification, PERSONNEL — **employment conditions**, 1714–1715

redundancies, PERSONNEL — **separations**, 1767

referee reports, PERSONNEL — **recruitment**, 1747

registered mail, INFORMATION MANAGEMENT — **control**, 1496

registers (correspondence and file), INFORMATION MANAGEMENT — **control**, 1490

registration of agency vehicles, FLEET MANAGEMENT — **compliance**, 1307

**rehabilitation**

COMPENSATION — **cases**, 1095

COMPENSATION — **policy**, 1105

PERSONNEL, 1749

rehabilitation providers

COMPENSATION — **acquisition**, 1089

COMPENSATION — **cases**, 1095

COMPENSATION — **contracting-out**, 1101

relocation, see **moving**

removable media in secure systems, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2168

removalists, see **moving**

remuneration, PERSONNEL — **employment conditions**, 1708, 1717

see also **salaries; enterprise bargaining**

rental, see **leasing**

repairs, see **fit-outs; maintenance**

**reporting**

COMMUNITY RELATIONS, 1060–1064

EQUIPMENT & STORES, 1163

ESTABLISHMENT, 1200–1203

FINANCIAL MANAGEMENT, 1269–1272

FLEET MANAGEMENT, 1328–1331

GOVERNMENT RELATIONS, 1391–1396

GOVERNMENT RELATIONS — **visits**, 1414, 1417

INDUSTRIAL RELATIONS, 1453–1456

INFORMATION MANAGEMENT, 1538–1542

LEGAL SERVICES, 1600–1603

OCCUPATIONAL HEALTH & SAFETY, 1666–1668

PERSONNEL, 1750–1754

PROPERTY MANAGEMENT, 1860–1865

PUBLICATION, 1939–1942

STAFF DEVELOPMENT, 1995–1998

STRATEGIC MANAGEMENT, 2056–2060

TECHNOLOGY & TELECOMMUNICATIONS, 2147–2151

**representations**, GOVERNMENT RELATIONS, 1397–1401

**representatives**

COMMUNITY RELATIONS, 1065

GOVERNMENT RELATIONS, 1402

OCCUPATIONAL HEALTH & SAFETY, 1669–1671

PERSONNEL, 1755

request for proposals, see **tendering**

request for tender, see **tendering**

requests for information, see **enquiries**

requests for quotes, see **quotes**

requisitions, FINANCIAL MANAGEMENT — **acquisition**, 1227

**research**

COMMUNITY RELATIONS, 1066–1067

GOVERNMENT RELATIONS, 1403–1404

INDUSTRIAL RELATIONS, 1457–1458

INFORMATION MANAGEMENT, 1543–1544

LEGAL SERVICES, 1604–1605

OCCUPATIONAL HEALTH & SAFETY, 1672–1673

PUBLICATION, 1943–1944

STRATEGIC MANAGEMENT, 2061–2062

TECHNOLOGY & TELECOMMUNICATIONS, 2152–2153

see also **market research**



## resignations

- COMMUNITY RELATIONS — **representatives**, 1065
- GOVERNMENT RELATIONS — **representatives**, 1402
- OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1669
- PERSONNEL — **representatives**, 1755
- PERSONNEL — **separations**, 1767

## responses

- GOVERNMENT RELATIONS — **advice**, 1347
- GOVERNMENT RELATIONS — **inquiries**, 1369, 1371

responses to statutory obligation, FINANCIAL MANAGEMENT — **reporting**, 1269

## responses to surveys

- COMMUNITY RELATIONS — **reporting**, 1064
- GOVERNMENT RELATIONS — **reporting**, 1396
- INFORMATION MANAGEMENT — **reporting**, 1542
- STRATEGIC MANAGEMENT — **reporting**, 2060
- TECHNOLOGY & TELECOMMUNICATIONS — **reporting**, 2149

restoration, *see* **conservation**

restricted areas, intrusions into, PROPERTY MANAGEMENT — **security**, 1871

**restructuring**

- ESTABLISHMENT, 1204–1207
- INFORMATION MANAGEMENT, 1545–1546
- TECHNOLOGY & TELECOMMUNICATIONS, 2154

## result of testing

- TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2088–2089
- TECHNOLOGY & TELECOMMUNICATIONS — **reviewing**, 2159–2160

## retirement

- PERSONNEL — **counselling**, 1703
- PERSONNEL — **separations**, 1767

retrenchment, PERSONNEL — **separations**, 1767

## return to work plans

- COMPENSATION — **cases**, 1095
- PERSONNEL — **rehabilitation**, 1749

return to work policy, COMPENSATION — **policy**, 1106

revenue records, FINANCIAL MANAGEMENT — **accounting**, 1214, 1242

revenue retention agreement, FINANCIAL MANAGEMENT — **authorisation**, 1238

**reviewing**

- COMMUNITY RELATIONS, 1068–1069
- COMPENSATION, 1112–1113
- EQUIPMENT & STORES, 1164–1165
- ESTABLISHMENT, 1208–1210
- FINANCIAL MANAGEMENT, 1273–1274
- GOVERNMENT RELATIONS, 1405–1406
- INFORMATION MANAGEMENT, 1547–1548
- LEGAL SERVICES, 1606–1607
- OCCUPATIONAL HEALTH & SAFETY, 1674–1675
- PERSONNEL, 1756–1757
- PROPERTY MANAGEMENT, 1866–1868
- PUBLICATION, 1945–1946
- STAFF DEVELOPMENT, 1999–2000
- STRATEGIC MANAGEMENT, 2063–2064
- TECHNOLOGY & TELECOMMUNICATIONS, 2155–2161
- see also* **agreements; audit; evaluation; inspections**

**reviews (decisions)**

- PERSONNEL, 1758–1760
- see also* **appeals (decisions)**

RFT, *see* request for tender

right-of-way arrangements, PROPERTY MANAGEMENT — **agreements**, 1793

**risk management**

- EQUIPMENT & STORES, 1166–1167
- FINANCIAL MANAGEMENT, 1275–1276
- INFORMATION MANAGEMENT, 1549–1550
- OCCUPATIONAL HEALTH & SAFETY, 1676–1678
- PROPERTY MANAGEMENT, 1869–1870
- PUBLICATION, 1947–1949
- STRATEGIC MANAGEMENT, 2065–2066
- TECHNOLOGY & TELECOMMUNICATIONS, 2162–2163

rosters, PERSONNEL — **employment conditions**, 1720  
royalty, GOVERNMENT RELATIONS — **visits**, 1415

## S

sabotage, PROPERTY MANAGEMENT — **security**, 1871  
safes, *see* combinations  
safe hand receipts, INFORMATION MANAGEMENT — **security**, 1553  
safe hand registers, INFORMATION MANAGEMENT — **security**, 1553  
safe work practices, OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1645  
safety officers, OCCUPATIONAL HEALTH & SAFETY — **representatives**, 1671  
sailing directions, FLEET MANAGEMENT — **arrangements**, 1298  
**salaries**  
    FINANCIAL MANAGEMENT, 1277  
    PERSONNEL, 1761–1763  
    PERSONNEL — **employment conditions**, 1708, 1717  
    *see also* **allowances**  
salary packaging arrangements, PERSONNEL — **salaries**, 1763  
sales, PUBLICATION — **marketing**, 1913, 1915  
    *see also* **disposal; distributions**  
sales information, provided by vendors  
    EQUIPMENT & STORES — **acquisition**, 1126  
    TECHNOLOGY & TELECOMMUNICATIONS — **acquisition**, 2080  
sales records, FINANCIAL MANAGEMENT — **accounting**, 1214  
sales tax records, FINANCIAL MANAGEMENT — **accounting**, 1215  
sanitisation of equipment, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2166  
scholarships, *see* study schemes  
Second Reading Speech, GOVERNMENT RELATIONS — **legislation**, 1378  
secrets (official), undertakings to preserve, PERSONNEL — **employment conditions**, 1709  
secrets (trade), LEGAL SERVICES — **intellectual property**, 1583  
section 35 agreements, INFORMATION MANAGEMENT — **agreements**, 1471  
**security**  
    COMMUNITY RELATIONS, 1070  
    EQUIPMENT & STORES, 1168–1169  
    GOVERNMENT RELATIONS, 1407  
    INFORMATION MANAGEMENT, 1551–1553  
    INFORMATION MANAGEMENT — **policy**, 1525  
    PERSONNEL, 1764–1766  
    PROPERTY MANAGEMENT, 1871–1876  
    TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132  
    TECHNOLOGY & TELECOMMUNICATIONS, 2164–2169  
security accreditation authority, oversight of projects by, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2169  
security clearances, PERSONNEL — **security**, 1764, 1766  
security containers, *see* safes  
security data logs, PROPERTY MANAGEMENT — **security**, 1874  
security equipment, PROPERTY MANAGEMENT — **installation**, 1828  
security leaks, TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2164  
security passes  
    PERSONNEL — **security**, 1764–1765  
    PROPERTY MANAGEMENT — **security**, 1874  
security surveys, PROPERTY MANAGEMENT — **reporting**, 1863  
self-audit program, OCCUPATIONAL HEALTH & SAFETY — **inspections**, 1650  
Senate Continuing Order No 5, INFORMATION MANAGEMENT — **compliance**, 1485  
senior agency officers (agency heads)  
    COMMUNITY RELATIONS — **addresses (presentations)**, 1002  
    GOVERNMENT RELATIONS — **addresses (presentations)**, 1342  
Senior Executive Service (SES) employees  
    FLEET MANAGEMENT — **authorisation**, 1301  
    PERSONNEL — **employment conditions**, 1709, 1714  
    PERSONNEL — **recruitment**, 1747  
    PERSONNEL — **separations**, 1767  
**separations**  
    PERSONNEL — **counselling**, 1703  
    PERSONNEL — **separations**, 1767–1968

## service charters

- COMMUNITY RELATIONS — **customer service**, 1022
- GOVERNMENT RELATIONS — **customer service**, 1366
- INFORMATION MANAGEMENT — **customer service**, 1499
- STRATEGIC MANAGEMENT — **customer service**, 2032
- TECHNOLOGY & TELECOMMUNICATIONS — **customer service**, 2104

service level agreements, STRATEGIC MANAGEMENT — **agreements**, 2022

shipping laws, breaches of, FLEET MANAGEMENT — **infringements**, 1312

sick leave, PERSONNEL — **leave**, 1728

skills audit reports, STAFF DEVELOPMENT — **audit**, 1967

small system security scheme policy, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

## snapshots

INFORMATION MANAGEMENT — **policy**, 1530

PUBLICATION — **production**, 1935–1936

PUBLICATION — **risk management**, 1947–1949

**social clubs**, PERSONNEL, 1769

social functions, COMMUNITY RELATIONS — **functions (social)**, 1031

## software

TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086–2089

TECHNOLOGY & TELECOMMUNICATIONS — **inspections**, 2120

TECHNOLOGY & TELECOMMUNICATIONS — **installation**, 2122

TECHNOLOGY & TELECOMMUNICATIONS — **intellectual property**, 2123–2124

space usage plans, PROPERTY MANAGEMENT — **planning**, 1849

spaces, *see* confined spaces

special accounts, FINANCIAL MANAGEMENT — **treasury management**, 1291

special leave, PERSONNEL — **leave**, 1728

speeches, *see* **addresses**; **conferences**

spending progress records, FINANCIAL MANAGEMENT — **budgeting**, 1242

staff, *see* ESTABLISHMENT; PERSONNEL

## STAFF DEVELOPMENT

**acquisition**, 1961

**addresses (presentations)**, 1962–1963

**advice**, 1964

**allowances**, 1965

**arrangements**, 1966, 2014

**audit**, 1967–1968

**authorisation**, 1969–1970

**committees**, 1971–1972

**compliance**, 1973

**conferences**, 1974–1979

**contracting-out**, 1980

**evaluation**, 1981

**meetings**, 1982–1983

**planning**, 1984–1987

**policy**, 1988–1991

**procedures**, 1992–1994

**reporting**, 1995–1998

**reviewing**, 1999–2000

**tendering**, 2001–2010

**training**, 2011–2021

staff newsletters, *see* newsletters

staff surveys, STAFF DEVELOPMENT — **reporting**, 1995

stakeholders, *see* **contracting-out**

## standards

FINANCIAL MANAGEMENT, 1278

INFORMATION MANAGEMENT, 1554

OCCUPATIONAL HEALTH & SAFETY, 1679

STRATEGIC MANAGEMENT, 2067

TECHNOLOGY & TELECOMMUNICATIONS, 2170

*see also* **compliance**; **infringements**

statement of assets and liabilities, FINANCIAL MANAGEMENT — **financial statements**, 1250

statement of requirements, *see* **tendering**

## statements of cash flows

FINANCIAL MANAGEMENT — **accounting**, 1219

FINANCIAL MANAGEMENT — **financial statements**, 1250

statements of financial position  
FINANCIAL MANAGEMENT — **accounting**, 1219  
FINANCIAL MANAGEMENT — **financial statements**, 1250  
stationery, PUBLICATION — **corporate style**, 1896, 1898  
statutes, *see* **legislation**  
statutory appointments, *see* government bodies, appointments to  
statutory requirements, *see* **compliance**  
stock control, EQUIPMENT & STORES — **arrangements**, 1132  
**stocktake**  
EQUIPMENT & STORES, 1170  
PUBLICATION, 1950  
*see also* **inventory**  
**storage**  
EQUIPMENT & STORES — **arrangements**, 1132–1133  
INFORMATION MANAGEMENT — **contracting—out**, 1489  
INFORMATION MANAGEMENT — **disposal**, 1503  
PERSONNEL — **insurance**, 1724  
PERSONNEL — **moving**, 1732  
PROPERTY MANAGEMENT — **maintenance**, 1840  
stores, *see* EQUIPMENT AND STORES  
STRATEGIC MANAGEMENT  
**agreements**, 2022–2023  
**audit**, 2024–2025  
**committees**, 2026–2029  
**compliance**, 2030  
**contracting-out**, 2031  
**customer service**, 2032–2033  
**evaluation**, 2034  
**fraud**, 2035–2036  
**grant funding**, 2037  
**implementation**, 2038  
**legislation**, 2039  
**meetings**, 2040–2042  
**performance management**, 2043  
**planning**, 2044–2048  
**policy**, 2049–2052  
**procedures**, 2053–2055  
**reporting**, 2056–2060  
**research**, 2061–2062  
**reviewing**, 2063–2064  
**risk management**, 2065–2066  
**standards**, 2067  
**tendering**, 2068–2077  
strategic plans, STRATEGIC MANAGEMENT — **planning**, 2044  
strikes, INDUSTRIAL RELATIONS — **industrial action**, 1433–1434  
study leave, PERSONNEL — **leave**, 1728  
study schemes  
PERSONNEL — **employment conditions**, 1716  
STAFF DEVELOPMENT — **training**, 2012  
style, PUBLICATION — **corporate style**, 1895–1898  
subcommittees, *see* **committees**  
**submissions**  
COMMUNITY RELATIONS, 1071–1073  
GOVERNMENT RELATIONS, 1408–1413  
GOVERNMENT RELATIONS — **inquiries**, 1369, 1371  
INFORMATION MANAGEMENT, 1555  
LEGAL SERVICES, 1608  
STRATEGIC MANAGEMENT — **legislation**, 2039  
subpoenas, INFORMATION MANAGEMENT — **enquiries**, 1510  
*see also* court orders; discovery orders  
subscriber trunk dialling, TECHNOLOGY & TELECOMMUNICATIONS — **allocation**, 2085  
subscriptions, COMMUNITY RELATIONS — **liaison**, 1041  
*see also* **acquisitions**  
succession plan, PERSONNEL — **planning**, 1736

**suggestions**

COMMUNITY RELATIONS, 1074  
 INFORMATION MANAGEMENT, 1556  
 PERSONNEL, 1770–1771

## superannuation

PERSONNEL — **counselling**, 1703  
 PERSONNEL — **salaries**, 1762

surveillance operations, PROPERTY MANAGEMENT — **security**, 1873, 1876

## surveys

COMMUNITY RELATIONS — **customer service**, 1023  
 INFORMATION MANAGEMENT — **customer service**, 1498  
 PROPERTY MANAGEMENT — **reporting**, 1863  
 PUBLICATION — **reporting**, 1940  
 STAFF DEVELOPMENT — **reporting**, 1995

*see also* customer surveys; responses to surveys

systems analysis, TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2111–2113

system change requests, TECHNOLOGY & TELECOMMUNICATIONS — **applications development**, 2086–2087

system logs, *see* logs

system security plan, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132

system specifications, TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086

systems analysis, TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2111–2112

**T**

tabling of reports and papers, GOVERNMENT RELATIONS — **advice**, 1351

take-over certificates, FINANCIAL MANAGEMENT — **accounting**, 1222

## taxation records

FINANCIAL MANAGEMENT — **accounting**, 1215  
 FLEET MANAGEMENT — **compliance**, 1308  
 PERSONNEL — **salaries**, 1761, 1763

technical assistance, TECHNOLOGY & TELECOMMUNICATIONS — **operations**, 2131

technical manuals, *see* **procedures**

technical models, TECHNOLOGY & TELECOMMUNICATIONS — **modelling**, 2130

## TECHNOLOGY &amp; TELECOMMUNICATIONS

**acquisition**, 2078–2080  
**advice**, 2081–2082  
**agreements**, 2083–2084  
**allocation**, 2085  
**application development**, 2086–2089  
**audit**, 2090–2091  
**authorisation**, 2092–2093  
**committees**, 2094–2095  
**compliance**, 2096  
**contracting-out**, 2097, 2115–2116  
**control**, 2098–2102  
**customer service**, 2103–2104  
**data administration**, 2105–2106  
**database management**, 2107–2108  
**disposal**, 2109–2110, 2166  
**evaluation**, 2111–2116  
**implementation**, 2117–2119  
**inspections**, 2120  
**installation**, 2121–2122  
**intellectual property**, 2123–2124  
**leasing**, 2125  
**leasing-out**, 2126  
**maintenance**, 2127, 2131  
**meetings**, 2128–2129  
**modelling**, 2130  
**operations**, 2131  
**planning**, 2132–2136  
**policy**, 2137–2140  
**privacy**, 2141–2142  
**procedures**, 2143–3146

## TECHNOLOGY &amp; TELECOMMUNICATIONS - continued

- reporting**, 2147–2151
- research**, 2152–2153
- restructuring**, 2154
- reviewing**, 2155–2161
- risk management**, 2162–2163
- security**, 2132, 2137, 2164–2169
- standards**, 2170
- tendering**, 2171–2180
  - see also* INFORMATION MANAGEMENT
- telecommunications, *see* TECHNOLOGY & TELECOMMUNICATIONS
- telecommunications plan, TECHNOLOGY & TELECOMMUNICATIONS — **planning**, 2132
- telephone call pick up groups, TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2102
- telephone information services, COMMUNITY RELATIONS — **customer service**, 1023
- telephone lists, TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2102
- telephones, *see* TECHNOLOGY & TELECOMMUNICATIONS
- temporary employees, *see* non-ongoing employees
- tenancy agreements, PROPERTY MANAGEMENT — **agreements**, 1791
- tendering**
  - COMMUNITY RELATIONS, 1075–1084
  - COMPENSATION, 1114–1123
  - EQUIPMENT & STORES, 1171–1180
  - FINANCIAL MANAGEMENT, 1279–1288
  - FLEET MANAGEMENT, 1332–1341
  - INDUSTRIAL RELATIONS, 1459–1468
  - INFORMATION MANAGEMENT, 1557–1566
  - LEGAL SERVICES, 1609–1618
  - OCCUPATIONAL HEALTH AND SAFETY, 1680–1689
  - PERSONNEL, 1772–1781
  - PROPERTY MANAGEMENT, 1877–1886
  - PUBLICATION, 1951–1960
  - STAFF DEVELOPMENT, 2001–2010
  - STRATEGIC MANAGEMENT, 2068–2077
  - TECHNOLOGY & TELECOMMUNICATIONS, 2171–2180
    - see also* **acquisition; contracting-out; disposal**
- terrorism, PROPERTY MANAGEMENT — **security**, 1871
- testing activities
  - TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2088–2089
  - TECHNOLOGY & TELECOMMUNICATIONS — **reviewing**, 2159–2160
- thanks, *see* letters of appreciation
- theft
  - EQUIPMENT & STORES — **security**, 1168
  - FLEET MANAGEMENT — **reporting**, 1329
- thesauruses, INFORMATION MANAGEMENT — **control**, 1491, 1494
- title deeds and certificates, PROPERTY MANAGEMENT — **acquisition**, 1784
- tours, *see* travel; **visits**
- toxic material, *see* hazardous substances
- trade secrets, LEGAL SERVICES — **intellectual property**, 1583
- trademarks, LEGAL SERVICES — **intellectual property**, 1583
- traffic infringements, FLEET MANAGEMENT — **infringements**, 1312
- traineeships
  - PERSONNEL — **employment conditions**, 1716
  - STAFF DEVELOPMENT — **training**, 2012
- training**, STAFF DEVELOPMENT, 2011–2021
- training consultants, STAFF DEVELOPMENT — **acquisition**, 1961
- training courses, *see* STAFF DEVELOPMENT
- Training Guarantee (Administration) Act 1990-1996, STAFF DEVELOPMENT — **training**, 2011
- training materials, STAFF DEVELOPMENT — **training**, 2017–2018
- training project management plans, STAFF DEVELOPMENT — **planning**, 1984
- transcripts
  - COMMUNITY RELATIONS — **media relations**, 1045
  - GOVERNMENT RELATIONS — **inquiries**, 1369, 1371
  - GOVERNMENT RELATIONS — **media relations**, 1379, 1381
- transferred records, INFORMATION MANAGEMENT — **disposal**, 1503–1505
- translation services, *see* interpreter and translation services

## travel

- FLEET MANAGEMENT — **arrangements**, 1298
- GOVERNMENT RELATIONS — **visits**, 1414
- PERSONNEL — **allowances**, 1693
- PERSONNEL — **arrangements**, 1694
- STAFF DEVELOPMENT — **arrangements**, 1966

**treasury management**, FINANCIAL MANAGEMENT, 1289–1291

trespass, PROPERTY MANAGEMENT — **security**, 1871

trips, *see* travel

trust funds, FINANCIAL MANAGEMENT — **treasury management**, 1291

## U

unauthorised access or entry

- PROPERTY MANAGEMENT — **security**, 1871
- TECHNOLOGY & TELECOMMUNICATIONS — **security**, 2164

unclaimed moneys, FINANCIAL MANAGEMENT — **treasury management**, 1291

uniforms

- EQUIPMENT & STORES — **allocation**, 1129
- PERSONNEL — **allowances**, 1693

unions

- INDUSTRIAL RELATIONS — **disputes**, 1429
- INDUSTRIAL RELATIONS — **enterprise bargaining**, 1430
- INDUSTRIAL RELATIONS — **grievances**, 1432
- INDUSTRIAL RELATIONS — **industrial action**, 1433
- INDUSTRIAL RELATIONS — **meetings**, 1440

unpublished conference proceedings

- COMMUNITY RELATIONS — **conferences**, 1016
- STAFF DEVELOPMENT — **conferences**, 1976

URL addresses, PUBLICATION — **compliance**, 1893

user manuals, TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086

*see also* **procedures**

user requirements, TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086

## V

**vacancies**, ESTABLISHMENT, 1211

valuation records

- EQUIPMENT & STORES — **disposal**, 1143
- FLEET MANAGEMENT — **disposal**, 1310
- PROPERTY MANAGEMENT — **disposal**, 1814–1815
- TECHNOLOGY & TELECOMMUNICATIONS — **disposal**, 2110

**variations**, ESTABLISHMENT, 1212–1213

vehicles, *see* FLEET MANAGEMENT

vehicle exception reports, FLEET MANAGEMENT — **leasing**, 1316

vendors

- EQUIPMENT & STORES — **acquisition**, 1126
- EQUIPMENT AND STORES — **agreements**, 1127
- TECHNOLOGY & TELECOMMUNICATIONS — **acquisition**, 2080

venue bookings, *see* bookings

version control, TECHNOLOGY & TELECOMMUNICATIONS — **control**, 2098

vetting (security), PERSONNEL — **security**, 1766

videos, *see* films and videos

VIPs, *see* dignitaries

visas, PERSONNEL — **arrangements**, 1694

visitor books

- COMMUNITY RELATIONS — **visits**, 1088
- GOVERNMENT RELATIONS — **visits**, 1415

**visits**

- COMMUNITY RELATIONS, 1085–1088
- COMMUNITY RELATIONS — **security**, 1070
- COMPENSATION — **claims**, 1096
- GOVERNMENT RELATIONS, 1414–1417
- GOVERNMENT RELATIONS — **security**, 1407

**visits - continued**

OCCUPATIONAL HEALTH & SAFETY — **accidents**, 1619, 1621–1622  
PROPERTY MANAGEMENT — **security**, 1874

## vital records plans

INFORMATION MANAGEMENT — **implementation**, 1513  
INFORMATION MANAGEMENT — **planning**, 1521

vocational rehabilitation, *see* **rehabilitation**

voicemail facilities, TECHNOLOGY & TELECOMMUNICATIONS — **allocation**, 2085

voluntary redundancies, PERSONNEL — **separations**, 1767

## volunteers

PERSONNEL — **employment conditions**, 1712  
PERSONNEL — **insurance**, 1724  
STAFF DEVELOPMENT — **training**, 2017

**W**wages, *see* **salaries**

waiver of debt, FINANCIAL MANAGEMENT — **accounting**, 1220

war service sick leave, PERSONNEL — **leave**, 1728

waste removal, PROPERTY MANAGEMENT — **maintenance**, 1840–1841

websites, *see* Internet

White papers, GOVERNMENT RELATIONS — **advice**, 1347

## whole-of-government solutions

EQUIPMENT & STORES — **evaluation**, 1146  
TECHNOLOGY & TELECOMMUNICATIONS — **evaluation**, 2114, 2116

Wholesale Sales Tax records, FINANCIAL MANAGEMENT — **accounting**, 1215

witness statements, COMPENSATION — **cases**, 1095

work experience, PERSONNEL — **employment conditions**, 1712

work level standards, ESTABLISHMENT — **restructuring**, 1205

work performance counselling, PERSONNEL — **counselling**, 1702

work practices, OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1645

work-to-rule action, INDUSTRIAL RELATIONS — **industrial action**, 1433–1434

workers compensation, *see* COMPENSATION

workplace diversity plan, PERSONNEL — **planning**, 1736

workplace diversity report, PERSONNEL — **reporting**, 1750

workplace relations, *see* INDUSTRIAL RELATIONS

workplace relations committee, INDUSTRIAL RELATIONS — **allowances**, 1421

workplace safety, *see* OCCUPATIONAL HEALTH & SAFETY

write-off of debt, FINANCIAL MANAGEMENT — **accounting**, 1220

**X**

x-ray registers, OCCUPATIONAL HEALTH & SAFETY — **health promotion**, 1644

**Y**

Year 2000 remediation, TECHNOLOGY & TELECOMMUNICATIONS — **application development**, 2086