

Records Disposal Authority

Australian Bureau of
Statistics

Job no 2001/540

27 March, 2001



NATIONAL
ARCHIVES
OF AUSTRALIA

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INTRODUCTION

The appraisal process

The appraisal of current Commonwealth records is based on the methodology for Designing and Implementing Recordkeeping Systems (DIRKS) outlined in the Australian Standard AS4390-1996, *Records Management*, Part 1: General, Clause 1.3, and expanded in the DIRKS Manual. It is an analytical process that involves identifying which records should be created, assessing the value of records for future use, identifying those records with enduring value and deciding how soon the remainder can be destroyed or otherwise disposed of.

The process can involve making decisions about the alteration of records. It also involves authorising the action arising from the assessment and putting the action into effect by sentencing. The appraisal process provides a framework of accountability for recordkeeping.

Disposal authorisation

Section 24 of the *Archives Act 1983* provides that records are not to be disposed of without the consent of the Archives unless the action of disposal is positively required by law, or takes place in accordance with a normal administrative practice of which the Archives does not disapprove. Advice on the provisions of the Archives Act can be obtained from any National Archives office.

Purpose of this authority

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

This authority has been prepared as an integral part of the recordkeeping program of the agency taking into consideration the requirements for creation, capture, maintenance and disposal of the agency's records. These requirements are based on business needs, broader organisational accountability and community expectations. The authority also takes into consideration the interests of all stakeholders including the agency and their administrative requirements in discharging their functional responsibilities, and the criteria for national archives described in the National Archives' publication *Why Records are Kept, Directions in Appraisal*.

This authority should be used in conjunction with the Administrative Functions Disposal Authority issued by the National Archives to cover housekeeping and other administrative records common to most Commonwealth agencies.

Using this authority

This authority covers records controlled by the agency and applies only to the records or classes of records described in the authority. It supersedes RDA991, issued April 1993.

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

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system), this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

There are minimum retention periods set down in this authority. The agency may extend the retention period if it considers that there is an administrative need to do so. Where an agency identifies a substantially longer administrative requirement for keeping the records, they should reassess the documentation supporting the original retention decision and contact the National Archives to discuss the need for change.

Appropriate arrangements should be made with the National Archives of Australia when records are to be transferred into custody. The National Archives only accepts for transfer those records designated as national archives. Records deposited as national archives may not be withdrawn through the lending service if they are over 30 years old, but they can be access through National Archives' reading rooms.

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

Layout of the authority

This authority is divided into a number of sections, with one function per section. Within each section are references to the activities performed in relation to the function. The function and activity relationships form the disposal set or 'disposal classes' which are described in full, and the retention period is linked to the 'disposal class'. The descriptions of the function and activity are part of the disposal class. Each class has a reference number which may or may not be sequential.

Amendment of this authority

All amendments or variations to the classes in this authority must be approved by the National Archives of Australia. Officers using this authority should discuss any problems in application with the agency Records Manager.

In the event of any changes to the agency functional analysis and classification scheme underlying this authority, such as:

- a change to the functions/activities carried out by the agency through administrative change;
- a procedural change;
- a change in recordkeeping requirements; or
- a change in the stakeholders,

the Records Manager for the agency should discuss appropriate action with staff at the National Archives, Canberra Office.

CONTACT INFORMATION

1. For changes to this RDA contact the Canberra Office of the National Archives of Australia:

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre
ACT 2610

Tel: (02) 6212 3610

Email: recordkeeping@naa.gov.au

Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives. The address and phone number of your local office can be found at the National Archives web-site address above.


RDA Job No 2001/540

**AUTHORISATION
RECORDS DISPOSAL AUTHORITY**

Person to whom notice of authorisation is given:	The Australian Statistician Australian Bureau of Statistics Cameron Offices Belconnen ACT 2617
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Purpose:	AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983
Application:	All functional records

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

Authorising Officer, National Archives of Australia	Date of Issue 27 March, 2001
 Ms Venetia Beale Director Recordkeeping Implementation	Date of Amendment
	Expiry Date

STATISTICAL ANALYSIS

The function of interpreting statistical data collected by survey and other means.

Includes econometric modelling and forecasting, seasonal adjustment and other time series analysis and the construction and interpretation of economic indicators.

Advice

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

Includes provision of advice to external users on the application of analytical methods and on the availability of data for analysis.

Entry No	Description of Records	Disposal Action
2315	Records documenting the giving and receiving of advice in relation to statistical analysis (Date Range: 1905 -)	Destroy 5 years after action completed

Agreements

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

Entry No	Description of Records	Disposal Action
2316	In Western Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded analysis (Date Range: 1905 -)	Destroy 20 years after expiry of agreement
2317	In Victoria and South Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes User funded analysis (Date Range: 1905 -)	Destroy 15 years after expiry of agreement
2318	In New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded analysis (Date Range: 1905 -)	Destroy 12 years after expiry of agreement
2319	Signed simple Service Agreements and Memoranda of Understanding where proof of contractual obligation is not required (Date Range: 1905 -)	Destroy 10 years after expiry of agreement

STATISTICAL ANALYSIS

The function of interpreting statistical data collected by survey and other means.

Includes econometric modelling and forecasting, seasonal adjustment and other time series analysis and the construction and interpretation of economic indicators.

Analyzing

The activities involved in the interpretation of statistical data.

Entry No	Description of Records	Disposal Action
2320	Master copies of the analysis of statistical data (Date Range: 1905 -)	Retain as national archives

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.

See Reviewing for the re-evaluation process (after implementation, use and monitoring).

Entry No	Description of Records	Disposal Action
2321	Records documenting the evaluation and ongoing monitoring of statistical analysis programs and services. Includes: <ul style="list-style-type: none"> - evaluation of methodologies - post enumeration studies: and - evaluation of studies. (Date Range: 1905 -)	Destroy 5 years after action completed

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
2322	Final versions of plans for programs and services relating to statistical analysis. Includes: <ul style="list-style-type: none"> - business cases - service agreements - studies - plans to solicit and manage client feedback (Date Range: 1905 -)	Destroy 5 years after plan is superseded
2323	Working papers, comments, drafts etc documenting the development of plans relating to the Statistical Analysis function. (Date Range: 1905 -)	Destroy 1 year after action completed

STATISTICAL ANALYSIS

The function of interpreting statistical data collected by survey and other means.

Includes econometric modelling and forecasting, seasonal adjustment and other time series analysis and the construction and interpretation of economic indicators.

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
2324	Master copies and records documenting the development, establishment and precedents of the Bureau's statistical analysis national policies. Includes: <ul style="list-style-type: none"> - policy proposals - research papers - supporting documentation - major drafts - final policy documents - national policy statements (Date Range: 1905 -)	Retain as national archives
2325	Records documenting the development and establishment of the Bureau's statistical analysis operating policies. Includes: <ul style="list-style-type: none"> - policy proposals - research papers - results of consultations - supporting reports - major drafts - final policy documents (Date Range: 1905 -)	Destroy 5 years after policy is superseded
2326	Records documenting comments and working papers on the development and establishment of the Bureau's statistical analysis policies (Date Range: 1905 -)	Destroy 2 years after promulgation of new policy

STATISTICAL ANALYSIS

The function of interpreting statistical data collected by survey and other means.

Includes econometric modelling and forecasting, seasonal adjustment and other time series analysis and the construction and interpretation of economic indicators.

Procedures

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

Entry No	Description of Records	Disposal Action
2327	Master sets of ABS manuals, handbooks, directives, etc detailing procedures supporting the Statistical Analysis function (Date Range: 1905 -)	Destroy 5 years after procedures are superseded
2328	Records documenting the development of procedures supporting the Statistical Analysis function (Date Range: 1905 -)	Destroy 1 year after production of procedures
2329	Copies of ABS manuals, handbooks, directives etc detailing procedures supporting the Statistical Analysis function (Date Range: 1905 -)	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.

Entry No	Description of Records	Disposal Action
2330	Final versions of formal internal and external reports and reports made to external agencies relating to the Statistical Analysis function (Date Range: 1905 -)	Destroy 5 years after action completed
2331	Final version of progress work reports and status reports relating to the Statistical Analysis function (Date Range: 1905 -)	Destroy 3 years after action completed
2332	Working papers documenting the development of reports, including drafts and comments, relating to the Statistical Analysis function (Date Range: 1905 -)	Destroy 1 year after action completed

STATISTICAL ANALYSIS

The function of interpreting statistical data collected by survey and other means.

Includes econometric modelling and forecasting, seasonal adjustment and other time series analysis and the construction and interpretation of economic indicators.

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.

See Policy for research into the formulation of policy.

Entry No	Description of Records	Disposal Action
2333	Final reports of research carried out to support the Statistical Analysis function (Date Range: 1905 -)	Destroy 5 years after action completed
2334	Drafts, comments and working papers documenting research carried out to support the Statistical Analysis function (Date Range: 1905 -)	Destroy 2 years after action completed

Reviewing

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

See Evaluation for initial evaluation and monitoring.

Entry No	Description of Records	Disposal Action
2335	Reports documenting a review of programs and operations supporting the Statistical Analysis function. Includes documents establishing the review, final report and action plan (Date Range: 1905 -)	Destroy 5 years after action completed
2336	Working papers documenting a review of programs and operations supporting the Statistical Analysis function (Date Range: 1905 -)	Destroy 2 years after action completed

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

Advice

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

See GOVERNMENT RELATIONS – Reporting where the organisation is responding to the Government's request for advice or comments.

Entry No	Description of Records	Disposal Action
2337	Records documenting the receipt and provision of advice relating to the Statistical Collections function. (Date Range: 1905 -)	Destroy 5 years after action completed

Agreements

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

Entry No	Description of Records	Disposal Action
2338	In Western Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 20 years after expiry of agreement
2339	In Victoria and South Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 15 years after expiry of agreement
2340	In New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 12 years after expiry of agreement
2341	Signed simple Service Agreement and Memoranda of Understanding where proof of contractual obligation is not required (Date Range: 1905 -)	Destroy 10 years after expiry of the agreement

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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
2342	Delegations of powers to ABS staff to authorise administrative action relating to the Statistical Collections function (Date Range: 1905 -)	Destroy 3 years after delegation superseded
2343	Authorisations for administrative actions relating to the Statistical Collections function. (Date Range: 1905 -)	Destroy 3 years after authorisation is superseded

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

Collection Coordination

The activities involved in the co-ordination of the collection of statistics whereby collections made by government agencies are subject to central clearance procedures.

Includes ongoing survey design and review where the purpose is to eliminate duplication of collections and/or to improve the value of survey outputs.

Entry No	Description of Records	Disposal Action
2344	Clearance procedures and review criteria relating to repeating surveys (Date Range: 1975 -)	Destroy 5 years after action completed or after 3 cycles, whichever is later
2345	Clearance procedures and review criteria relating to one-off surveys (Date Range: 1975 -)	Destroy 5 years after completion
2346	Formal reports relating to the load ABS places on business (provider load) for paper and compliance work (Date Range: 1975 -)	Destroy 10 years after action completed
2347	Formal survey reports to other government agencies (agency reports) (Date Range: 1975 -)	Destroy 10 years after action completed
2348	Working papers relating to the development of formal reports of the load ABS places on business (provider load) for paper and compliance work (Date Range: 1975 -)	Destroy 5 years after completion of report

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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.

See Non Compliance for refusal or failure of respondents to complete forms.

Entry No	Description of Records	Disposal Action
2349	Records documenting ABS compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with Legislation, Review Criteria, Service Agreements and Statistical Proposals. (Date Range: 1905 -)	Destroy 7 years after action completed

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.

Entry No	Description of Records	Disposal Action
2350	Master copies of census and statistical collection forms and documentation relating to their development. Includes form history files. (Date Range: 1905 -)	Retain as national archives
2351	Records documenting the development and maintenance of Statistical Classifications, Statistical Frameworks, Statistical Registers and Methodologies and Maps together with the supporting documentation (Date Range: 1905 -)	Retain as national archives
2352	Business Profiles, Business Registers, Survey Registers and supporting documentation (Date Range: 1905 -)	Destroy 3 years after action completed
2353	Master copies of guidelines (Date Range: 1905 -)	Destroy 5 years after guidelines are superseded
2354	Working documentation describing the development of collection forms. Includes: - form iterations - comments relating to form iterations (Date Range: 1905 -)	Destroy when final approval form has been superseded

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

Data Collecting

The activities involved in the gathering of data on a particular topic or topics, from respondents, whether directly by census or sample survey, or indirectly as an administrative by-product or from another collection.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2355	Filled in collection forms from respondents. Includes forms in paper or electronic format, whether collected directly by census or sample survey, or indirectly as an administrative by-product or from another collection. Also includes collection control registers. 2001 Census forms not included where respondents have elected for their forms to be retained and made publicly available after 99 years (Date Range: 1905 -)	Destroy when no longer required
2356	Microfilm of all name-identified census information supplied by respondents to the 2001 Census who have elected for their information to be made publicly available after 99 years (Date Range: 1905 -)	Retain as national archives
2357	Filled in collection forms from respondents to the 2001 Census where respondents have elected for their forms to be made publicly available after 99 years. (Date Range: 2001 - 2001)	Destroy after successful transfer to microfilm
2358	Master copies of guidelines for collectors (Date Range: 1905 -)	Destroy when guidelines are superseded
2359	Reference copies of guidelines for collectors (Date Range: 1905 -)	Destroy when no longer required
2361	Working papers, comments etc relating to User Funded Surveys. See Agreements for other documentation on the agreement between ABS and the User. (Date Range: 1905 -)	Destroy when reference ceases

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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.

See GOVERNMENT RELATIONS - Inquiries for investigations of inquiry by parliamentary committees.

ABS Note: Includes enquiries, suggestions, and requests from survey clients, respondents and potential respondents.

Entry No	Description of Records	Disposal Action
2360	Records documenting suggestions, enquiries and requests made by survey clients, respondents and potential respondents (Date Range: 1905 -)	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 ongoing monitoring.

See Reviewing for the re-evaluation process (after implementation, use and monitoring).

Entry No	Description of Records	Disposal Action
2362	Records documenting the evaluation and ongoing monitoring of statistical collections programs and services. Includes: - client feedback - provider load - statistical submissions - evaluation of methodologies - post enumeration studies; and - evaluation of studies (Date Range: 1905 --)	Destroy 5 years after action completed
2363	Records documenting the evaluation and testing of surveys. Includes: - pilot tests - dress rehearsals (Date Range: 1905 -)	Retain permanently for business needs

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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.

See Liaison for other collaboration between organisations that are not considered joint ventures.

Entry No	Description of Records	Disposal Action
2364	Records containing proof of contractual obligation of joint ventures within the ABS or with other organisations: Western Australia. Includes supporting documentation (Date Range: 1905 -)	Destroy 20 years after action completed
2365	Records containing proof of contractual obligations of joint ventures within the ABS or with other organisations: Victoria and South Australia. Includes supporting documentation (Date Range: 1905 -)	Destroy 15 years after action completed
2366	Records containing proof of contractual obligations of joint ventures within the ABS or with other organisations: New South Wales, Queensland, Tasmania, the Australian Capital Territory, and the Northern Territory. Includes supporting documentation (Date Range: 1905 -)	Destroy 12 years after action completed
2367	Documentation of joint ventures where there is no requirement for proof of contractual obligations. (Date Range: 1905 -)	Destroy 7 years after completion of venture
2368	Records documenting the management of statistical collections joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts (Date Range: 1905 -)	Destroy 7 years after action completed

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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.

See Joint Ventures for collaborating between organisations that involves contracts, joint contributions of time and/or funding.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2369	Records documenting liaison activities related to the collection of statistical information, undertaken with professional associations, interest groups and organisations. Includes collaboration on collection and survey projects, exchange of information and related activities (Date Range: 1905 -)	Destroy 6 years after action completed or as soon as preparations for the following collections/survey have been completed, whichever is later

Non Compliance

The refusal or failure to provide information to an authorised officer appointed by the Statistician or the providing of false or misleading information.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2370	Records documenting prosecutions for non compliance with statistical collections legislation (Date Range: 1905 -)	Destroy 10 years after action completed
2371	Contact records containing background information leading to non compliance and prosecution. Includes penalties (Date Range: 1905 -)	Destroy 10 years after action completed
2372	Documentation relating to contacts with respondents not leading to non compliance or prosecution. Includes Reminders, Notices of Directions and Intensive Follow-up (Date Range: 1905 -)	Destroy 6 years after action completed

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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
2373	Final versions of plans for programs and services relating to statistical collections. Includes: - business cases - service agreements - studies - statistical proposals - plans to solicit and manage client feedback (Date Range: 1905 -)	Destroy 5 years after plan is completed
2374	Working papers documenting the development of plans for statistical collections (Date Range: 1905 -)	Destroy 1 year after adoption of final plan

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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
2375	Master copies and records documenting the development, establishment and precedents of the Bureau's statistical collections national policies. Includes: - policy proposals - research papers - supporting documentation - major drafts - final policy documents - national policy statements (Date Range: 1905 -)	Retain as national archives
2376	Records documenting the development and establishment of the Bureau's statistical collections operating policies. Includes: - policy proposals - research papers - results of consultations - supporting reports - major drafts - final policy documents (Date Range: 1905 -)	Destroy 5 years after policy is superseded
2377	Records documenting comments and working papers on the development and establishment of the Bureau's statistical collections policies (Date Range: 1905 -)	Destroy 2 years after promulgation of new policy

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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.

See INFORMATION MANAGEMENT – Security for physical protection of data.

Entry No	Description of Records	Disposal Action
2378	Records documenting confidentiality agreements, including Undertakings of Fidelity and Secrecy signed as a statutory requirement of the Statistical Collections function (Date Range: 1905 -)	Destroy 75 years after date of signing
2379	Documentation providing evidence of measures taken for the protection of privacy, in relation to the Statistical Collections function (Date Range: 1905 -)	Destroy 10 years after action completed
2380	Master copies of records documenting privacy guidelines relating to the Statistical Collections function. Includes the development of access provisions (Date Range: 1905 -)	Destroy 10 years after policy is superseded
2381	Records documenting the return of statistical data to the provider (return to source). Includes security cautions and breach of conditions (Date Range: 1905 -)	Destroy 75 years after authorised return

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

Procedures

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

Entry No	Description of Records	Disposal Action
2382	Master sets of ABS manuals, handbooks, directives, etc detailing procedures supporting the Statistical Collections function (Date Range: 1905 -)	Destroy 5 years after procedures are superseded
2383	Records documenting the development of procedures supporting the Statistical Collections function (Date Range: 1905 -)	Destroy 1 year after production of procedures
2384	Copies of ABS manuals, handbooks, directives etc detailing procedures supporting the Statistical Collections function (Date Range: 1905 -)	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.

Entry No	Description of Records	Disposal Action
2385	Final versions of formal internal and external reports and reports made to external agencies relating to the Statistical Collections function (Date Range: 1905 -)	Destroy 5 years after action completed
2386	Final version of progress work reports and status reports relating to the Statistical Collections function (Date Range: 1905 -)	Destroy 3 years after action completed
2387	Working papers documenting the development of reports, including drafts and comments, relating to the Statistical Collections function (Date Range: 1905 -)	Destroy 1 year after action completed

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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.

See Policy for research into the formulation of policy.

Entry No	Description of Records	Disposal Action
2388	Final reports of research carried out to support the Statistical Collections function (Date Range: 1905 -)	Destroy 5 years after action completed
2389	Drafts, comments and working papers documenting research carried out to support the Statistical Collections function (Date Range: 1905 -)	Destroy 2 years after action completed

Reviewing

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

See Evaluation for initial evaluation and monitoring.

Entry No	Description of Records	Disposal Action
2390	Reports documenting a review of programs and operations supporting the Statistical Collections function. Includes documents establishing the review, final report and action plan (Date Range: 1905 -)	Destroy 5 years after action completed
2391	Working papers documenting a review of programs and operations supporting the Statistical Collections function (Date Range: 1905 -)	Destroy 2 years after action completed

STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

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.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2392	Records documenting risk assessments undertaken to support the Statistical Collections function. (Date Range: 1905 -)	Destroy 7 years after next risk assessment
2393	Risk register (Date Range: 1905 -)	Destroy 7 years after last risk assessment

Standards

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

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2394	Records documenting the implementation of statistical and ABS standards to support the Statistical Collections function (Date Range: 1905 -)	Destroy 7 years after action completed

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

Addresses (Presentations)

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

Entry No	Description of Records	Disposal Action
2395	Final versions of addresses presented at major occasions by the Statistician or senior ABS Officers. (Date Range: 1905 -)	Destroy 30 years after last presentation
2396	Final versions of other addresses delivered in relation to development and support services and programs. (Date Range: 1905 -)	Destroy 2 years after presentation
2397	Working papers documenting the development of addresses, including drafts. (Date Range: 1905 -)	Destroy when paper finalised

Advice

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

See GOVERNMENT RELATIONS – Reporting where the organisation is responding to the Government's request for advice or comments.

Entry No	Description of Records	Disposal Action
2502	Records documenting the receipt and provision of advice relating to the Statistical Development and Support function. (Date Range: 1905 -)	Destroy 5 years after last action completed

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

Agreements

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

See Joint Ventures for agreements relating to joint ventures.

Entry No	Description of Records	Disposal Action
2398	In Western Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 20 years after expiry of agreement
2399	In Victoria and South Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 15 years after expiry of agreement
2400	In New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 12 years after expiry of agreement
2401	Signed simple Service Agreement and Memoranda of Understanding where proof of contractual obligation is not required (Date Range: 1905 -)	Destroy 10 years after the expiry of the agreement

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

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
2402	Records of ABS and external committees formed to consider matters relating to the Statistical Development and Support function. Includes: <ul style="list-style-type: none"> - documents establishing the committee - final versions of minutes - reports - recommendations - supporting documentation, eg. briefing papers and - discussion papers (Date Range: 1905 -)	Destroy 10 years after action completed
2403	Working papers documenting the conduct and administration of committees which consider matters relating to the Statistical Development and Support function. Includes: <ul style="list-style-type: none"> - agenda - notices of minutes - draft minutes (Date Range: 1905 -)	Destroy when committee records finalised

Grant Funding

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

Entry No	Description of Records	Disposal Action
2404	Records documenting successful applications made by ABS on behalf of other statistical agencies (Date Range: 1970 -)	Destroy 7 years after action completed
2405	Records documenting unsuccessful applications made by ABS on behalf of other statistical agencies (Date Range: 1970 -)	Destroy 2 years after action completed

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

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.

See Liaison for other collaboration between organisations that are not considered joint ventures.

Entry No	Description of Records	Disposal Action
2406	Records containing proof of contractual obligations of joint ventures within the ABS or with other organisations: Western Australia. Includes supporting documentation. (Date Range: 1905 -)	Destroy 20 years after action completed
2407	Records containing proof of contractual obligations of joint ventures within the ABS or with other organisations: Victoria and South Australia. Includes supporting documentation. (Date Range: 1905 -)	Destroy 15 years after action completed
2408	Records containing proof of contractual obligations of joint ventures within the ABS or with other organisations: New South Wales, Queensland, Tasmania, the Australian Capital Territory, and the Northern Territory. Includes supporting documentation. (Date Range: 1905 -)	Destroy 12 years after action completed
2409	Documentation of joint ventures where there is no requirement for proof of contractual obligations. (Date Range: 1905 -)	Destroy 7 years after completion of venture
2410	Records documenting the management of Statistical Development and Support joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. (Date Range: 1905 -)	Destroy 7 years after action completed

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

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.

See Joint Ventures for collaboration between organisations that involves contracts, joint contributions of time and/or funding.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2411	Records documenting liaison activities related to the development and support of statistical programs and services, undertaken with professional associations, interest groups and organisations. Includes collaboration on projects, exchange of information and related activities. (Date Range: 1905 -)	Destroy 6 years after action completed

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

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
2412	Final versions of plans for programs and services relating to the Statistical Development and Support function. Includes: - business cases - service agreements - studies - plans to solicit and manage client feedback - campaigns (Date range: 1905 -)	Destroy 5 years after plan is superseded
2413	Working papers documenting the development of plans for the Statistical Development and Support function. (Date Range: 1905 -)	Destroy 1 year after adoption of final plan

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

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
2414	Master copies and records documenting the development, establishment and precedents of the Bureau's development and support national policies. Includes: - policy proposals - research papers - supporting documentation - major drafts - final policy documents - national policy statements (Date Range: 1905 -)	Retain as national archives
2415	Records documenting the development and establishment of the Bureau's development and support operating policies. Includes: - policy proposals - research papers - results of consultations - supporting reports - major drafts - final policy documents (Date Range: 1905 -)	Destroy 5 years after policy is superseded
2416	Records documenting comments and working papers on the development and establishment of the Bureau's development and support policies. (Date Range: 1905 -)	Destroy 2 years after promulgation of new policy

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

Procedures

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

Entry No	Description of Records	Disposal Action
2417	Master sets of ABS manuals, handbooks, directives, etc detailing procedures supporting the Statistical Development and Support function (Date Range: 1905 -)	Destroy 5 years after procedures are superseded
2418	Records documenting the development of the procedures supporting the Statistical Development and Support function (Date Range: 1905 -)	Destroy 1 year after production of procedures
2419	Copies of ABS manuals, handbooks, directives etc detailing procedures supporting the Statistical Development and Support function (Date Range: 1905 -)	Destroy when reference ceases

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.

See Policy for research into the formulation of policy.

Entry No	Description of Records	Disposal Action
2420	Final reports of research carried out to support the Statistical Development and Support function. (Date Range: 1905 -)	Destroy 5 years after action completed
2421	Drafts, comments and working papers documenting research carried out to support the Statistical Development and Support function. (Date Range: 1905 -)	Destroy 2 years after action completed

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

Standards

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

Entry No	Description of Records	Disposal Action
2422	Records documenting the implementation of statistical and ABS standards to support the Statistical Development and Support function (Date Range: 1905 -)	Destroy 7 years after action completed

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

Statistical Training

The activities associated with statistics related training for clients, users, providers and business partners.

Includes determining needs, development and implementation of statistical training courses for Government agencies and other external participants.

Also includes contribution to international statistical training through membership of international bodies and conducting seminars.

See STAFF DEVELOPMENT for the training of ABS staff.

Entry No	Description of Records	Disposal Action
2423	Records documenting the development, implementation and presentation of information sessions and training programs. (Date Range: 1905 -)	Destroy 10 years after action completed
2424	Records documenting administrative arrangements of statistical training and information sessions, relating to the Statistical Development and Support function (Date Range: 1905 -)	Destroy 2 years after action completed
2425	Master set of training material. Includes: <ul style="list-style-type: none"> - programs - lecture notes - hand-outs - films and videos. (Date Range: 1905 -)	Destroy when course is superseded or when training material is no longer relevant

STATISTICAL DEVELOPMENT AND SUPPORT

The function of contributing to the advancement of statistical operations and services at national and international levels.

Includes seminars and training sessions for providers and involvement in and representation on international statistical forums and committees, including the development of international Statistical Classifications.

Also includes the development of best practice in statistical operations, advice, support, training and technical assistance.

Technical Assistance

The activities involved in the provision of services and subsequent transfer of skill relating to statistical operations.

See TECHNOLOGY AND TELECOMMUNICATIONS - Application Development for the development of automated systems to support statistical operations.

Entry No	Description of Records	Disposal Action
2426	Records documenting the provision of technical assistance in statistical operations to ABS clients, local and external agencies and international agencies. (Date Range: 1970 -)	Destroy 10 years after action completed
2427	Records documenting administrative arrangements of technical assistance to ABS clients, local and external agencies and international agencies. (Date Range: 1970 -)	Destroy 2 years after action completed
2428	Guidelines relating to the provision of technical assistance. (Date Range: 1905 -)	Destroy when guidelines are superseded.

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.

See GOVERNMENT RELATIONS – Visits for visits relating to the formal administration processes of government including ABS relationships with ministers and members of parliament

See COMMUNITY RELATIONS – Visits for activities involving the maintaining of ABS's broad public profile including marketing, advertising, etc.

Entry No	Description of Records	Disposal Action
2429	Records documenting visits by ABS officials to other organisations in Australia and overseas and visits to the the Bureau by interstate and overseas delegations. (Date Range: 1905 -)	Destroy 5 years after action completed

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

Advice

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

See GOVERNMENT RELATIONS – Reporting where the organisation is responding to the Government's request for advice or comments.

Entry No	Description of Records	Disposal Action
2430	Records documenting the receipt and provision of advice relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 5 years after last action completed

Agreements

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

See Joint Ventures for agreements relating to joint ventures.

Entry No	Description of Records	Disposal Action
2431	In Western Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 20 years after expiry of agreement
2432	In Victoria and South Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 15 years after expiry of agreement
2433	In New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory: Signed consultation agreements and supporting records where proof of contractual obligation is required. Includes: User funded surveys (Date Range: 1905 -)	Destroy 12 years after expiry of agreement
2434	Signed simple Service Agreement and Memoranda of Understanding where proof of contractual obligation is not required (Date Range: 1905 -)	Destroy 10 years after the expiry of the agreement

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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
2435	Delegations of powers to ABS staff to authorise administrative action relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 3 years after delegation superseded
2436	Authorisations for administrative actions relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 3 years after authorisation superseded
2437	Records documenting disclosures of identifiable information on a confidential basis with written consent. Includes written consent and undertakings of confidentiality (Date Range: 1905 -)	Destroy 75 years after date of signing
2438	Records of disclosures of unidentifiable information in compliance with Clause 7 of the Statistics Determination. Includes written approvals of the Statistician. (Date Range: 1905 -)	Destroy 10 years after authorisation signed

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.

Entry No	Description of Records	Disposal Action
2439	Records documenting ABS compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with Legislation, Service Agreements and Embargo Conditions. (Date Range: 1905 -)	Destroy 7 years after action completed

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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.

Entry No	Description of Records	Disposal Action
2440	Records documenting the application of control mechanisms, including statistical classifications and methodologies to the formatting of statistical information for dissemination. (Date Range: 1905 -)	Destroy 3 years after the control mechanism is superseded
2441	Records documenting issues relating to embargo conditions for the release of statistical information (Date Range: 1905 -)	Destroy 7 years after action completed
2442	Records documenting control guidelines relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 5 years after superseded

Customer Service

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

Entry No	Description of Records	Disposal Action
2443	Records documenting the planning, monitoring and evaluation of customer services provided to clients and providers in relation to the Statistical Dissemination function. (Date Range: 1905-)	Destroy 3 years after action completed
2444	Records documenting the development of service charters and directives relating to the provision of statistical dissemination services to the clients. (Date Range: 1905 -)	Destroy 3 years after superseded

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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.

See Reviewing for the re-evaluation process (after implementation, use and monitoring).

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2445	Records documenting the evaluation and ongoing monitoring of statistical dissemination programs and services. (Date Range: 1905 -)	Destroy 5 years after action completed

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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.

See Liaison for other collaboration between organisations that are not considered joint ventures.

Entry No	Description of Records	Disposal Action
2446	Records containing proof of contractual obligation of joint ventures within the ABS or with other organisations: Western Australia. Includes supporting documentation. (Date Range: 1905 -)	Destroy 20 years after action completed
2447	Records containing proof of contractual obligations of joint ventures within the ABS or with other organisations: Victoria and South Australia. Includes supporting documentation. (Date Range: 1905 -)	Destroy 15 years after action completed
2448	Records containing proof of contractual obligations of joint ventures within the ABS or with other organisations: New South Wales, Queensland, Tasmania, the Australian Capital Territory, and the Northern Territory. Includes supporting documentation. (Date Range: 1905 -)	Destroy 12 years after action completed
2449	Documentation of joint ventures where there is no requirement for proof of contractual obligations. (Date Range: 1905 -)	Destroy 7 years after completion of venture venture
2450	Records documenting the management of statistical dissemination joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. (Date Range: 1905 -)	Destroy 7 years after action completed completed

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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.

See Joint Ventures for collaboration between organisations that involves contracts, joint contributions of time and/or funding.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2451	Records documenting liaison activities related to the dissemination of statistical information, undertaken with professional associations, interest groups and organisations. Includes collaboration on dissemination projects, exchange of information and related activities. (Date Range: 1905 -)	Destroy 6 years after action completed

Planning

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

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2452	Final versions of plans for programs and services relating to statistical dissemination. Includes: <ul style="list-style-type: none"> - business cases - service agreements - studies - plans to solicit and manage client feedback (Date Range: 1905 -)	Destroy 5 years after plan is superseded
2453	Working papers documenting the development of statistical dissemination plans (Date Range: 1905 -)	Destroy 1 year after adoption of final plan

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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
2454	Master copies and records documenting the development, establishment and precedents of the Bureau's statistical dissemination national policies. Includes: <ul style="list-style-type: none"> - policy proposals - research papers - supporting documentation - major drafts - final policy documents - national policy statements (Date Range: 1905 -)	Retain as national archives
2455	Records documenting the development and establishment of the Bureau's statistical dissemination operating policies. Includes: <ul style="list-style-type: none"> - policy proposals - research papers - results of consultations - supporting reports - major drafts - final policy documents (Date Range: 1905 -)	Destroy 5 years after policy is superseded
2456	Records documenting comments and working papers on the development and establishment of the Bureau's statistical dissemination policies. (Date Range: 1905 -)	Destroy 2 years after promulgation of new policy

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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.

Entry No	Description of Records	Disposal Action
2457	Confidentiality undertakings and agreements required for the dissemination of statistical information. (Date Range: 1905 -)	Destroy 75 years after date of signing
2458	Documentation describing measures taken to protect the privacy of personal information in relation to the dissemination of statistical information. Includes documentation relating to breaches of privacy. (Date Range: 1905 -)	Destroy 10 years after action completed
2459	Records documenting privacy guidelines relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 10 years after superseded

Procedures

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

Entry No	Description of Records	Disposal Action
2460	Master sets of ABS manuals, handbooks, directives etc detailing procedures supporting the Statistical Dissemination function (Date Range: 1905 -)	Destroy 5 years after procedures superseded
2461	Records documenting the development of the procedures supporting the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 1 year after production of procedures
2462	Copies of ABS manuals, handbooks, directives etc detailing procedures supporting the Statistical Dissemination function. (Date Range: 1905: -)	Destroy when reference ceases

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

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.

Entry No	Description of Records	Disposal Action
2463	Final version of formal internal reports and reports made to external agencies relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 5 years after action completed
2464	Final version of progress work reports and status reports relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 3 years after action completed
2465	Working papers documenting the development of reports including drafts and comments relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 1 year after action completed

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.

See Policy for research into the formulation of policy.

Entry No	Description of Records	Disposal Action
2466	Final reports of research carried out to support the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 5 years after action completed
2467	Drafts, comments and working papers documenting research carried out to support the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 2 years after action completed

STATISTICAL DISSEMINATION

The function of providing customised statistical information to government, business and the broader community that is not otherwise published or available.

Includes quick reference information services and dissemination of material from consultancy services provided on a fee-for-service basis.

Also includes data provided under contract through Secondary Providers.

Reviewing

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

See Evaluation for initial evaluation and monitoring.

Entry No	Description of Records	Disposal Action
2468	Reports documenting a review of programs and operations supporting the Statistical Dissemination function. Includes documents establishing the review, final report and action plan. (Date Range: 1905 -)	Destroy 5 years after action completed
2469	Working papers documenting a review of programs and operations supporting the Statistical Dissemination function. (Date Range: 1905: -)	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.

Entry No	Description of Records	Disposal Action
2470	Records documenting risk assessments undertaken in relation to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 7 years after next risk assessment
2471	Risk register relating to the Statistical Dissemination function. (Date Range: 1905 -)	Destroy 7 years after last risk assessment

Standards

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

Entry No	Description of Records	Disposal Action
2472	Records documenting the implementation of statistical and ABS standards to support the Statistical Dissemination function (Date Range: 1905 -)	Destroy 7 years after action completed

STATISTICAL PROCESSES

The function of preparing statistical data for dissemination. Includes capture and aggregation, cleaning and confidentialising. Also includes compilation, mapping and classification.

Advice

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

See GOVERNMENT RELATIONS – Reporting where the organisation is responding to the Government's request for advice or comments.

Entry No	Description of Records	Disposal Action
2473	Records documenting the receipt and provision of advice relating to the Statistical Processes function. (Date Range: 1905 -)	Destroy 5 years after last action completed

Agreements

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

Entry No	Description of Records	Disposal Action
2474	In Western Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. (Date Range: 1905 -)	Destroy 20 years after expiry of agreement
2475	In Victoria and South Australia: Signed consultation agreements and supporting records where proof of contractual obligation is required. (Date Range: 1905 -)	Destroy 15 years after expiry of agreement
2476	In New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory: Signed consultation agreements and supporting records where proof of contractual obligation is required. (Date Range: 1905 -)	Destroy 12 years after expiry of agreement
2477	Signed simple Service Agreement and Memoranda of Understanding where proof of contractual obligation is not required (Date Range: 1905 -)	Destroy 10 years after the expiry of the agreement

STATISTICAL PROCESSES

The function of preparing statistical data for dissemination. Includes capture and aggregation, cleaning and confidentialising. Also includes compilation, mapping and classification.

Compiling

The activities involved in the constructing of statistical information and/or tabulations from data collected by census or survey or from an administrative by-product or from another collection.

Entry No	Description of Records	Disposal Action
2478	Compilations of statistical data Includes: - Census statistics - Economic indicators - Economic statistics - Price Indexes - Social statistics - Statistical estimates - Tabulations - Time series (Date Range: 1905 -)	Retain as national archives
2479	Working papers documenting issues relating to the compilation of statistical data (Date Range: 1905 -)	Destroy when reference ceases

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.

Entry No	Description of Records	Disposal Action
2480	Records documenting development and maintenance of methodologies together with the supporting documentation. (Date Range: 1905 -)	Destroy 5 years after superseded
2481	Master copy of records documenting guidelines relating to the Statistical Processes function. (Date Range: 1905 -)	Destroy 5 years after guidelines are superseded

STATISTICAL PROCESSES

The function of preparing statistical data for dissemination. Includes capture and aggregation, cleaning and confidentialising. Also includes compilation, mapping and classification.

Editing

The activities involved in checking the validity and completeness of data. Includes input editing, batch editing and significance editing.

Entry No	Description of Records	Disposal Action
2482	Documentation providing evidence of statistical edits to statistical information. Includes: <ul style="list-style-type: none"> - graphical and historical edits - imputation - input and output editing - outliering - weighting (Date Range: 1905 -)	Destroy 10 years after action

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.

See Reviewing for the re-evaluation process (after implementation, use and monitoring).

Entry No	Description of Records	Disposal Action
2483	Records documenting the evaluation and ongoing monitoring of statistical processes programs and services. Includes: <ul style="list-style-type: none"> - evaluation of methodologies - client feedback - post enumeration studies - evaluation of studies (Date Range: 1905 -)	Destroy 5 years after action completed

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
2484	Final versions of plans for programs and services relating to statistical processes. Includes: <ul style="list-style-type: none"> - business cases - service agreements - studies - plans to solicit and manage client feedback (Date Range: 1905 -)	Destroy 5 years after plan is superseded
2485	Working papers documenting the development of plans for statistical processes (Date Range: 1905 -)	Destroy 1 year after adoption of final plan

STATISTICAL PROCESSES

The function of preparing statistical data for dissemination. Includes capture and aggregation, cleaning and confidentialising. Also includes compilation, mapping and classification

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
2486	Master copies and records documenting the development, establishment and precedents of the Bureau's statistical processes national policies. Includes: <ul style="list-style-type: none"> - policy proposals - research papers - supporting documentation - major drafts - final policy documents - national policy statements (Date Range: 1905 -)	Retain as national archives
2487	Records documenting the development and establishment of the Bureau's statistical processes operating policies. Includes: <ul style="list-style-type: none"> - policy proposals - research papers - results of consultations - supporting reports - major drafts - final policy documents (Date Range: 1905 -)	Destroy 5 years after policy is superseded
2488	Records documenting comments and working papers on the development and establishment of the Bureau's statistical processes policies. (Date Range: 1905 -)	Destroy 2 years after promulgation of new policy

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.

Entry No	Description of Records	Disposal Action
2489	Records documenting processes taken for the protection of private information. Includes de-identification processes. (Date Range: 1905 -)	Destroy 10 years after action completed
2490	Master copies of procedures and instructions for the protection of privacy in relation to the Statistical Processes function. (Date Range: 1905 -)	Destroy 10 years after instructions are superseded

STATISTICAL PROCESSES

The function of preparing statistical data for dissemination. Includes capture and aggregation, cleaning and confidentialising. Also includes compilation, mapping and classification.

Procedures

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

Entry No	Description of Records	Disposal Action
2491	Master sets of ABS manuals, handbooks, directives etc detailing procedures supporting the Statistical Processes function (Date Range: 1905 -)	Destroy 5 years after procedures superseded
2492	Records documenting the development of the procedures supporting the Statistical Processes function. (Date Range: 1905 -)	Destroy 1 year after production of procedures
2493	Copies of ABS manuals, handbooks, directives etc detailing procedures supporting the Statistical Processes function. (Date Range: 1905 -)	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.

Entry No	Description of Records	Disposal Action
2494	Final version of formal internal reports and reports made to external agencies relating to the Statistical Processes function. (Date Range: 1905 -)	Destroy 5 years after action completed
2495	Final version of progress work reports and status reports relating to the Statistical Processes function. (Date Range: 1905 -)	Destroy 3 years after action completed
2496	Working papers documenting the development of reports including drafts and comments relating to the Statistical Processes function. (Date Range: 1905 -)	Destroy 1 year after action completed

STATISTICAL PROCESSES

The function of preparing statistical data for dissemination. Includes capture and aggregation, cleaning and confidentialising. Also includes compilation, mapping and classification.

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.

See Policy for research into the formulation of policy.

Entry No	Description of Records	Disposal Action
2497	Final reports of research carried out to support the Statistical Processes function (Date Range: 1905 -)	Destroy 5 years after action completed
2498	Drafts, comments and working papers documenting research carried out to support the Statistical Processes function (Date Range: 1905 -)	Destroy 2 years after action completed

Reviewing

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

See Evaluation for initial evaluation and monitoring.

Entry No	Description of Records	Disposal Action
2499	Reports documenting a review of programs and operations supporting the Statistical Processes function. Includes documents establishing the review, final report and action plan (Date Range: 1905 -)	Destroy 5 years after action completed
2500	Working papers documenting a review of programs and operations supporting the Statistical Processes function. (Date Range: 1905 -)	Destroy 2 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.

Entry No	Description of Records	Disposal Action
2501	Records documenting the implementation of statistical and ABS standards to support the Statistical Processes function (Date Range: 1905 -)	Destroy 7 years after action completed