

Records Disposal
Authority
Attorney-General's
Department

Job no 2002/04572652

25 March, 2002



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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.

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 2002/04572652

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

**Person to whom notice of
authorisation is given:**

Peter LeRoy
General Manager, Information and
Knowledge Services Group
Attorney-General's Department
Robert Garran Offices
National Circuit
BARTON ACT 2600

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**



Venetia Beale
Director
Recordkeeping Implementation

Date of Issue
25 March 2002

Date of Amendment

Expiry Date

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

Advice

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

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

Entry	Description of Records	Disposal Action
3261	Records documenting advice to the Minister on high level appointments eg to the High Court. (Date Range: 1901 -)	Retain as national archives
3262	Records documenting advice to the Minister on all other appointments. (Date Range: 1901 -)	Destroy 15 years after action completed
3263	Records documenting advice received from people interested in appointments to various tribunals and to other positions or bodies. (Date Range: 1901 -)	Destroy 15 years after action completed
	<i>[For enquiries from members of the public regarding seeking confirmation of the legal standing of a particular marriage celebrant, use APPOINTMENT MANAGEMENT - Enquiries.</i>	
	<i>For registers recording people who have submitted expressions of interest in certain appointments, use APPOINTMENTS MANAGEMENT - Control.]</i>	
3264	Records documenting general advice provided on the appointments management function. (Date Range: 1901 -)	Destroy 5 years after action completed

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

Entry	Description of Records	Disposal Action
3265	Records documenting the evaluation of management procedures and processes carried out to support the appointments management function. (Date Range: 1901 -)	Destroy 5 years after action completed

APPOINTMENTS MANAGEMENT

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For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

Appointing

The activities involved in carrying out activities to support appointments made by the Governor-General and the Minister. Includes the formal authorisation of the Executive Council. Also includes speeches prepared to be read at the formal sitting of welcome for a Judge.

For Cabinet submissions and related Cabinet documents, use GOVERNMENT RELATIONS.

For expressions of interest in possible appointments, use APPOINTMENTS MANAGEMENT - Enquiries.

For registers of appointees and expressions of interest received, use APPOINTMENTS MANAGEMENT - Control.

For publishing lists of marriage celebrants, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
3266	Records documenting the appointment of Judges, Magistrates and Statutory Office Holders excluding Civil Marriage Celebrants and Commissioners of Declarations. (Date Range: 1901 -)	Retain as national archives
3267	Records documenting the appointment of persons as marriage celebrants (both religious and civil). (Date Range: 1901 -) <i>[For proclaiming religious organisations as recognised denominations under section 26 of the Marriage Act, use LEGAL LIAISON - Legislative Instructing.</i> <i>For appointment of organisations as ‘prescribed’ authorities Under the Marriage Act, use LEGAL LIAISON – Legislative Instructing.]</i>	Destroy when celebrant would reach 99 years of age or 2 years after death
3268	Records documenting the appointment of persons as Commissioners of Declarations. (Date Range: 1901 -) <i>[For register of Commissioners of Declarations, use APPOINTMENTS MANAGEMENT - Control.]</i>	Destroy 1 year after appointment is revoked or when the person would reach 70 years of age, whichever is sooner

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

Appointing - Continued

The activities involved in carrying out activities to support appointments made by the Governor-General and the Minister. Includes the formal authorisation of the Executive Council. Also includes speeches prepared to be read at the formal sitting of welcome for a Judge.

For Cabinet submissions and related Cabinet documents, use GOVERNMENT RELATIONS.

For expressions of interest in possible appointments, use APPOINTMENTS MANAGEMENT - Enquiries.

For registers of appointees and expressions of interest received, use APPOINTMENTS MANAGEMENT - Control.

For publishing lists of marriage celebrants, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
3269	Incomplete and unsuccessful applications for appointment. (Date Range: 1901 -)	Destroy 5 years after action completed
	[For register of Commissioners of Declarations, use APPOINTMENTS MANAGEMENT - Control.]	

Appointment Conditions

The activities associated with managing the general conditions of service for Attorney-General’s Department appointees.

For the management of pensions and superannuation arrangements, use APPOINTMENTS MANAGEMENT - Salary Management.

Entry	Description of Records	Disposal Action
3270	Records documenting conditions of service, terms of appointment, entitlements, privileges and responsibilities relating to Judges, Magistrates and Statutory Office Holders. (Date Range: 1901 -)	Destroy 5 years after termination of appointment

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

Appointment Review

The activities associated with reviewing the performance of the appointee.

For reviewing the AGD appointment process, use *APPOINTMENTS MANAGEMENT-Reviewing*.

Entry	Description of Records	Disposal Action
3271	Records documenting reviews of appointment decisions. (Date Range: 1901 -)	Destroy 5 years after review completed
3272	Records documenting reviews of geographic coverage for marriage celebrant. (Date Range: 1901 -)	Destroy 5 years after review completed

Appointment Termination

The activities involved in managing the cessation of employment, through resignation or removal from office.

Entry	Description of Records	Disposal Action
3273	Records documenting the termination of appointments of Judges, Magistrates and Statutory Office Holders except Marriage Celebrants and Commissioners of Declarations. (Date Range: 1901 -)	Retain as national archives
3274	Records documenting termination of appointments of Marriage Celebrants (both civil and religious). (Date Range: 1901 -)	Destroy when celebrant would reach 99 years of age or 2 years after death
3275	Records documenting termination of appointments of Commissioners for Declarations. (Date Range: 1901 -)	Destroy 7 years after termination of appointment

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

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	Description of Records	Disposal Action
3276	Registers of appointments and of expressions of interest. Includes register of Commissioners for Declarations and registers recording expressions of interest. (Date Range: 1901 -)	Destroy 7 years after appointment is terminated

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.

Entry	Description of Records	Disposal Action
3277	Records documenting the handling of enquiries from other government organisations, members of the legal profession or the public covering the appointments management function. (Date Range: 1901 -)	Destroy 2 years after action completed

Leave Management

The process of administering leave for which appointees are eligible including long service leave and recreation leave.

Entry	Description of Records	Disposal Action
3278	Records documenting the administration of leave for statutory appointees. Includes recommendations to the Minister to grant leave. (Date Range: 1901 -)	Destroy 7 years after action completed

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

Meetings

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

Entry	Description of Records	Disposal Action
3279	Final versions of minutes and supporting documents tabled at high level meetings held to support the appointments management function. Includes meetings with senior statutory office holders relating to the terms and conditions of appointment or performance of duties. (Date Range: 1901 -)	Retain as national archives
3280	Final versions of minutes and supporting documents tabled at routine internal and external meetings held to support the appointments management function that have no significant impact on policies and practices. (Date Range: 1901 -)	Destroy 3 years after action completed
3281	Working papers documenting the conduct and administration of all meetings held to support the appointments management function. Includes agenda, notices of meetings and draft minutes. (Date Range: 1901 -)	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
3282	Final versions of plans formulated to support the appointments management function. (Date Range: 1901 -)	Destroy when plan is superseded
3283	Working papers used in developing appointments management plans. Includes draft plans, papers analysing issues and comments received. (Date Range: 1901 -)	Destroy 2 years after adoption of final plan
3284	Copies of appointments management plans. (Date Range: 1901 -)	Destroy when reference ceases

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

Policy

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

Entry	Description of Records	Disposal Action
3285	Records documenting the development and establishment of appointments management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents (Date Range: 1901 -)	Retain as national archives
3286	Copies of policy documents and supporting papers. (Date Range: 1901 -)	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	Description of Records	Disposal Action
3287	Final versions of formal internal reports and reports made to external agencies relating to the appointments management function. (Date Range: 1901 -)	Retain as national archives
3288	Working papers documenting the development of formal reports made to external agencies. Includes drafts and comments received. (Date Range: 1901 -)	Retain as national archives
3289	Final versions of periodic reports on general administrative matters used to monitor and document recurring activities to support the appointments management function. (Date Range: 1901 -)	Destroy 7 years after action completed

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

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.

Entry	Description of Records	Disposal Action
3290	Working papers documenting the development of periodic reports. Includes drafts and comments received. (Date Range: 1901 -)	Destroy 2 years after action completed
3291	Copies of appointments management reports. (Date Range: 1901 -)	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.

Entry	Description of Records	Disposal Action
3292	Records documenting the review of operations supporting the appointments management function. (Date Range: 1901 -)	Destroy 10 years after action completed
3293	Working papers documenting the review of agency operations supporting the appointments management function. (Date Range: 1901 -)	Destroy 3 years after action completed

Salary Management

The process of managing the payment of salaries to appointment holders. Includes the administration of superannuation and judicial pensions.

For submissions to the Remuneration Tribunal for the annual review of Judges salaries, use *APPOINTMENTS MANAGEMENT - Submissions*.

Entry	Description of Records	Disposal Action
3294	Records documenting the payment of pensions to spouses and dependent children of Judges. (Date Range: 1901 -)	Destroy 1 year after the death of the spouse and/or dependent children

APPOINTMENTS MANAGEMENT

The function of making and managing formal appointments authorised by the Governor-General and the Minister to support portfolio responsibilities, including those to the judiciary, magistracy, commissions, councils and appointments as marriage celebrants. Includes the processes involved in seeking advice on suitable candidates, advertising, making appointments, arranging formal authorisation and providing ongoing support to the appointee eg approving leave, overseas travel etc and reviewing appointments. Also includes overall management of appointment activities. Excludes the appointment of staff under the Public Service Act 1999, and Departmental staff appointments to inter-governmental, inter-departmental and international committees, councils, boards etc.

For the appointment of staff to inter-governmental, inter-departmental and international committees etc., use *LEGAL LIAISON - Committees*.

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 Cabinet submissions and related Cabinet documents, use GOVERNMENT RELATIONS.

For advice to the Minister on particular appointments, use APPOINTMENTS.

Entry	Description of Records	Disposal Action
3295	Records documenting submissions made to the Minister and others supporting the appointments management function eg. annual submission to the Remuneration Tribunal on Judges’ pay and allowances. (Date Range: 1901 -)	Destroy 10 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

Addresses (Presentations)

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

Entry	Description of Records	Disposal Action
3296	Drafts and final versions of addresses delivered by the Minister or senior agency staff on matters relating to the crime prevention function. (Date Range: 1987 -)	Retain as national archives
3297	Drafts and final versions of addresses delivered by agency officers other than senior staff on matters relating to the crime prevention function. (Date Range: 1987 -)	Destroy 3 years after action completed
3298	Working papers supporting the development of all addresses. (Date Range: 1987 -)	Destroy when reference ceases

Advice

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

For submissions prepared for the Minister, use CRIME PREVENTION - Submissions.

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use GOVERNMENT RELATIONS - Representations.

Entry	Description of Records	Disposal Action
3299	Records documenting advice provided to the Minister and other agencies on significant matters relating to the crime prevention function such as those with far reaching legal, political and social implications for the prevention and reduction of crime and violence. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments 	Retain as national archives

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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 submissions prepared for the Minister, use *CRIME PREVENTION - Submissions*.

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

Entry	Description of Records	Disposal Action
3300	Records documenting advice provided to the Minister and other agencies on matters of lesser importance relating to issues of interest in connection with the crime prevention function, eg briefings on the deliberations of various committees. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments (Date Range: 1987 -)	Destroy 7 years after action completed
3301	Records documenting general advice given or received relating to the crime prevention function. (Date Range: 1987 -)	Destroy 5 years after action completed

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

Entry	Description of Records	Disposal Action
3302	Records documenting the evaluation of potential or existing crime prevention activities. Includes evaluation of training programs. (Date Range: 1987 -)	Destroy 5 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

Agreements

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

Entry	Description of Records	Disposal Action
3303	Final versions of agreements supporting the crime prevention function, eg agreements to carry out research projects. (Date Range: 1987 -)	Destroy 7 years after expiry or other termination of the agreement
3304	Records documenting negotiations, establishment, maintenance and review of agreements. (Date Range: 1987 -)	Destroy 7 years after expiry or other termination of the agreement

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 *Audit committees*, use *STRATEGIC MANAGEMENT – Committees*.

For *independent advisory Committees responsible to the Attorney-General*, where the Department provides the secretariat, use *INDEPENDENT ADVISING*.

Entry	Description of Records	Disposal Action
3305	Records of inter-departmental and inter-governmental committees and task forces formed to consider matters relating to the crime prevention function where the agency has overall responsibility for making decisions, or providing high level advice, or provides the Secretariat, and/or is the Commonwealth's main representative, or plays a major role. Includes: <ul style="list-style-type: none"> documents establishing the Committee final versions of minutes supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1987 -)	Retain as national archives

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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.

For *Audit committees*, use *STRATEGIC MANAGEMENT – Committees*.

For *independent advisory Committees responsible to the Attorney-General, where the Department provides the secretariat*, use *INDEPENDENT ADVISING*.

Entry	Description of Records	Disposal Action
3306	Records of inter-departmental and inter-governmental committees and task forces formed to consider matters relating to the crime prevention function where the agency is a member but does not carry out Secretariat duties, is not the Commonwealth’s main representative, or does not play a major role. Includes: <ul style="list-style-type: none"> • documents establishing the Committee • final versions of minutes • supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1987 -)	Destroy 7 years after action completed
3310	Records of crime prevention project steering committees. (Date Range: 1987 -)	Destroy 7 years after action completed
3311	Records documenting internal agency committees established to support the management of the crime prevention function. (Date Range: 1987 -)	Destroy 5 years after action completed
3312	Working papers documenting the administration of all committees. (Date Range: 1987 -)	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.

Entry	Description of Records	Disposal Action
3313	Records documenting compliance with mandatory or optional requirements relating to the crime prevention function. Includes compliance requirements under international conventions (eg United Nations Conventions). (Date Range: 1987 -)	Destroy 7 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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.

Entry	Description of Records	Disposal Action
3314	<p>Copies of unpublished proceedings, reports and papers from crime prevention conferences conducted by the agency. (Date Range: 1987 -)</p> <p><i>[For the printing and publishing of crime prevention conference proceedings and reports, use PUBLICATION - Production.]</i></p>	Retain as national archives
3315	<p>Records documenting arrangements for conferences and forums relating to the crime prevention function conducted by the agency. Includes:</p> <ul style="list-style-type: none"> • program development • arrangement for speakers • promotion • managing registrations • venue bookings <p>(Date Range: 1987 -)</p> <p><i>[For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT – Payments.]</i></p>	Destroy 3 years after action completed
3316	<p>Records documenting the attendance by agency staff at conferences arranged by other organisations including both government agencies and community groups. Includes copies of published papers and participants reports. (Date Range: 1987 -)</p>	Destroy 3 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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.

Entry	Description of Records	Disposal Action
3317	Records documenting contract management of projects undertaken to support the crime prevention function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports (Date Range: 1987 -)	Destroy 7 years after completion of the contract or other termination

Focus Testing

The activities involved in assessing potential areas, subjects etc for detailed investigation.

Entry	Description of Records	Disposal Action
3318	Records documenting activities involved with project focus testing. (Date Range: 1987 -)	Destroy 5 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.

Entry	Description of Records	Disposal Action
3319	Records documenting the organisation and management of an official or formal social occasion. Includes: <ul style="list-style-type: none"> • venue booking • development of guest lists • invitations • catering arrangements (Date Range: 1987 -)	Destroy 2 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

Meetings

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

Entry	Description of Records	Disposal Action
3320	Final versions of minutes and supporting documents of high level meetings held to support the crime prevention function. Includes meetings with other Commonwealth agencies and state, territory and community groups to consider crime prevention policies and practices. (Date Range: 1987 -)	Retain as national archives
3321	Final versions of minutes and supporting documents of meetings conducted to support specific crime prevention projects. (Date Range: 1987 -)	Destroy 7 years after action completed
3322	Final versions of minutes and supporting documents of routine internal and external meetings held to support the crime prevention function that have no significant impact on policies and practices. (Date Range: 1987 -)	Destroy 3 years after action completed
3323	Working papers documenting the conduct and administration of all meetings held to support the crime prevention function. (Date Range: 1987 -)	Destroy when reference ceases

National Audit

The activities associated with carrying out national surveys of crime prevention programs. Includes contacting groups, gathering details and analysing results.

Entry	Description of Records	Disposal Action
3324	Final versions of analysed results of national audit surveys relating to the crime prevention function. (Date Range: 1987 -)	Retain as national archives
3325	Records documenting the conduct of national audits. Includes the collection of data. (Date Range: 1987 -)	Destroy 3 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

Planning

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

Entry	Description of Records	Disposal Action
3326	Final versions of plans formulated to support the crime prevention function. (Date Range: 1987 -)	Destroy when plans are superseded
3327	Working papers used in developing crime prevention plans. Includes draft plans, papers analysing issues and comments received. (Date Range: 1987 -)	Destroy 3 years after adoption of final plan
3328	Copies of crime prevention plans. (Date Range: 1987 -)	Destroy when reference ceases

Policy

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

Entry	Description of Records	Disposal Action
3329	Records documenting the development and establishment of policies supporting the crime prevention function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents • national policy statements (Date Range: 1987 -)	Retain as national archives
3330	Records documenting policy proposals for specific crime prevention projects. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents (Date Range: 1987 -)	Destroy 7 years after action completed
3331	Copies of policy documents and supporting papers. (Date Range: 1987 -)	Destroy when reference ceases

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

Procedures

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

Entry	Description of Records	Disposal Action
3332	Master set of manuals, directives etc detailing procedures and guidelines supporting the crime prevention function. (Date Range: 1987 -)	Retain as national archives
3333	Records documenting the development of procedures and guidelines supporting the crime prevention function. (Date Range: 1987 -)	Destroy 1 year after production of procedures
3334	Copies of manuals, handbooks, directives, guidelines etc., supporting the crime prevention function. (Date Range: 1987 -)	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.

For the publication of reports, use *PUBLICATION -Production*.

For responses to UN surveys, use *CRIME PREVENTION - Compliance*.

Entry	Description of Records	Disposal Action
3335	Final versions of formal internal reports and reports made to external agencies relating to the crime prevention function. Includes reports on specific programs and projects. (Date Range: 1987 -)	Retain as national archives
3336	Working papers documenting the development of formal reports. Includes drafts and comments received. (Date Range: 1987 -)	Retain as national archives
3337	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the crime prevention function. (Date Range: 1987 -)	Destroy 7 years after action completed
3338	Working papers documenting the development of periodic internal reports. Includes drafts and comments received. (Date Range: 1987 -)	Destroy 2 years after action completed
3339	Copies of crime prevention reports. (Date Range: 1987 -)	Destroy when reference ceases

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

Representatives

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

For the appointment of Departmental officers to committees, use *CRIME PREVENTION - Committees*.

Entry	Description of Records	Disposal Action
3340	Records documenting the nomination and appointment to and resignation from committees or other bodies formed to support the crime prevention function. (Date Range: 1987 -)	Destroy 3 years after appointment 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.

For general research not related to a specific project, use *INFORMATION COLLECTION*.

Entry	Description of Records	Disposal Action
3341	Records documenting major research carried out to support the crime prevention function. (Date Range: 1987 -)	Destroy 5 years after action completed
3342	Records documenting minor research carried out to support the crime prevention function. (Date Range: 1987 -)	Destroy when reference ceases

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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	Description of Records	Disposal Action
3343	Records documenting significant reviews of crime prevention function programs and operations that have a high government and public profile or are controversial or result in major changes in direction and administration of programs and operations. Includes documents establishing the review, final report and action plan. (Date Range: 1987 -)	Retain as national archives
3344	Records documenting minor or recurring reviews of the crime prevention function programs and operations that do not have a high government and public profile or are not controversial or do not result in major changes in direction and administration of programs and operations. (Date Range: 1987 -)	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.

Entry	Description of Records	Disposal Action
3345	Records documenting the implementation of standards to support the crime prevention function. (Date Range: 1987 -) <i>[For the development of standards, use CRIME PREVENTION - Policy.]</i>	Destroy 7 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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 Cabinet submissions and related Cabinet documents, use *GOVERNMENT RELATIONS*.

Entry	Description of Records	Disposal Action
3346	Records documenting submissions made to the Minister and others on matters relating to the crime prevention function concerning controversial issues or issues with far reaching legal, political and social implications. (Date Range: 1987 -)	Retain as national archives
3347	Records documenting policy submissions and proposals made to the Minister and others on issues relating to the crime prevention function of lesser importance with no far reaching legal, political and social implications. (Date Range: 1987 -)	Destroy 7 years after action completed

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.

Entry	Description of Records	Disposal Action
3348	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expression of Interests, Requests for Tender. (Date Range: 1987 -)	Destroy 7 years after tender process completed
3349	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. (Date Range: 1987 -)	Destroy 7 years after tender process completed
3350	Results 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. (Date Range: 1987 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender
3351	Tender and contract registers. (Date Range: 1987 -)	Destroy 7 years after last entry

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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.

Entry	Description of Records	Disposal Action
3352	Signed contracts under seal and supporting records. (Date Range: 1987 -)	Destroy 12 years after completion or other termination of contract
3353	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1987 -)	Destroy 7 years after completion or other termination of contract

Training Services

The processes involved in presenting training to outside organisations.

Entry	Description of Records	Disposal Action
3354	Master set of primary training material for agency developed training schemes and courses run to support the crime prevention function. Includes presenters manuals and participants workbooks. (Date Range: 1987 -) <i>[For the publication of crime prevention training materials, use PUBLICATION - Drafting and PUBLICATION - Production.]</i>	Retain as national archives
3355	Records documenting the development of crime prevention training schemes and courses. (Date Range: 1987 -)	Retain as national archives
3356	All copies of other training material supporting the crime prevention function (Date Range: 1987 -)	Destroy 7 years after action completed
3357	Records documenting administrative arrangements supporting crime prevention training schemes and courses. Includes: <ul style="list-style-type: none"> • promotion of courses • arranging instructors and speakers • arranging venue bookings • arranging catering (Date Range: 1987 -) <i>[For the payment of accounts supporting the running of courses, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 2 years after action completed

CRIME PREVENTION

The function of identifying ways to prevent crime and violence in Australian communities. Includes the development and provision of policy advice to Government, and Commonwealth departments and agencies; undertaking targeted research; liaising with community groups; supporting education programs; sharing information; coordinating and assisting States and Territories to enhance their crime prevention strategies; and contributing to relevant United Nations activities. Also includes negotiating, establishing, monitoring and reviewing projects and tendering for services and subsequent contract-management activities.

For the promotion of crime prevention projects through the media, use *COMMUNITY RELATIONS-Media Relations*.

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 arranging travel for agency personnel, use *PERSONNEL - Arrangements*.

Entry	Description of Records	Disposal Action
3358	Records documenting arrangements for visits. (Date Range: 1987 -)	Destroy 3 years after action completed

[For reports of visits, use CRIME PREVENTION – Reporting.]

INDEPENDENT ADVISING

The function of providing advice to the Minister on specific issues of importance that relate to the unique functions of the organisation. The advice is provided by formally established committees, councils and similar statutory and non-statutory bodies associated with the organisation. The membership of these advising organisations consists of a range of stakeholders which may include experts in the field, representatives of the profession or of professional bodies and community representatives. Secretariat services are provided by the agency. Excludes government and inter-government committees, councils etc where the agency provides secretariat services, or is a representative.

For the appointment of members of Committees, Councils etc by the Governor-General and the Minister, use *APPOINTMENTS MANAGEMENT*.

For committees etc where the Department is represented, but does not provide the secretariat, use *LEGAL LIAISON*.

For inter-departmental and inter-governmental committees etc where the Department provides secretariat services, use *relevant core function of the agency*.

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.

Entry	Description of Records	Disposal Action
3359	Accounting records supporting the management of the organisation's revenue and expenditure. Includes: <ul style="list-style-type: none"> • journals • ledgers • receipt and revenue records • sales and purchase invoices • cheque records • petty cash records (Date Range: 1919 -)	Destroy 7 years after action completed
3360	Records documenting taxation matters. Includes: <ul style="list-style-type: none"> • assessment of Fringe Benefits Tax (FBT) • assessment and payment of the Goods and Services Tax, including business activity statements and tax Invoices (Date Range: 1919 -)	Destroy 5 years after action completed

Advice

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

Entry	Description of Records	Disposal Action
3361	Records relating to the receipt and provision of advice from or to the Minister. (Date Range: 1919 -)	Retain as national archives

INDEPENDENT ADVISING

The function of providing advice to the Minister on specific issues of importance that relate to the unique functions of the organisation. The advice is provided by formally established committees, councils and similar statutory and non-statutory bodies associated with the organisation. The membership of these advising organisations consists of a range of stakeholders which may include experts in the field, representatives of the profession or of professional bodies and community representatives. Secretariat services are provided by the agency. Excludes government and inter-government committees, councils etc where the agency provides secretariat services, or is a representative.

For the appointment of members of Committees, Councils etc by the Governor-General and the Minister, use *APPOINTMENTS MANAGEMENT*.

For committees etc where the Department is represented, but does not provide the secretariat, use *LEGAL LIAISON*.

For inter-departmental and inter-governmental committees etc where the Department provides secretariat services, use *relevant core function of the agency*.

Budgeting

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

Entry	Description of Records	Disposal Action
3362	Budget estimates prepared for Ministerial approval. (Date Range: 1919 -)	Destroy 7 years after action completed
3363	Internal budget documents. (Date Range: 1919 -)	Destroy 7 years after action completed
3364	Working papers used for the production of budget estimates. Includes the collection of data and calculations. (Date Range: 1919 -)	Destroy 4 years after action completed
3365	Records documenting spending progress or revenue collation against allocations with budget estimates. (Date Range: 1919 -)	Destroy 3 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.

For Audit committees, use *STRATEGIC MANAGEMENT – Committees*.

Entry	Description of Records	Disposal Action
3366	Records of committees of the organisation formed to consider issues supporting the provision of advice to the Minister. Includes: <ul style="list-style-type: none"> final versions of minutes supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1919 -)	Retain as national archives
3367	Records of committees of the organisation formed to consider routine administrative issues supporting the provision of advice to the Minister. (Date Range: 1919 -)	Destroy 5 years after action completed

INDEPENDENT ADVISING

The function of providing advice to the Minister on specific issues of importance that relate to the unique functions of the organisation. The advice is provided by formally established committees, councils and similar statutory and non-statutory bodies associated with the organisation. The membership of these advising organisations consists of a range of stakeholders which may include experts in the field, representatives of the profession or of professional bodies and community representatives. Secretariat services are provided by the agency. Excludes government and inter-government committees, councils etc where the agency provides secretariat services, or is a representative.

For the appointment of members of Committees, Councils etc by the Governor-General and the Minister, use *APPOINTMENTS MANAGEMENT*.

For committees etc where the Department is represented, but does not provide the secretariat, use *LEGAL LIAISON*.

For inter-departmental and inter-governmental committees etc where the Department provides secretariat services, use *relevant core function of the agency*.

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	Description of Records	Disposal Action
3368	Records documenting the advising organisation’s compliance with mandatory requirements relating to the independent advising function. Includes compliance requirements under international conventions (eg United Nations Conventions). (Date Range: 1919 -) <i>[For the preparation and publication of the annual report, use PUBLICATION - Drafting and PUBLICATION - Production.]</i>	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.

Entry	Description of Records	Disposal Action
3369	Copies of unpublished proceedings, reports etc from conferences conducted by the organisation. (Date Range: 1919 -) <i>[For the printing of published proceedings conducted by the advising organisation, use PUBLICATION – Production.]</i>	Retain as national archives
3370	Records documenting arrangements for conferences conducted by the advising organisation. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • management of registrations • venue bookings (Date Range: 1919 -) <i>[For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 3 years after action completed

INDEPENDENT ADVISING

The function of providing advice to the Minister on specific issues of importance that relate to the unique functions of the organisation. The advice is provided by formally established committees, councils and similar statutory and non-statutory bodies associated with the organisation. The membership of these advising organisations consists of a range of stakeholders which may include experts in the field, representatives of the profession or of professional bodies and community representatives. Secretariat services are provided by the agency. Excludes government and inter-government committees, councils etc where the agency provides secretariat services, or is a representative.

For the appointment of members of Committees, Councils etc by the Governor-General and the Minister, use *APPOINTMENTS MANAGEMENT*.

For committees etc where the Department is represented, but does not provide the secretariat, use *LEGAL LIAISON*.

For inter-departmental and inter-governmental committees etc where the Department provides secretariat services, use *relevant core function of the agency*.

Conferences - Continued

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.

Entry	Description of Records	Disposal Action
3371	Records documenting arrangements for conferences attended by members of the advising organisation. (Date Range: 1919 -)	Destroy 3 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.

Entry	Description of Records	Disposal Action
3372	Annual financial statements or formal interim financial statements and background documentation. Includes annual statements of assets and liabilities, operating statements, balance sheets and statements of cash flows. (Date Range: 1919 -)	Destroy 7 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
3373	Final versions of minutes and supporting documents tabled at meetings of the advising organisation. (Date Range: 1919 -)	Retain as national archives
3374	Working papers documenting the conduct and administration of meetings of the advising organisation. (Date Range: 1919 -)	Destroy when reference ceases

INDEPENDENT ADVISING

The function of providing advice to the Minister on specific issues of importance that relate to the unique functions of the organisation. The advice is provided by formally established committees, councils and similar statutory and non-statutory bodies associated with the organisation. The membership of these advising organisations consists of a range of stakeholders which may include experts in the field, representatives of the profession or of professional bodies and community representatives. Secretariat services are provided by the agency. Excludes government and inter-government committees, councils etc where the agency provides secretariat services, or is a representative.

For the appointment of members of Committees, Councils etc by the Governor-General and the Minister, use *APPOINTMENTS MANAGEMENT*.

For committees etc where the Department is represented, but does not provide the secretariat, use *LEGAL LIAISON*.

For inter-departmental and inter-governmental committees etc where the Department provides secretariat services, use *relevant core function of the agency*.

Payments

The activities involved in the preparation and payment of money.

Entry	Description of Records	Disposal Action
3375	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. (Date Range: 1919 -) <i>[For the principal accounting records of the advising organisation, use INDEPENDENT ADVISING – Accounting.]</i>	Destroy 7 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	Description of Records	Disposal Action
3376	Final versions of plans formulated to support the activities of the advising organisation. (Date Range: 1919 -)	Destroy when plans are superseded
3377	Working papers documenting the development of plans supporting the activities of the advising organisation. (Date Range: 1919 -)	Destroy 3 years after action completed
3378	Copies of plans supporting the activities of the advising organisation. (Date Range: 1919 -)	Destroy when reference ceases

INDEPENDENT ADVISING

The function of providing advice to the Minister on specific issues of importance that relate to the unique functions of the organisation. The advice is provided by formally established committees, councils and similar statutory and non-statutory bodies associated with the organisation. The membership of these advising organisations consists of a range of stakeholders which may include experts in the field, representatives of the profession or of professional bodies and community representatives. Secretariat services are provided by the agency. Excludes government and inter-government committees, councils etc where the agency provides secretariat services, or is a representative.

For the appointment of members of Committees, Councils etc by the Governor-General and the Minister, use *APPOINTMENTS MANAGEMENT*.

For committees etc where the Department is represented, but does not provide the secretariat, use *LEGAL LIAISON*.

For inter-departmental and inter-governmental committees etc where the Department provides secretariat services, use *relevant core function of the agency*.

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	Description of Records	Disposal Action
3379	Final versions of formal reports of the advising organisation. (Date Range: 1919 -) <i>[For the preparation and production of annual reports, use PUBLICATION - Drafting and/or Production.</i> <i>For the submission of annual reports to the Minister, use INDEPENDENT ADVISING - Compliance.]</i>	Retain as national Archives
3380	Working papers documenting the development of formal reports. Includes drafts and comments received. (Date Range: 1919 -)	Retain as national archives
3381	Final versions of periodic informal reports of the advising organisation. Includes responses made to external surveys. (Date Range: 1919 -)	Destroy 7 years after action completed
3382	Working papers documenting the development of periodic reports. (Date Range: 1919 -)	Destroy 2 years after action completed
3383	Copies of reports of the advising organisation. (Date Range: 1919 -)	Destroy when reference ceases

INDEPENDENT ADVISING

The function of providing advice to the Minister on specific issues of importance that relate to the unique functions of the organisation. The advice is provided by formally established committees, councils and similar statutory and non-statutory bodies associated with the organisation. The membership of these advising organisations consists of a range of stakeholders which may include experts in the field, representatives of the profession or of professional bodies and community representatives. Secretariat services are provided by the agency. Excludes government and inter-government committees, councils etc where the agency provides secretariat services, or is a representative.

For the appointment of members of Committees, Councils etc by the Governor-General and the Minister, use *APPOINTMENTS MANAGEMENT*.

For committees etc where the Department is represented, but does not provide the secretariat, use *LEGAL LIAISON*.

For inter-departmental and inter-governmental committees etc where the Department provides secretariat services, use *relevant core function of the agency*.

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.

Entry	Description of Records	Disposal Action
3384	Records documenting major research carried out to support the activities of the advising organisation. (Date Range: 1919 -)	Destroy 5 years after action completed
3385	Records documenting minor research carried out to support the activities of the advising organisation. (Date Range: 1919 -)	Destroy when reference ceases

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.

Entry	Description of Records	Disposal Action
3386	Records documenting submissions made to the Minister by the advising organisation. (Date Range: 1919 -)	Retain as national archives
	<i>[For submission of the annual report to the Minister, use INDEPENDENT ADVISING - Compliance.]</i>	

Travel Arrangements

The activities involved in arranging a journey or trip. Includes preparing travel itineraries, allowances etc.

Entry	Description of Records	Disposal Action
3387	Records documenting arrangements for members of the advising organisation to undertake a journey or trip. (Date Range: 1919 -)	Destroy 2 years after action completed

INFORMATION COLLECTION

The function of collecting and managing information (eg. newspaper cuttings, journal articles, published reports etc) to provide background details relevant to subject areas of departmental responsibility. Includes intelligence collations. Excludes activities involved in researching a subject to support a specific project.

For investigations into a subject to support a specific project use the activity ‘Research’ 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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3388	Non-action material collected for information and reference use only. (Date Range: 1901 -)	Destroy 3 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

Addresses (Presentations)

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

Entry	Description of Records	Disposal Action
3389	Drafts and final versions of addresses delivered by the Minister or senior agency staff on matters relating to the law enforcement function. (Date Range: 1972 -)	Retain as national archives
3390	Final versions of addresses delivered by agency staff other than senior staff on matters relating to the law enforcement function. (Date Range: 1972 -)	Destroy 3 years after action completed
3391	Working papers supporting the development of all addresses. (Date Range: 1972 -)	Destroy when reference ceases

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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 prepared for the Minister, use *LAW ENFORCEMENT - Submissions*.

For legal advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For briefings prepared for participants attending conferences and meetings, use *LAW ENFORCEMENT - Conferences and LAW ENFORCEMENT - Meetings*.

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS – Representations*.

Entry	Description of Records	Disposal Action
3392	Records documenting advice provided to the Minister and other agencies on significant matters relating to the law enforcement function such as those with far reaching legal, political and social implications or on matters of considerable public interest. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments (Date Range: 1972 -)	Retain as national archives
3393	Records documenting advice provided to the Minister and other agencies on matters of lesser importance relating to issues of interest in connection with the law enforcement function, eg briefings on the deliberations of various committees. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments (Date Range: 1972 -)	Destroy 7 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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 prepared for the Minister, use *LAW ENFORCEMENT - Submissions*.

For legal advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For briefings prepared for participants attending conferences and meetings, use *LAW ENFORCEMENT - Conferences* and *LAW ENFORCEMENT - Meetings*.

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS – Representations*.

Entry	Description of Records	Disposal Action
3394	Records documenting general advice to Commonwealth, State and Territory agencies on government policies and procedures relating to the law enforcement function. (Date Range: 1972 -)	Destroy 5 years after action completed

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

Entry	Description of Records	Disposal Action
3395	Records documenting the evaluation of important law enforcement activities in which the department plays a significant role, eg the firearms buy-back scheme, national drug programs, etc. (Date Range: 1972 -)	Retain as national archives
3396	Records documenting the evaluation of other potential or existing law enforcement activities. (Date Range: 1972 -)	Destroy 5 years after action completed
3397	Records documenting the evaluation of government agency Fraud Control Plans. (Date Range: 1972 -)	Destroy 15 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other organisations including government, professional and community groups. Includes sharing advice, holding discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
3398	Records documenting liaison activities undertaken with other government agencies including major crime authorities. Includes the exchange of information. (Date Range: 1972 -) <i>[For involvement in formal committees and attendance at meetings, use LAW ENFORCEMENT - Committees and/or Meetings.</i> <i>For formal agreements supporting liaison arrangements, use LAW ENFORCEMENT - Agreements.]</i>	Destroy 7 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
3399	Final versions of significant agreements made to support the law enforcement function with far reaching legal, political, social, economic and international implications eg The National Firearms Control Agreement. (Date Range: 1972 -)	Retain as national archives
3400	Records documenting final versions of other agreements maintained under the law enforcement function. (Date Range: 1972 -)	Destroy 15 years after expiry or other termination of the agreement
3401	Records documenting negotiations, establishment, maintenance and review of agreements. (Date Range: 1972 -)	Destroy 15 years after expiry or other termination of the agreement

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

or provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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 Audit committees, use *STRATEGIC MANAGEMENT – Committees*.

For independent advisory Committees responsible to the Attorney-General, where the Department provides the secretariat, use *INDEPENDENT ADVISING*.

Entry	Description of Records	Disposal Action
3402	Records of inter-departmental and inter-governmental committees and task forces formed to consider matters relating to the law enforcement function where the committee has overall responsibility for making major decisions, and/or provides significant advice, and/or where the agency provides the Secretariat, and/or is the Commonwealth’s main representative and/or plays a major role. Includes: <ul style="list-style-type: none"> • documents establishing the Committee • final versions of minutes • supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1972 -)	Retain as national archives
3403	Records of routine inter-departmental or inter-governmental committees and work groups formed to consider matters relating to the law enforcement function where the agency is a member but does not provide secretarial duties, is not the Commonwealth’s main representative or does not play a major role. Includes: <ul style="list-style-type: none"> • documents establishing the Committee • final versions of minutes • supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1972 -)	Destroy 7 years after action completed
3404	Records of internal agency committees and working groups formed to consider matters relating to the law enforcement function. (Date Range: 1972 -)	Destroy 5 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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.

For Audit committees, use *STRATEGIC MANAGEMENT – Committees*.

For independent advisory Committees responsible to the Attorney-General, where the Department provides the secretariat, use *INDEPENDENT ADVISING*.

Entry	Description of Records	Disposal Action
3405	Working papers documenting the conduct and administration of all committees. (Date Range: 1972 -)	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.

Entry	Description of Records	Disposal Action
3406	Records documenting compliance with mandatory or optional requirements relating to the law enforcement function. Includes compliance requirements under international conventions (eg United Nations Conventions). (Date Range: 1972 -)	Destroy 7 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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.

Entry	Description of Records	Disposal Action
3407	Copies of unpublished proceedings, reports and papers from law enforcement conferences conducted by the agency. (Date Range: 1972 -) <i>[For the printing and publishing of law enforcement conference proceedings and reports, use PUBLICATION - Production.]</i>	Retain as national archives
3408	Records documenting arrangements for conferences and forums relating to the law enforcement function conducted by the agency. Includes: <ul style="list-style-type: none"> • program development • arrangements for speakers • promotion • managing registrations • venue bookings (Date Range: 1972 -) <i>[For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT-Accounting and/or FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 3 years after action completed
3409	Records documenting the attendance at conferences by agency staff arranged by other organisations. Includes copies of published papers and participants reports. (Date Range: 1972 -)	Destroy 3 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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.

Entry	Description of Records	Disposal Action
3410	Records documenting contract management relating to the law enforcement function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports (Date Range: 1972 -)	Destroy 7 years after action completed or other termination of contract

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 includes first aid treatment.

Entry	Description of Records	Disposal Action
3411	Records documenting the implementation of plans, policies and procedures developed to support the law enforcement function, eg assistance provided to agencies to implement the Department’s information technology policy for the Commonwealth. (Date Range: 1972 -)	Destroy 5 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

Inquiries

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

Entry	Description of Records	Disposal Action
3412	Records documenting the agency’s contribution and involvement in an inquiry directly relating to the law enforcement function. Includes: <ul style="list-style-type: none"> statements and submissions responses to final reports transcripts of oral evidence given by agency staff (Date Range: 1972 -)	Retain as national archives
3413	Working papers documenting the agency’s contribution and involvement in an inquiry directly relating to the law enforcement function. (Date Range: 1972 -)	Retain as national archives
3414	Records documenting inquiries with no direct relationship to the law enforcement function. Includes: <ul style="list-style-type: none"> statements and submissions responses to final reports transcripts of oral evidence given by agency staff (Date Range: 1972 -)	Destroy 7 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

Marketing

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

Entry	Description of Records	Disposal Action
3415	Records documenting the marketing of government policy to support the law enforcement function (eg gun buy-back scheme). (Date Range: 1972 -) <i>[For the publication of marketing material, use PUBLICATION - Drafting and/or PUBLICATION - Production]</i>	Retain as national archives
3416	Supporting documentation for the marketing of government policy to support the law enforcement function. (Date Range: 1972 -)	Destroy 3 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
3417	Final version of minutes and supporting documents of high level meetings held to support the law enforcement function. Include meetings with other Commonwealth agencies and state, territory and overseas governments and community groups whose deliberations have a significant impact on law enforcement policies and practices. (Date Range: 1972 -)	Retain as national archives

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

Meetings – Continued

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

Entry	Description of Records	Disposal Action
3418	Final versions of minutes and supporting documents of routine internal and external meetings held to support the law enforcement function that have no significant impact on policies and practices. Includes working groups to consider routine administrative matters and regular meetings held to exchange information. (Date Range: 1972 -)	Destroy 3 years after action completed
3419	Working papers documenting the conduct and administration of all meetings held to support the law enforcement function. (Date Range: 1972 -)	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
3420	Final version of plans formulated to support the law enforcement function. (Date Range: 1972 -)	Destroy when plans are superseded
3421	Working papers documenting the development of law enforcement plans. Includes input into plans, comments received and drafts. (Date Range: 1972 -)	Destroy 3 years after action completed
3422	Copies of law enforcement plans. (Date Range: 1972 -)	Destroy when reference ceases

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General's portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

Policy

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

Entry	Description of Records	Disposal Action
3423	Records documenting the development and establishment of policies supporting the law enforcement function including national policies on drugs, firearms, fraud, information technology and the operations of law enforcement agencies under the portfolio. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • major drafts • final policy documents • national policy statements (Date Range: 1972 -)	Retain as national archives
3424	Copies of policies and supporting papers. (Date Range: 1972 -)	Destroy when reference ceases

Procedures

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

Entry	Description of Records	Disposal Action
3425	Master set of manuals, directives etc detailing procedures and guidelines supporting the law enforcement function. (Date Range: 1972 -)	Retain as national archives
3426	Records documenting the development of procedures and guidelines supporting the law enforcement function. (Date Range: 1972 -)	Destroy 1 year after production of procedures
3427	Copies of manuals, handbooks, directives, guidelines etc., supporting the law enforcement function. (Date Range: 1972 -)	Destroy when reference ceases

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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 responses to United Nations surveys and questionnaires, use *LAW ENFORCEMENT – Compliance*.

Entry	Description of Records	Disposal Action
3428	Final versions of formal internal reports and reports made to external agencies relating to the law enforcement function. (Date Range: 1972 -)	Retain as national archives
3429	Working papers documenting the development of formal reports. Includes drafts and comments received. (Date Range: 1972 -)	Retain as national archives
3430	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the law enforcement function. (Date Range: 1972 -)	Destroy 7 years after action completed
3431	Working papers documenting the development of periodic internal reports. (Date Range: 1972 -)	Destroy 2 years after action completed
3432	Copies of law enforcement reports. (Date Range: 1972 -)	Destroy when reference ceases

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

Representatives

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

For the appointment of Departmental officers to committees, use *LAW ENFORCEMENT - Committees*.

Entry	Description of Records	Disposal Action
3433	Records documenting the nomination and appointment to and resignation from committees or other bodies formed to support the law enforcement function. (Date Range: 1972 -)	Destroy 3 years after appointment 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.

For general research not related to a specific project, use *INFORMATION COLLECTION*.

Entry	Description of Records	Disposal Action
3434	Records documenting major research carried out in support of the law enforcement function. (Date Range: 1972 -)	Destroy 5 years after action completed
3435	Records documenting minor research carried out in support of the law enforcement function. (Date Range: 1972 -)	Destroy when reference ceases

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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	Description of Records	Disposal Action
3436	Records documenting major reviews of law enforcement function programs and operations that have a high government and public profile or are controversial or result in major changes in direction and administration of the programs and operations. Includes documents establishing the review, final report and action plan. (Date Range: 1972 -)	Retain as national archives
3437	Records documenting minor or recurring reviews of the law enforcement function programs and operations that do not have a high government and public profile or are not controversial or do not result in major changes in direction and administration of programs and operations. (Date Range: 1972 -)	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.

Entry	Description of Records	Disposal Action
3438	Records documenting the implementation of standards to support the law enforcement function. (Date Range: 1972 -)	Destroy 7 years after action completed
	<i>[For the development of standards, use LAW ENFORCEMENT - Policy.]</i>	

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

State/Territory Claims

The activities associated with processing State and Territory compensation claims for financial reimbursement to support the gun buyback program.

For the agreement under which the gun buyback occurred, use *LAW ENFORCEMENT - Agreements*.

Entry	Description of Records	Disposal Action
3439	Records documenting the processing of State and Territory claims. (Date Range: 1972 -)	Destroy 7 years after action completed

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 Cabinet submission and related Cabinet documents, use *GOVERNMENT RELATIONS - Submissions*.

Entry	Description of Records	Disposal Action
3440	Records documenting submissions made to the Minister and others on matters relating to the law enforcement function concerning controversial issues or issues with far reaching legal, political and social implications. (Date Range: 1972 -)	Retain as national archives
3441	Records documenting submissions made to the Minister and others on issues concerning matters of lesser importance with no far reaching legal, political and social implications. (Date Range: 1972 -)	Destroy 7 years after action completed

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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.

Entry	Description of Records	Disposal Action
3442	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expression of Interests, Requests for Tender. (Date Range: 1972 -)	Destroy 7 years after tender process completed
3443	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. (Date Range: 1972 -)	Destroy 7 years after tender process completed
3444	Results 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. (Date Range: 1972 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender
3445	Tender and contract registers. (Date Range: 1972 -)	Destroy 7 years after last entry
3446	Signed contacts under seal and supporting records. (Date Range: 1972 -)	Destroy 12 years after completion or other termination of contract
3447	Signed simple contacts and agreements resulting from tenders and supporting records. (Date Range: 1972 -)	Destroy 7 years after completion or other termination of contract

LAW ENFORCEMENT

The function of coordinating the formulation and implementation of Commonwealth law enforcement policies and activities relating to information technology, fraud, firearms and illicit drugs and the operation of law enforcement agencies within the Attorney-General’s portfolio. Includes formal on-going liaison with other government agencies, and State, Territory and overseas law enforcement agencies. Excludes providing legal advice and legal policy advice on legislative matters.

For provision of advice on the interpretation of legislation, use *LEGAL COUNSEL - Legal Advice*.

For formulating policies identifying required changes to legislation, use *LEGAL COUNSEL - Legal Policy Advice*.

For managing the passage of legislative amendments to law enforcement legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the management of Firearm Importation Permits, use *LEGAL CASE MANAGEMENT*.

For carrying out secretariat services for independent advising organisations supporting the Law Enforcement function, use *INDEPENDENT ADVISING*.

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 arranging travel for agency personnel, use *PERSONNEL - Arrangements*.

Entry	Description of Records	Disposal Action
3448	Records documenting arrangements for visits. (Date Range: 1972 -)	Destroy 3 years after action completed

[For reports of visits, use LAW ENFORCEMENT – Visits.]

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

Entry	Description of Records	Disposal Action
3449	Records documenting the evaluation of strategic programs and services related to individual activities under the legal case management function. (Date Range: 1901 -)	Destroy 5 years after action completed

Certificate of No Impediment Processing

The activities associated with issuing a "Certificate of No Impediment" to an Australian citizen wishing to marry a person from another country in accordance with the Hague Convention on the Celebration and Recognition of Marriages.

Entry	Description of Records	Disposal Action
3450	Records documenting the processing of applications for certificates of no impediment to marriage. (Date Range: 1986 -)	Destroy 3 years after action completed

Child Abduction Management

The processes involved in coordinating the recovery of children abducted either from or to Australia under the Hague Convention on the Civil aspects of International Child Abduction. Includes liaising with State and Territory governments and overseas governments to locate and recover the child and provide support to facilitate court proceedings.

Entry	Description of Records	Disposal Action
3451	Records documenting the coordination of the recovery of abducted children where the case is unusual or with precedent value (ie complicated cases involving situations outside normal policy guidelines) and cases which are transferred to the High Court. (Date Range: 1987 -)	Retain as national archives
3452	Records documenting the coordination of the recovery of abducted children where the case is not unusual or with precedent value. (Date Range: 1987 -)	Destroy 16 years after action completed

Child Custody and Access Orders Management

The activities involved in the enforcement of custody and access orders with overseas countries with whom Australia has reciprocal arrangements. Includes lodging orders for registration in other countries, and arranging for registrations to occur in Australia.

Entry	Description of Records	Disposal Action
3453	Records documenting the registration and enforcement of Australian and overseas custody and access arrangements. (Date Range: 1975 -)	Destroy 15 years after completion of the case

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Child Maintenance Management

The activities involved in supporting bi-lateral and multi-lateral agreements for maintenance recovery and the United Nations Convention on the Recovery Abroad of Maintenance. Includes coordinating the transmission and receipt of claims.

Entry	Description of Records	Disposal Action
3454	Records documenting the registration and enforcement of Australian and overseas maintenance orders where documentation includes a court order or agreement. (Date Range: 1975 -)	Destroy 30 years after record is created
3455	Records documenting the registration and enforcement of Australian and overseas maintenance orders where documentation does not include a court order or agreement. Includes records where a court order or agreement has been returned to sender because application is invalid. (Date Range: 1975 -)	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.

Entry	Description of Records	Disposal Action
3456	Records documenting compliance with mandatory or optional requirements relating to the legal case management function. Includes compliance requirements under international conventions (eg United Nations Conventions). (Date Range: 1901 -)	Destroy 7 years after action completed

Convention Service Processing

The activities associated with the service and transmission abroad of judicial and extrajudicial documents under the Hague Convention.

Entry	Description of Records	Disposal Action
3457	Records documenting requests for routine service of documents abroad. (Date Range: 1965 -)	Destroy 3 years after action is completed

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Criminal Justice Certificate Processing

The activities involved in issuing a Criminal Justice Certificate under the Migration Act 1958 to prevent removal or deportation of an unlawful non-citizen required in Australia for the purposes of the administration of criminal justice; and a Commonwealth Criminal Justice Entry Certificate and a State Criminal Justice Entry Certificate for authorising the temporary presence in Australia of a non-citizen. Includes liaison with law enforcement agencies, other Commonwealth departments and State authorities and activities involved with the subsequent cancellation of that certificate.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3458	Records documenting the issue of Criminal Justice Certificates under the Migration Act 1958. (Date Range: 1958 -)	Destroy 3 years after cancellation of certificate

Extraditions Management

The activities involved in the extradition of a person either to Australia from an overseas country, or from Australia to an overseas country, who has been convicted of a crime or who is accused of having committed a crime.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3459	Records documenting extradition cases which set a precedent, lead to a change of policy and/or are the subject of public controversy. (Date Range: 1901 -)	Retain as national archives
3460	Records documenting extradition cases which do not set a precedent, do not lead to a change of policy and are not the subject of public controversy. Includes cases where the fugitive has absconded and lapsed cases (eg where the fugitive dies before extradition). (Date Range: 1901 -)	Destroy 15 years after action completed
3461	Records documenting preliminary investigations into extradition matters that do not progress. (Date Range: 1901 -)	Destroy 2 years after advice (to or from requesting agency) of discontinuance or 7 years after last action where no discontinuance is notified

Family Law Breaches Management

The activities involved in investigating alleged breaches to the Family Law Act 1975 and referring the matter to the appropriate law enforcement authorities.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3462	Records documenting the investigation of matters relating to alleged breaches. (Date Range: 1975 -)	Destroy 3 years after action completed

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Federal Offenders Management

The activities involved in managing federal offenders. Includes the processes associated with granting and managing release on parole, authorising applications for overseas travel, early release on licence, welfare and travel transfers, remission of fines and the exercise of the Royal Prerogative of Mercy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3463	Records documenting applications for pardon through the exercise of the Royal Prerogative of Mercy. (Date Range: 1914 -)	Retain as national archives
3464	Records of individual prisoners documenting the granting and management of release on licence or parole, and releases under section 20BD of the Crimes Act 1914 (ie unfit to be tried). (Date Range: 1914 -)	Destroy 30 years after action completed
3465	Records documenting advice from state authorities of prisoners who will not be released on parole or licence. (Date Range: 1914 -)	Destroy 15 years after action completed
3466	Records documenting recommendations to the Attorney-General or the Governor-General for the remission of fines or default sentences. (Date Range: 1914 -)	Destroy 7 years after action completed

Financial Assistance Processing

The processes involved in managing the provision of direct grants of financial assistance under various Commonwealth statutory and non-statutory schemes and arrangements, including financial assistance supporting Native Title claims. Includes assessing claim applications, arranging for payments, undertaking reviews when requested and supporting case management in any legal action brought against the Commonwealth challenging a decision.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3468	Records documenting the processing of applications for financial assistance where a review was carried out of the decision by the agency or by a court which set a precedent or influenced the development of policy. (Date Range: 1903 -)	Retain as national archives
3467	Records documenting the processing of applications for financial assistance where assistance was granted. (Date Range: 1903 -)	Destroy 7 years after last action
3469	Records documenting the processing of applications for financial assistance where a review was carried out of the decision by the agency or by a court where no precedent was set or where the case did not influence the development of policy. (Date Range: 1903 -)	Destroy 7 years after action completed

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Financial Assistance Processing - Continued

The processes involved in managing the provision of direct grants of financial assistance under various Commonwealth statutory and non-statutory schemes and arrangements, including financial assistance supporting Native Title claims. Includes assessing claim applications, arranging for payments, undertaking reviews when requested and supporting case management in any legal action brought against the Commonwealth challenging a

Entry	Description of Records	Disposal Action
3470	Records documenting the processing of applications for financial assistance where assistance was refused, withdrawn or not proceeded with, or where applications were incomplete. (Date Range: 1903 -)	Destroy 7 years after action completed

Firearm Compensation Claims Processing

The activities involved in settling challenged claims for compensation to dealers under the gun buyback scheme.

Entry	Description of Records	Disposal Action
3471	Records documenting the settling of compensation claims. (Date Range: 1996 -)	Destroy 7 years after action completed

Firearm Importation Permits Processing

The activities involved in issuing permits for the importation of prohibited firearms. Includes liaising with the Federal Police to classify the particular firearms, applying the appropriate compliance test, seeking the Minister’s approval and issuing the permit.

Entry	Description of Records	Disposal Action
3472	Records documenting the processing of applications for the importation of firearms which result in the issuing of a permit. (Date Range: 1996 -)	Destroy 20 years after action completed
3473	Records documenting the processing of applications for the importation of firearms which do not result in the issue of a permit. (Date Range: 1996 -)	Destroy 7 years after action completed

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Mutual Assistance Processing

The activities associated with the provision of mutual assistance in criminal matters to, and obtaining assistance from, other countries for the purpose of investigation and prosecution of crime and the restraint and confiscation of the proceeds of crime. Includes activities involved in obtaining bank and business records, the taking of evidence, search and seizure, the transfer of a witness to give evidence and the service of documents.

Entry	Description of Records	Disposal Action
3474	Records documenting mutual assistance cases which set a precedent, lead to a change of policy and/or are the subject of public controversy. (Date Range: 1901 -)	Retain as national archives
3475	Records documenting arrangements and/or investigations resulting from routine requests for mutual assistance in criminal matters. Includes preliminary investigations, finalised proceedings, overseas and/or domestic appeals. (Date Range: 1901 -)	Destroy 15 years after action completed

Native Title Litigation

The activities involved in managing the Commonwealth's role in native title litigation cases. Includes liaison with legal advisers, monitoring the case and advising the Attorney-General on progress and Commonwealth interests in the matter. Also includes activities involved in appeals made against a court decision.

Entry	Description of Records	Disposal Action
3476	Records documenting the management of the Commonwealth's involvement in native title litigation. (Date Range: 1993 -)	Retain as national archives

Procedures

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

Entry	Description of Records	Disposal Action
3477	Master set of manuals, directives etc detailing procedures and guidelines supporting the legal case management function. (Date Range: 1901 -)	Retain as national archives
3478	Records documenting the development of procedures and guidelines supporting the legal case management function. (Date Range: 1901 -)	Destroy 1 year after production of procedures
3479	Copies of manuals, directives, guidelines etc. (Date Range: 1901 -)	Destroy when reference ceases

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Proceeds of Crime Forfeiture Processing

The activities associated with the recovery and disposal of goods obtained through crime. Includes the issuing of relevant forfeiture or other orders. Excludes the forfeiture of goods resulting from bankruptcy proceedings.

Entry	Description of Records	Disposal Action
3480	Records documenting the recovery and disposal of goods obtained through crime. (Date Range: 1987 -)	Destroy 10 years after action completed

Reporting

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

Entry	Description of Records	Disposal Action
3481	Final versions of formal internal reports and reports made to external agencies relating to the activities under the legal case management function. (Date Range: 1901 -)	Retain as national archives
3482	Working papers documenting the development of formal reports. (Date Range: 1901 -)	Retain as national archives
3483	Final versions of periodic internal reports on general administrative matters used to monitor and support the activities under the legal case management function. (Date Range: 1901 -)	Destroy 7 years after action completed
3484	Working papers documenting the development of periodic internal reports. (Date Range: 1901 -)	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.

Entry	Description of Records	Disposal Action
3485	Records documenting a review of agency programs and operations supporting activities under the legal case management function. (Date Range: 1901 -)	Destroy 10 years after action completed
3486	Working papers documenting a review of agency programs and operations supporting activities under the legal case management function. (Date Range: 1901 -)	Destroy 3 years after action completed

LEGAL CASE MANAGEMENT

The function of managing on-going legal case work resulting from the implementation of legislative requirements or in support of international obligations. Includes the activities of authorisation and carrying out legislative requirements, reporting on developments, making and implementing decisions and monitoring and reviewing outcomes. Also includes planning and controlling the processes involved in managing the cases.

Status of Forces Management

The activities associated with the management of cases where members of visiting military forces have broken Australian laws. Includes the arrest, search and trial of offenders. Also includes liaising with countries where Status of Forces Agreements exist. Such liaison can include requests for temporary custody and waiving Australia’s primary jurisdiction rights.

Entry	Description of Records	Disposal Action
3487	Records documenting the management of cases under the Defence (Visiting Forces) Act 1963. (Date Range: 1901 -)	Destroy 10 years after action completed

Taking of Evidence (Civil) Processing

The activities associated with the taking of evidence in civil cases under the terms of the Hague Evidence Convention.

For the Taking of Evidence in mutual assistance cases, use LEGAL CASE MANAGEMENT - Mutual Assistance.

Entry	Description of Records	Disposal Action
3488	Records documenting arrangements for the taking of evidence in Australian courts for use in civil legal proceedings overseas. (Date Range: 1971 -)	Destroy 10 years after action completed

United Nations Case Management

The activities involved in responding to allegations of breaches of treaties and protocols lodged with United Nations Committees. Includes preparing the response, liaison with the United Nations Committee and Australia’s Permanent Representative to the United Nations.

Entry	Description of Records	Disposal Action
3489	Records documenting investigations into and responses to allegations. (Date Range: 1991 -)	Retain as national archives

LEGAL COUNSEL

The function of providing legal opinions to the Attorney-General, other Ministers, departments, statutory bodies and other parts of the agency covering areas of portfolio responsibility. Includes the provision of legal opinions on the interpretation of legislation and on the legal aspects of Cabinet submissions. Also includes policy advice relating to the effectiveness of portfolio legislation and developing proposals to change the law. Excludes ‘ministerials’ received by the Attorney from members of the public and external bodies, responses prepared for ‘Possible Parliamentary Questions’ (PPQ’s), and replies prepared to Parliamentary Questions (PQ’s).

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

For managing the passage of legislative amendments or new legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the provision of advice to overseas organisations, use *LEGAL LIAISON - Advice*.

For the provision of ad hoc information to international organisations, use *LEGAL LIAISON - Reporting*.

For the provision of responses to formal ongoing requests for information from international organisations which are required under agreements and conventions, use *LEGAL LIAISON - Compliance*.

For meetings with community or professional groups, use *LEGAL LIAISON - Meetings*.

Legal Advice

The activities associated with providing legal opinions, and interpreting legislation and other legal instruments.

Entry	Description of Records	Disposal Action
3490	Records documenting the provision of significant legal advice to the department and Commonwealth agencies, including advice placed on legal opinion databases. Significant legal advice is advice which: <ul style="list-style-type: none"> • contributes to the setting of legal precedents; • helps to define civil liberties or establish legal protections, rights and obligations; • helps to redefine or establish the legal boundaries of Government activity; • helps to determine new areas of Commonwealth legal activity; • leads to or recommends major decisions in relation to or changes in the operation of a Commonwealth function which has national application or implications; • relates to significant, long-term environmental, social, health, property or security issues; • comments in detail on the impact of major government functions and programs; or • examines in detail the nature and extent of Commonwealth intervention in peoples lives or the interaction of people and government. (Date Range: 1901 -)	Retain as national archives
3491	Records documenting the provision of all other legal advice to the department and Commonwealth agencies including advice placed on legal opinion databases. (Date Range: 1901 -)	Retain permanently for agency use

LEGAL COUNSEL

The function of providing legal opinions to the Attorney-General, other Ministers, departments, statutory bodies and other parts of the agency covering areas of portfolio responsibility. Includes the provision of legal opinions on the interpretation of legislation and on the legal aspects of Cabinet submissions. Also includes policy advice relating to the effectiveness of portfolio legislation and developing proposals to change the law. Excludes ‘ministerials’ received by the Attorney from members of the public and external bodies, responses prepared for ‘Possible Parliamentary Questions’ (PPQ’s), and replies prepared to Parliamentary Questions (PQ’s).

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use GOVERNMENT RELATIONS - Representations.

For managing the passage of legislative amendments or new legislation, use GOVERNMENT RELATIONS - Legislation.

For the provision of advice to overseas organisations, use LEGAL LIAISON - Advice.

For the provision of ad hoc information to international organisations, use LEGAL LIAISON - Reporting.

For the provision of responses to formal ongoing requests for information from international organisations which are required under agreements and conventions, use LEGAL LIAISON - Compliance.

For meetings with community or professional groups, use LEGAL LIAISON - Meetings.

Legal Policy Advice

The activities associated with providing advice on the scope and coverage of the law. Includes reviewing, assessing, monitoring and reporting on the performance of legislation and other legal instruments, including the identification of new legislative requirements.

Entry	Description of Records	Disposal Action
3492	Records documenting the provision of legal policy advice to the Attorney-General, the Department and Commonwealth agencies. Includes: <ul style="list-style-type: none"> • formulation of legislative initiatives • formulation of changes to legislation and legal instruments • interpretations of the Constitution • formulations of interpretation of agreements, including Memoranda of Understanding and international treaties • scrutiny of Commonwealth legislation for compliance with government policy (Date Range: 1901 -)	Retain as national archives
3493	Records documenting the provision of legal policy advice with regard to assigning penalties under Commonwealth legislation. (Date Range: 1901 -)	Destroy 15 years after action completed

LEGAL COUNSEL

The function of providing legal opinions to the Attorney-General, other Ministers, departments, statutory bodies and other parts of the agency covering areas of portfolio responsibility. Includes the provision of legal opinions on the interpretation of legislation and on the legal aspects of Cabinet submissions. Also includes policy advice relating to the effectiveness of portfolio legislation and developing proposals to change the law. Excludes ‘ministerials’ received by the Attorney from members of the public and external bodies, responses prepared for ‘Possible Parliamentary Questions’ (PPQ’s), and replies prepared to Parliamentary Questions (PQ’s).

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

For managing the passage of legislative amendments or new legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the provision of advice to overseas organisations, use *LEGAL LIAISON - Advice*.

For the provision of ad hoc information to international organisations, use *LEGAL LIAISON - Reporting*.

For the provision of responses to formal ongoing requests for information from international organisations which are required under agreements and conventions, use *LEGAL LIAISON - Compliance*.

For meetings with community or professional groups, use *LEGAL LIAISON - Meetings*.

Meetings

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

Entry	Description of Records	Disposal Action
3494	Final versions of minutes and supporting documents of high level meetings held with external agencies and/or other areas of the Department where extensive advice was provided. (Date Range: 1901 -)	Retain as national archives
3495	Final versions of minutes and supporting documents tabled at routine meetings with client agencies and/or other areas of the agency where departmental officers acted as an observer or provided directions or general advice only. (Date Range: 1901 -)	Destroy 7 years after action completed

LEGAL COUNSEL

The function of providing legal opinions to the Attorney-General, other Ministers, departments, statutory bodies and other parts of the agency covering areas of portfolio responsibility. Includes the provision of legal opinions on the interpretation of legislation and on the legal aspects of Cabinet submissions. Also includes policy advice relating to the effectiveness of portfolio legislation and developing proposals to change the law. Excludes ‘ministerials’ received by the Attorney from members of the public and external bodies, responses prepared for ‘Possible Parliamentary Questions’ (PPQ’s), and replies prepared to Parliamentary Questions (PQ’s).

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

For managing the passage of legislative amendments or new legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the provision of advice to overseas organisations, use *LEGAL LIAISON - Advice*.

For the provision of ad hoc information to international organisations, use *LEGAL LIAISON - Reporting*.

For the provision of responses to formal ongoing requests for information from international organisations which are required under agreements and conventions, use *LEGAL LIAISON - Compliance*.

For meetings with community or professional groups, use *LEGAL LIAISON - Meetings*.

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	Description of Records	Disposal Action
3496	Records documenting the final version of formal internal reports and reports made to external agencies supporting the legal counsel function. (Date Range: 1901 -)	Retain as national archives
3497	Working papers documenting the development of formal reports. (Date Range: 1901 -)	Retain as national archives
3498	Final versions of periodic internal reports on general administrative matters used to monitor and support the activities under the legal counsel function. (Date Range: 1901 -)	Destroy 7 years after action completed
3499	Working papers documenting the development of formal reports. (Date Range: 1901 -)	Destroy 2 years after action completed

LEGAL COUNSEL

The function of providing legal opinions to the Attorney-General, other Ministers, departments, statutory bodies and other parts of the agency covering areas of portfolio responsibility. Includes the provision of legal opinions on the interpretation of legislation and on the legal aspects of Cabinet submissions. Also includes policy advice relating to the effectiveness of portfolio legislation and developing proposals to change the law. Excludes ‘ministerials’ received by the Attorney from members of the public and external bodies, responses prepared for ‘Possible Parliamentary Questions’ (PPQ’s), and replies prepared to Parliamentary Questions (PQ’s).

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

For managing the passage of legislative amendments or new legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the provision of advice to overseas organisations, use *LEGAL LIAISON - Advice*.

For the provision of ad hoc information to international organisations, use *LEGAL LIAISON - Reporting*.

For the provision of responses to formal ongoing requests for information from international organisations which are required under agreements and conventions, use *LEGAL LIAISON - Compliance*.

For meetings with community or professional groups, use *LEGAL LIAISON - Meetings*.

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.

For general research not related to a specific project, use *INFORMATION COLLECTION*.

Entry	Description of Records	Disposal Action
3500	Records documenting major research carried out to support the legal counsel function. (Date Range: 1901 -)	Destroy 5 years after action completed
3501	Records documenting minor research carried out to support the legal counsel function. (Date Range: 1901 -)	Destroy when reference ceases

LEGAL COUNSEL

The function of providing legal opinions to the Attorney-General, other Ministers, departments, statutory bodies and other parts of the agency covering areas of portfolio responsibility. Includes the provision of legal opinions on the interpretation of legislation and on the legal aspects of Cabinet submissions. Also includes policy advice relating to the effectiveness of portfolio legislation and developing proposals to change the law. Excludes ‘ministerials’ received by the Attorney from members of the public and external bodies, responses prepared for ‘Possible Parliamentary Questions’ (PPQ’s), and replies prepared to Parliamentary Questions (PQ’s).

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

For managing the passage of legislative amendments or new legislation, use *GOVERNMENT RELATIONS - Legislation*.

For the provision of advice to overseas organisations, use *LEGAL LIAISON - Advice*.

For the provision of ad hoc information to international organisations, use *LEGAL LIAISON - Reporting*.

For the provision of responses to formal ongoing requests for information from international organisations which are required under agreements and conventions, use *LEGAL LIAISON - Compliance*.

For meetings with community or professional groups, use *LEGAL LIAISON - Meetings*.

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 Cabinet submissions and related Cabinet documents, use *GOVERNMENT RELATIONS - Submissions*.

Entry	Description of Records	Disposal Action
3502	Records documenting submissions made to the Minister and others supporting the legal counsel function concerning controversial issues or issues with far reaching legal, social, political, economic and international implications. (Date Range: 1901 -)	Retain as national archives
3503	Records documenting submissions made to the Minister and others on issues concerning matters of lesser importance with no far reaching legal, social, political, economic and international implications. (Date Range: 1901 -)	Destroy 7 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of the Australian Government Solicitor*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Addresses (Presentations)

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

Entry	Description of Records	Disposal Action
3504	Draft and final versions of addresses delivered by the Minister or senior agency staff on matters relating to the legal liaison function. (Date Range: 1903 -)	Retain as national archives
3505	Final versions of addresses delivered by agency officers other than senior staff on matters relating to the legal liaison function. (Date Range: 1903 -)	Destroy 3 years after action completed
3506	Working papers supporting the development of all addresses. (Date Range: 1903 -)	Destroy when reference ceases

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Advice

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

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

Entry	Description of Records	Disposal Action
3507	Records documenting advice provided to the Minister and other agencies on significant matters relating to the legal liaison function such as those with far reaching legal, political, social, economic and international implications or on matters of considerable public interest. Includes advice provided in the areas of Native Title, civil justice, human rights and humanitarian law, criminal law, international law, security law, information law, family law, legal assistance and the provision of legal services to the Commonwealth. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • Ministerial statements • minutes providing comments (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

Entry	Description of Records	Disposal Action
3508	Records documenting advice provided to the Minister and other agencies on matters of lesser importance relating to the legal liaison function with no far reaching legal, social, economic and international implications or not on matters of considerable public interest . Includes advice provided in the areas of Native Title, civil justice, human rights and humanitarian law, criminal law, international law, security law, information law, family law, legal assistance and the provision of legal services to the Commonwealth. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • Ministerial statements • minutes providing comments (Date Range: 1903 -)	Destroy 7 years after action completed
3509	Records documenting general advice given or received relating to the legal liaison function. (Date Range: 1903 -)	Destroy 5 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

Entry	Description of Records	Disposal Action
3510	Records documenting the evaluation of potential or existing legal liaison activities. Includes evaluation of training programs. (Date Range: 1903 -)	Destroy 5 years after action completed

Agency Grant Funding

The activities associated with granting funds to external organisations.

For decisions made at a whole of agency level about what organisations should be allocated grants, use *LEGAL LIAISON - Policy*.

For the payment of grant allocations, use *FINANCIAL MANAGEMENT - Grant Funding*.

Entry	Description of Records	Disposal Action
3511	Records documenting successful applications made for agency grant funding. Includes grants to government and non-government organisations. (Date Range: 1903 -)	Destroy 7 years after action completed
3512	Records documenting unsuccessful applications made for agency grant funding. Includes grants to government and non-government organisations. (Date Range: 1903 -)	Destroy 5 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Agreements

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

For international treaties, conventions, protocols, use *LEGAL LIAISON - International Instruments*.

For protocols with State and Territory Governments, use *LEGAL LIAISON - Protocols*.

For activities relating to meeting compliance requirements under agreements, use *LEGAL LIAISON - Compliance*.

Entry	Description of Records	Disposal Action
3513	Final versions of significant agreements made to support the legal liaison function with far reaching legal, political, social, economic and international implications. Includes: <ul style="list-style-type: none"> • memorandums of understanding with overseas governments on legal exchanges and co-operations and the enforcements of judgements • agreements made with states and territories eg the National Firearms Agreement (Date Range: 1903 -)	Retain as national archives
3514	Records documenting negotiations, establishment, maintenance and review of significant agreements made to support the legal liaison function. (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Agreements - Continued

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

For international treaties, conventions, protocols, use *LEGAL LIAISON - International Instruments*.

For protocols with State and Territory Governments, use *LEGAL LIAISON - Protocols*.

For activities relating to meeting compliance requirements under agreements, use *LEGAL LIAISON - Compliance*.

Entry	Description of Records	Disposal Action
3515	Final versions of agreements supporting recurring ongoing agreements made to support the legal liaison function with no far reaching legal, political, social, economic and international implications. Includes: <ul style="list-style-type: none"> • agreements made with copyright collecting societies • financial assistance agreements (Date Range: 1903 -)	Destroy 7 years after expiry or other termination of agreement
3516	Records documenting negotiations, establishment, maintenance and review of recurring ongoing agreements made to support the legal liaison function. (Date Range: 1903 -)	Destroy 7 years after expiry or other termination of agreement

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Appeals (decisions)

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

Entry	Description of Records	Disposal Action
3517	Records documenting appeals made against a decision or an order made in connection with the legal liaison function. Includes reviews of decisions made under the Copyright Act 1968. (Date Range: 1968 -)	Destroy 10 years after action completed

Authorisation

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

Entry	Description of Records	Disposal Action
3518	Records documenting authorisations made to support the legal liaison function and linked legislative requirements EXCEPT authorisations made under section 203AB of the Native Title Act 1993, the granting of approvals for voluntary organisations under the Marriage Act 1961, and the authorisation of officers under the Crimes Act 1914. Includes delegations made to agency staff under the Law Office Act 1964. (Date Range: 1903 -)	Destroy 10 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Authorisation - Continued

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

Entry	Description of Records	Disposal Action
3519	Records documenting approvals of recognition under Section 203AB of the Native Title Act 1993. (Date Range: 1903 -)	Retain as national archives
3520	Records documenting approvals of voluntary organisations under the Marriage Act 1961. (Date Range: 1903 -)	Destroy 20 years after action completed
3521	Records documenting the authorisation of Commonwealth Officers as authorised officers under the Crimes Act 1914. (Date Range: 1903 -)	Destroy when person would reach 70 years of age

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 Audit committees, use *STRATEGIC MANAGEMENT - Committees*.

For meetings held during Conferences, use *LEGAL LIAISON - Conferences*.

For independent advisory Committees responsible to the Attorney-General, where the Department provides the secretariat, use *INDEPENDENT ADVISING*.

Entry	Description of Records	Disposal Action
3522	Records of inter-departmental and inter-governmental committees and task forces formed to consider matters relating to the legal liaison function where the agency has overall responsibility for making decisions, or providing high level advice, or provides the Secretariat, or is the Commonwealth’s main representative, or plays a major role. Includes: <ul style="list-style-type: none"> • documents establishing the Committee • final versions of minutes • supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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.

For Audit committees, use *STRATEGIC MANAGEMENT - Committees*.

For meetings held during Conferences, use *LEGAL LIAISON - Conferences*.

For independent advisory Committees responsible to the Attorney-General, where the Department provides the secretariat, use *INDEPENDENT ADVISING*.

Entry	Description of Records	Disposal Action
3523	Records of inter-departmental and inter-governmental committees and task forces formed to consider matters relating to the legal liaison function where the agency is a member but does not carry out secretariat duties, is not the Commonwealth’s main representative, or does not play a major role. Includes: <ul style="list-style-type: none"> documents establishing the Committee final versions of minutes supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1903 -)	Destroy 7 years after action completed
3524	Records of internal committees or working groups formed to support the legal liaison function. (Date Range: 1903 -)	Destroy 5 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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.

For Audit committees, use *STRATEGIC MANAGEMENT - Committees*.

For meetings held during Conferences, use *LEGAL LIAISON - Conferences*.

For independent advisory Committees responsible to the Attorney-General, where the Department provides the secretariat, use *INDEPENDENT ADVISING*.

Entry	Description of Records	Disposal Action
3525	Working papers documenting the conduct and administration of all committees. (Date Range: 1903 -)	Destroy when reference ceases

Complaints Management

The activities associated with the management of complaints from the public about the outcomes of investigations or prosecutions.

Entry	Description of Records	Disposal Action
3526	Records documenting the management of complaints from the public. (Date Range: 1903 -)	Destroy 7 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 any compliance requirement that involves publication (eg *publication of lists of authorised celebrants, annual reports, post separation parenting programs*), use *PUBLICATION - Drafting and PUBLICATION - Production*.

For the submission of annual reports to the Minister, use *GOVERNMENT RELATIONS - Compliance*.

Entry	Description of Records	Disposal Action
3527	Records documenting compliance with mandatory or optional requirements relating to the legal liaison function. Includes compliance requirements under agreements (eg. provision of financial statements under Legal Aid Financial Agreements with states) and international conventions (eg United Nations Conventions). (Date Range: 1903 -)	Destroy 7 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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.

Entry	Description of Records	Disposal Action
3528	Copies of unpublished proceedings, reports and papers from conferences supporting the legal liaison function conducted by the agency (Date Range: 1903 -) <i>[For the printing and publishing of crime prevention conference proceedings and reports, use PUBLICATION – Production.]</i>	Retain as national archives
3529	Records documenting arrangements for conferences and forums relating to the legal liaison function conducted by the agency. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date Range: 1903 -) <i>[For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 3 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Conferences - Continued

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.

Entry	Description of Records	Disposal Action
3530	Records documenting attendance of agency staff at conferences arranged by other organisations. Includes copies of published papers and participants reports. (Date Range: 1903 -)	Destroy 3 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.

Entry	Description of Records	Disposal Action
3531	Records documenting contract management relating to the legal liaison function. Includes: <ul style="list-style-type: none"> minutes of meetings with main stakeholders performance reports (Date Range: 1903 -)	Destroy 7 years after completion of the contract or other termination

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Copyright Payments

The activities involved in the preparation and payment of money to copyright collecting societies to cover Commonwealth use of works covered by the Copyright Act 1968.

Entry	Description of Records	Disposal Action
3532	Records documenting the preparation and payment of money to copyright collecting societies. (Date Range: 1968 -)	Destroy 7 years after action completed

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 the provision of specific advice, use *LEGAL LIAISON - Advice*.

Entry	Description of Records	Disposal Action
3533	Records documenting the handling of general enquires relating to the legal liaison function. (Date Range: 1903 -)	Destroy 2 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 includes first aid treatment.

Entry	Description of Records	Disposal Action
3534	Records relating to the implementation of plans, policies and procedures developed to support the legal liaison function that have a far reaching legal and social impact on Australia and/or international relations (eg. the domestic implementation of treaties and conventions that have considerable impact). (Date Range: 1903 -)	Retain as national archives
3535	Records relating to the implementation of plans, policies and procedures developed to support the legal liaison function that have no far reaching legal and social impact on Australia and/or international relations (eg. monitoring the application of the Legal Service Directions in the Commonwealth). (Date Range: 1903 -)	Destroy 10 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Inquiries

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

Entry	Description of Records	Disposal Action
3536	Records documenting the agency’s contribution and involvement in an inquiry directly relating to the legal liaison function. Includes: <ul style="list-style-type: none"> • statements and submissions • responses to final reports • transcripts of oral evidence given by agency staff (Date Range: 1903 -)	Retain as national archives
3537	Working papers documenting the agency’s contribution and involvement in an inquiry directly relating to the legal liaison function. (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Inquiries - Continued

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>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3538	Records documenting inquiries with no direct relationship to the legal liaison function but where a substantial contribution is made. Includes: <ul style="list-style-type: none"> • statements and submissions • responses to final reports • transcripts of oral evidence given by agency staff (Date Range: 1903 -)	Destroy 7 years after action completed
3539	Working papers documenting the agency’s contribution and involvement in an inquiry with no direct relation to the legal liaison function but where a substantial contribution is made. (Date Range: 1903 -)	Destroy 7 years after action completed
3540	Records documenting inquiries with no direct relationship to the legal liaison function and where little or no contribution is made. (Date Range: 1903 -)	Destroy 2 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

International Instruments

The processes associated with the establishment of agreements between Australia and another country or countries, or an international organisation or organisations. Includes liaison with other countries, organisations and State and Territory Governments and formal ratification procedures. Includes international ‘conventions’, ‘protocols’, ‘covenants’, ‘agreements’ and ‘exchange of letters’.

For activities associated with determining whether Australia should become a party to an international treaty, use LEGAL LIAISON - Policy.

For bringing the treaties into force in Australia, use LEGAL LIAISON - Implementation.

For the review of international instruments, use LEGAL LIAISON - Reviewing.

For consideration of changes in legislation required from a decision to become involved in a treaty, use LEGAL COUNSEL - Legal Policy Advice.

For activities associated with getting legislation through Parliament, use GOVERNMENT RELATIONS - Legislation.

Entry	Description of Records	Disposal Action
3541	Records relating to the negotiations, establishment and ratification of international instruments. (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Joint Ventures

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

Entry	Description of Records	Disposal Action
3542	Final version of joint venture agreements/contracts supporting the legal liaison function. (Date Range: 1903 -)	Destroy 7 years after the termination of the arrangement
3543	Records documenting the management of joint venture arrangements undertaken to support the legal liaison function (eg joint venture arrangements with various universities to run seminars on copyright). (Date Range: 1903 -)	Destroy 7 years after the termination of the arrangement

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Legal Instructing

The activities involved in instructing lawyers acting on behalf of the Commonwealth in legal cases.

For instructing lawyers representing the Commonwealth in native title litigation cases, use *LEGAL CASE MANAGEMENT - Native Title Litigation*

For delegations of power under legislation, use *LEGAL LIAISON - Authorisation*.

Entry	Description of Records	Disposal Action
3544	Records documenting the provision of legal instruction on policy aspects of litigation and legislation where the Commonwealth decides to intervene (eg on 78B notices). (Date Range: 1903 -)	Retain as national archives
3545	Records documenting the provision of legal instruction on policy aspects of litigation and legislation where the Commonwealth decides not to intervene. (Date Range: 1903 -)	Destroy 10 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Legislative Instructing

The activities associated with carrying out instructions as directed in legislation. Includes issuing directions, notifications, orders, proclamations, making requests or referrals, certifications, declarations and making arrangements by the Minister. Excludes conferring delegated powers, and annual reporting activities as required under legislation. Also excludes instructions carried out to support case management and the making of appointments.

For the delegation of powers under legislation, or approving an action, use LEGAL LIAISON - Authorisation.

For the making of agreements under legislative direction, use LEGAL LIAISON - Agreements.

For annual reports submitted to the Minister as required under legislation, use LEGAL LIAISON - Reporting.

For legislation supporting case work, use LEGAL CASE MANAGEMENT.

For the appointments made under legislative direction, use APPOINTMENTS MANAGEMENT - Appointing.

Entry	Description of Records	Disposal Action
3546	Records documenting the carrying out of instructions under the Native Title Act 1993. (Date Range: 1993 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Legislative Instructing - Continued

The activities associated with carrying out instructions as directed in legislation. Includes issuing directions, notifications, orders, proclamations, making requests or referrals, certifications, declarations and making arrangements by the Minister. Excludes conferring delegated powers, and annual reporting activities as required under legislation. Also excludes instructions carried out to support case management and the making of appointments.

For the delegation of powers under legislation, or approving an action, use LEGAL LIAISON - Authorisation.

For the making of agreements under legislative direction, use LEGAL LIAISON - Agreements.

For annual reports submitted to the Minister as required under legislation, use LEGAL LIAISON - Reporting.

For legislation supporting case work, use LEGAL CASE MANAGEMENT.

For the appointments made under legislative direction, use APPOINTMENTS MANAGEMENT - Appointing.

Entry	Description of Records	Disposal Action
3547	Records documenting the carrying out of instructions in relation to corporate governance requirements under section 55ZE of the Judiciary Act 1903. (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Legislative Instructing - Continued

The activities associated with carrying out instructions as directed in legislation. Includes issuing directions, notifications, orders, proclamations, making requests or referrals, certifications, declarations and making arrangements by the Minister. Excludes conferring delegated powers, and annual reporting activities as required under legislation. Also excludes instructions carried out to support case management and the making of appointments.

For the delegation of powers under legislation, or approving an action, use LEGAL LIAISON - Authorisation.

For the making of agreements under legislative direction, use LEGAL LIAISON - Agreements.

For annual reports submitted to the Minister as required under legislation, use LEGAL LIAISON - Reporting.

For legislation supporting case work, use LEGAL CASE MANAGEMENT.

For the appointments made under legislative direction, use APPOINTMENTS MANAGEMENT - Appointing.

Entry	Description of Records	Disposal Action
3548	Records documenting declarations under the Marriage Act 1961. Includes: <ul style="list-style-type: none"> • section 25 proclaiming overseas countries • section 26 proclaiming religious bodies/organisations (Date Range: 1903 -)	Destroy 20 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Legislative Instructing - Continued

The activities associated with carrying out instructions as directed in legislation. Includes issuing directions, notifications, orders, proclamations, making requests or referrals, certifications, declarations and making arrangements by the Minister. Excludes conferring delegated powers, and annual reporting activities as required under legislation. Also excludes instructions carried out to support case management and the making of appointments.

For the delegation of powers under legislation, or approving an action, use LEGAL LIAISON - Authorisation.

For the making of agreements under legislative direction, use LEGAL LIAISON - Agreements.

For annual reports submitted to the Minister as required under legislation, use LEGAL LIAISON - Reporting.

For legislation supporting case work, use LEGAL CASE MANAGEMENT.

For the appointments made under legislative direction, use APPOINTMENTS MANAGEMENT - Appointing.

Entry	Description of Records	Disposal Action
3549	Records documenting all other legislation instructions directed in legislation for which the Minister is responsible. Includes the Judiciary Act other than those detailed in section 55ZE and sections 25 and 26 of the Marriage Act 1961. (Date Range: 1903 -)	Destroy 10 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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.

For meetings of committees, use *LEGAL LIAISON - Committees*.

For meetings of advisory bodies set up by the Minister, use *INDEPENDENT ADVISING - Meetings* or *INDEPENDENT ADVISING - Committees*.

Entry	Description of Records	Disposal Action
3550	Final versions of minutes and supporting documents of high level meetings held to support the legal liaison function. Includes meetings with other Commonwealth agencies and state, territory and overseas governments and community groups on the development and administration of legal cooperative arrangements that have a significant impact on the law and legal practice. (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Meetings - Continued

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.

For meetings of committees, use *LEGAL LIAISON - Committees*.

For meetings of advisory bodies set up by the Minister, use *INDEPENDENT ADVISING - Meetings* or *INDEPENDENT ADVISING - Committees*.

Entry	Description of Records	Disposal Action
3551	Final versions of minutes and supporting documents of routine internal and external meetings held to support the legal liaison function that have no significant impact on the law and legal practice. Includes working groups to consider routine administrative matters and regular meetings held to exchange information. (Date Range: 1903 -)	Destroy 3 years after action completed
3552	Working papers documenting the administration of all meetings held to support the legal liaison function. (Date Range: 1903 -)	Destroy when reference ceases

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Planning

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

Entry	Description of Records	Disposal Action
3553	Final versions of plans formulated to support the legal liaison function. (Date Range: 1903 -)	Destroy when plans are superseded
3554	Working papers documenting the development of legal liaison plans. Includes input into plans, comments received and drafts. (Date Range: 1903 -)	Destroy 3 years after action completed
3555	Copies of legal liaison plans. (Date Range: 1903 -)	Destroy when reference ceases

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Policy

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

Entry	Description of Records	Disposal Action
3556	Records documenting the development and establishment of policies supporting the legal liaison function. Includes policies developed in the areas of Native Title, civil justice, human rights and humanitarian law, criminal law, international law, security law, information law, family law, legal assistance and the provision of legal services to the Commonwealth. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • major drafts • final policy documents • national policy statements (Date Range: 1903 -)	Retain as national archives
3557	Copies of legal liaison policies and supporting papers. (Date Range: 1903 -)	Destroy when reference ceases

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Procedures

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

Entry	Description of Records	Disposal Action
3558	Master set of manuals, handbooks, directives and guidelines detailing procedures supporting the legal liaison function. (Date Range: 1903 -)	Retain as national archives
3559	Records documenting the development of procedures supporting the legal liaison function. (Date Range: 1903 -)	Destroy 1 year after production of procedures
3560	Copies of manuals, handbooks, directives etc supporting the legal liaison function. (Date Range: 1903 -)	Destroy when reference ceases

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

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For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Protocols

The activities associated with establishing protocols between the Commonwealth government and State and Territory governments. Includes liaison with other governments and any formal ratification process.

Entry	Description of Records	Disposal Action
3561	Final versions of protocols established to support the legal liaison function. (Date Range: 1903 -)	Destroy 7 years after expiry or other termination of protocol
3562	Records documenting negotiations, the establishment, maintenance and review of protocols. (Date Range: 1903 -)	Destroy 7 years after the expiry or other termination of protocol

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 preparation and publication of annual reports, use *PUBLICATION - Drafting and PUBLICATION - Production*.

For the submission of annual reports to the Minister, use *GOVERNMENT RELATIONS - Compliance*.

For responses to United Nations surveys and questionnaires, use *LEGAL LIAISON - Compliance*.

Entry	Description of Records	Disposal Action
3563	Final versions of formal internal reports and reports made to external agencies relating to the legal liaison function. (Date Range: 1903 -)	Retain as national archives
3564	Working papers documenting the development of formal reports. Includes drafts and comments received (Date Range: 1903 -)	Retain as national archives

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 preparation and publication of annual reports, use *PUBLICATION - Drafting and PUBLICATION - Production*.

For the submission of annual reports to the Minister, use *GOVERNMENT RELATIONS - Compliance*.

For responses to United Nations surveys and questionnaires, use *LEGAL LIAISON - Compliance*.

Entry	Description of Records	Disposal Action
3565	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the legal liaison function. (Date Range: 1903 -)	Destroy 7 years after action completed
3566	Working papers documenting the development of periodic reports. (Date Range: 1903 -)	Destroy 2 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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.

Entry	Description of Records	Disposal Action
3567	Records documenting the nomination, appointment or resignation of agency representatives on committees or other bodies formed to support the legal liaison function. (Date Range: 1903 -)	Destroy 3 years after end of the appointment

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the *general administrative function ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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.

For general research not related to a specific project, use *INFORMATION COLLECTION*.

Entry	Description of Records	Disposal Action
3568	Records documenting major research carried out in support of the legal liaison function. (Date Range: 1903 -)	Destroy 5 years after action completed
3569	Records documenting minor research carried out in support of the legal liaison function. (Date Range: 1903 -)	Destroy when reference ceases

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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	Description of Records	Disposal Action
3570	Records documenting significant reviews of legal liaison function programs and operations that have a high government and public profile or are controversial or result in major changes in direction and administration of programs and operations. Includes documents establishing the review, final report and action plan. (Date Range: 1903 -)	Retain as national archives
3571	Records documenting minor or recurring reviews of legal liaison function programs and operations that do not have a high government and public profile or are not controversial or do not result in major changes in direction and administration of programs and operations (eg annual reviews of the Australian Government Solicitor Corporate Plan). (Date Range: 1903 -)	Destroy 7 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Sampling

The process of sampling copying activities carried out in selected departments for the purpose of determining payments required to collecting societies under copyright agreements. Includes the process of determining methodologies.

Entry	Description of Records	Disposal Action
3572	Records documenting the sampling process. (Date Range: 1968 -)	Destroy 7 years after action is completed

Standards

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

For the tabling of standards in Parliament, use *GOVERNMENT RELATIONS - Compliance*.

For the development of standards, use *LEGAL LIAISON – Policy*.

Entry	Description of Records	Disposal Action
3573	Records supporting the implementation of standards approved by the agency (eg disability standards developed and tabled in Parliament under the terms of the Disability Discrimination Act 1992). (Date Range: 1903 -)	Destroy 7 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 Cabinet submissions and related Cabinet documents, use *GOVERNMENT RELATIONS*.

Entry	Description of Records	Disposal Action
3574	Records documenting submissions made to the Minister and others on matters relating to the legal liaison function concerning controversial issues or issues with far reaching legal, political, social, economic and international implications. Includes submissions made in the areas of Native Title, civil justice, human rights and humanitarian law, criminal law, international law, security law, information law, family law, legal assistance and the provision of legal services to the Commonwealth. (Date Range: 1903 -)	Retain as national archives
3575	Records documenting submissions made to the Minister and others on issues concerning matters of lesser importance with no far reaching legal, political, social, economic and international implications. (Date Range: 1903 -)	Destroy 7 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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.

Entry	Description of Records	Disposal Action
3576	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expression of Interest, Requests for Tender. (Date Range: 1903 -)	Destroy 7 years after tender process is completed
3577	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. (Date Range: 1903 -)	Destroy 7 years after tender process is completed
3578	Results 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. (Date Range: 1903 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3579	Tender and contract registers (Date Range: 1903 -)	Destroy 7 years after last entry
3580	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1903 -)	Destroy 7 years after completion or other termination of contract

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Training Services

The processes involved in presenting training to outside organisations.

Entry	Description of Records	Disposal Action
3581	Master set of training material for courses run by the agency which assist others to implement legislation administered by the department, eg Freedom of Information. (Date Range: 1903 -) <i>[For published training material, use PUBLICATION – Production]</i>	Retain as national archives
3583	Records documenting the development of training material for courses run by the agency which assist others to implement legislation administered by the department, eg Freedom of Information. (Date Range: 1903 -)	Retain as national archives
3582	Master set of all other training material for courses run by the agency to support the legal liaison function. (Date Range: 1903 -) <i>[For published training material, use PUBLICATION – Production]</i>	Destroy 7 years after training is superseded

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

Training Services - Continued

The processes involved in presenting training to outside agencies.

Entry	Description of Records	Disposal Action
3584	Records documenting the development of all other training programs. (Date Range: 1903 -)	Destroy 7 years after action completed
3585	Records documenting administrative arrangements supporting the delivery of training courses. Includes: <ul style="list-style-type: none"> • promotion of courses • arranging for instructors • registration of participants • arranging venue bookings • arranging catering • hire of equipment (Date Range: 1903 -) <p><i>[For the payment of accounts supporting the running of training courses, use FINANCIAL MANAGEMENT – Accounting and/or Payments.</i></p> <p><i>For the evaluation of training courses and programs, use LEGAL LIAISON – Agency Evaluation.]</i></p>	Destroy 2 years after action completed

LEGAL LIAISON

The function of administering relationships focusing on supporting the law. Includes liaison between the Department and State, Territory and overseas government agencies, non-government agencies (eg business, community and professional groups and overseas international agencies such as the United Nations), Courts and Tribunals and other Commonwealth departments, and assistance to the Attorney-General in the performance of the role of First Law Officer and the Minister for Justice. Also includes liaison activities managed by the Department on behalf of Australia with other countries or organisations. Includes activities associated with the Department’s membership of committees, councils, working groups etc, but excludes activities where the Department provides a secretariat role to independent organisations. Also excludes relationships where legal counsel is provided.

For the provision of legal advice and legal policy advice to departments, statutory bodies, portfolio agencies, and outside bodies and the public, use *LEGAL COUNSEL*.

For activities supporting the passage of legislation through Parliament, use *GOVERNMENT RELATIONS - Legislation*.

For the management of case work requiring liaison with other bodies, use *LEGAL CASE MANAGEMENT*.

For making appointments to support the activities of the Department and its portfolio agencies, use *APPOINTMENTS MANAGEMENT*.

Where the Department provides a secretariat role to independent advisory bodies established by the Attorney-General, use *INDEPENDENT ADVISING*.

For any restructuring activities that focus on setting up separate organisations incorporating functions previously carried out by the Department (eg *establishment of AGS*), use the general administrative function *ESTABLISHMENT*, and use *LEGAL COUNSEL* for formulating policies.

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 arranging travel for agency personnel, use *PERSONNEL - Arrangements*.

Entry	Description of Records	Disposal Action
3586	Records documenting arrangements for visits. (Date Range: 1903 -)	Destroy 3 years after action completed

[For reports of visits, use Legal Liaison – Reporting]

LEGISLATIVE DRAFTING

The function of drafting and publishing regulations made under Commonwealth Acts, Letters Patent, determinations, proclamations, commissions, orders and other legislative instruments. Includes editing and making arrangements for printing, gazettal and tabling of instruments and arranging and executing electronic publication and distribution. Also includes preparation of Act consolidations, publishing legislative instruments and documents produced by agencies eg Explanatory Statements. Excludes drafting of Commonwealth Acts.

Advice

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

For advice given on instructions received as part of the drafting process, use LEGISLATIVE DRAFTING - Legal Drafting.

For advice given on legislation impacting on the drafting of legislation, use LEGAL COUNSEL - Legal Policy Advice.

Entry	Description of Records	Disposal Action
3587	Records documenting the provision of advice concerning the processes involved in the production of statutory and other instruments. Includes advice on form, content, format, tabling and gazettal. (Date Range: 1901 -)	Destroy 3 years after action completed

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

Entry	Description of Records	Disposal Action
3588	Records documenting the evaluation of existing or potential activities undertaken to support activities associated with the legislative drafting function. Includes the evaluation of reports received from clients on the quality of work performed by the agency in carrying out the legislative drafting function. (Date Range: 1903 -)	Destroy 3 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.

Entry	Description of Records	Disposal Action
3589	Records of internal committees and/or subcommittees formed to consider specific matters relating to the legislative drafting function eg the Drafting Standards Committee. (Date Range: 1901 -)	Destroy 5 years after action completed
3590	Records of committees convened by other agencies when the department is a representative to discuss the legislative drafting function. (Date Range: 1901 -)	Destroy 3 years after action completed

[For consultations carried out with agencies during the drafting process, use LEGISLATIVE DRAFTING – Legal Drafting.]

LEGISLATIVE DRAFTING

The function of drafting and publishing regulations made under Commonwealth Acts, Letters Patent, determinations, proclamations, commissions, orders and other legislative instruments. Includes editing and making arrangements for printing, gazettal and tabling of instruments and arranging and executing electronic publication and distribution. Also includes preparation of Act consolidations, publishing legislative instruments and documents produced by agencies eg Explanatory Statements. Excludes drafting of Commonwealth Acts.

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 includes first aid treatment.

Entry	Description of Records	Disposal Action
3591	Records documenting the implementation of plans, policies, strategies, procedures and instructions formulated to support the legislative drafting function. Includes monitoring the implementation activities. (Date Range: 1901 -)	Destroy 3 years after action

Legal Drafting

The activities associated with drafting and editing a range of legislative and non-legislative instruments. Includes drafting instructions, submission of successive drafts, negotiations with the client and quality checking and the final agreed draft.

Entry	Description of Records	Disposal Action
3592	Records documenting the drafting and editing of subordinate legislation and instruments for execution by the Sovereign or by the Governor-General. Includes drafting of Commonwealth Statutory Rules (Regulations), ordinances and regulations for the ACT and the Island Territories, by-laws, proclamations, Orders-in-Council. Includes: <ul style="list-style-type: none"> • drafting instructions • drafts • editing notations • comments received from agencies • legal comments • consultations with client agencies (Date Range: 1901 -)	Destroy 15 years after publication
3593	Records documenting the drafting and editing of subordinate legislation and instruments not for execution by the Sovereign or by the Governor-General. Includes departmental workplace agreements, guidelines etc. Includes: <ul style="list-style-type: none"> • drafting instructions • drafts • editing notations • comments received from agencies • legal comments • consultations with client agencies (Date Range: 1901 -)	Destroy 7 years after publication
3594	Records documenting the drafting and editing process. Includes documents showing alterations to content and format resulting from quality assurances checks and the final copy of the document. (Date Range: 1901 -)	Destroy 3 years after publication

LEGISLATIVE DRAFTING

The function of drafting and publishing regulations made under Commonwealth Acts, Letters Patent, determinations, proclamations, commissions, orders and other legislative instruments. Includes editing and making arrangements for printing, gazettal and tabling of instruments and arranging and executing electronic publication and distribution. Also includes preparation of Act consolidations, publishing legislative instruments and documents produced by agencies eg Explanatory Statements. Excludes drafting of Commonwealth Acts.

Legal Publishing

The activities associated with publishing the final publication copy of the document, both hardcopy and electronic. Includes the allocation of Statutory Rule Numbers, arranging the gazettal process and publication of consolidations and tables.

Entry	Description of Records	Disposal Action
3595	Master set of statutory rules and ordinances. (Date Range: 1901 -)	Retain permanently for agency use
3596	Copies of statutory rules and ordinances. Includes copies on databases. (Date Range: 1901 -)	Destroy when references ceases
3597	Consolidated sets of statutory rules and ordinances. (Date Range: 1901 -)	Destroy when superseded
3598	Records documenting the publication process. Includes arrangements for printing and distribution and arrangements for gazettal. (Date Range: 1901 -)	Destroy 3 years after publication

Policy

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

Entry	Description of Records	Disposal Action
3600	Records documenting the development and establishment of legislative drafting policies. Includes: <ul style="list-style-type: none"> • policy proposals • research and supporting papers • results of consultations • major drafts • final policy document (Date Range: 1901 -)	Retain as national archives
3601	Copies of policy documents and supporting papers. (Date Range: 1901 -)	Destroy when reference ceases

LEGISLATIVE DRAFTING

The function of drafting and publishing regulations made under Commonwealth Acts, Letters Patent, determinations, proclamations, commissions, orders and other legislative instruments. Includes editing and making arrangements for printing, gazettal and tabling of instruments and arranging and executing electronic publication and distribution. Also includes preparation of Act consolidations, publishing legislative instruments and documents produced by agencies eg Explanatory Statements. Excludes drafting of Commonwealth Acts.

Procedures

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

Entry	Description of Records	Disposal Action
3602	Master set of manuals, directives etc detailing procedures and guidelines supporting the legislative drafting function. (Date Range: 1901 -)	Retain as national archives
3603	Records documenting the development of procedures and guidelines supporting the legislative drafting function. (Date Range: 1901 -)	Destroy 1 year after production of procedures
3604	Copies of manuals, handbooks, directives, guidelines etc. (Date Range: 1901 -)	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	Description of Records	Disposal Action
3605	Final versions of reports on the legislative drafting function. Includes work progress reports against business work plans and unit level performance reporting. (Date Range: 1901 -)	Destroy 5 years after action completed
3606	Reports received from client agencies on the quality of work performed by the department in carrying out the legislative drafting function. (Date Range: 1901 -)	Destroy 3 years after action completed
3607	Working papers documenting the development of all reports. (Date Range: 1901 -)	Destroy 2 years after action completed

Tabling

The activities associated with the tabling of legislative documents in Parliament.

Entry	Description of Records	Disposal Action
3608	Records documenting the tabling of legislative documents. (Date Range: 1901 -)	Destroy 3 years after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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	Description of Records	Disposal Action
3609	Records documenting the acquisition of equipment where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where the purchase is made against a period contract). Includes purchase of ammunition and police tactical equipment. (Date Range: 1921 -)	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.

Entry	Description of Records	Disposal Action
3610	Drafts and final versions of addresses delivered by the Minister or senior agency staff on matters relating to the national security function. (Date Range: 1921 -)	Retain as national archives
3611	Final versions of addresses delivered by agency staff other than senior staff on matters relating to the law enforcement function. Includes addresses delivered at training courses. (Date Range: 1921 -)	Destroy 3 years after action completed
3612	Working papers supporting the development of all addresses. (Date Range: 1921 -)	Destroy when reference ceases

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

Advice

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

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use *GOVERNMENT RELATIONS - Representations*.

Entry	Description of Records	Disposal Action
3613	Records documenting advice provided to the Minister and other agencies on significant matters relating to the national security function such as advice on significant national and international cooperative arrangements and on national security incidents that have had far reaching impact on government and the community: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments (Date Range: 1921 -)	Retain as national archives
3614	Records documenting advice provided to the Minister and other agencies on matters of lesser importance relating to issues of interest in connection with the national security function, eg briefings on the deliberations of various committees. Includes:- <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments (Date Range: 1921 -)	Destroy 10 years after action completed
3615	Records documenting general advice given or received relating to the national security function. (Date Range: 1921 -)	Destroy 5 years after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

Entry	Description of Records	Disposal Action
3616	Records documenting the evaluation of national security activities, projects, programs and procedures. Includes evaluation of training programs. (Date Range: 1921 -)	Destroy 5 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.

Entry	Description of Records	Disposal Action
3617	Records of inter-departmental and inter-governmental committees formed to consider specific matters relating to the national security function where the committee has overall responsibility for making major decisions, or providing significant level advice and where the agency provides the Secretariat, or is the Commonwealth’s main representative or plays a major role. Includes the Standing Advisory Committee on Commonwealth/State Cooperation for Protection Against Violence (SAC-PAV), Special Inter-Departmental Committee for Protection Against Violence (SIDC-PAV) and sub-committees of these bodies (eg Strategic Planning Sub-Committee of SAC-PAV), and committees established to review implications of a major international and national security incident. Includes: <ul style="list-style-type: none"> • documents establishing the Committee • final versions of minutes • supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1921 -)	Retain as national archives
3618	Records documenting project groups of the Standing Advisory Committee on Commonwealth/State Cooperation for Protection Against Violence (SAC-PAV) and other committees (eg Project Group on Training). (Date Range: 1921 -)	Destroy 15 years after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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.

Entry	Description of Records	Disposal Action
3619	Records documenting inter-departmental and inter-governmental committees and work groups formed to consider matters relating to the national security function where the agency is not responsible for providing secretariat duties, is not the Commonwealth main representative, and does not play a major role. Includes Secretaries Committee on National Security (SCONS), Secretaries Committee on Intelligence and Security (SCIS) and the National Security Committee of Cabinet. Includes: <ul style="list-style-type: none"> documents establishing the Committee final versions of minutes supporting papers submitted to the Committee such as briefing papers and discussion papers (Date Range: 1921 -)	Destroy 7 years after action completed
3620	Records of internal agency committees and working groups formed to consider matters relating to the national security function. (Date Range: 1921 -)	Destroy 5 years after action completed
3621	Working papers documenting the administration of all committees. (Date Range: 1921 -)	Destroy when reference ceases

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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.

Entry	Description of Records	Disposal Action
3622	Copies of unpublished proceedings, reports and papers from national security conferences conducted by the agency. (Date Range: 1921 -) <i>[For the printing and publishing of national security conference proceedings and reports, use PUBLICATION – Production.]</i>	Retain as national archives
3623	Records documenting arrangements for conferences and forums relating to the national security function conducted by the agency. Includes: <ul style="list-style-type: none"> • program development • arrangement for speakers • promotion • managing registrations • venue bookings (Date Range: 1921 -) <i>[For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT.]</i>	Destroy 3 years after action completed
3624	Records documenting the attendance of agency staff at conferences arranged by other organisations including both government agencies and community groups. Includes copies of published papers. (Date Range: 1921 -)	Destroy 3 years after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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 includes first aid treatment.

Entry	Description of Records	Disposal Action
3626	Records documenting the implementation of plans, policies and procedures supporting the national security function. (Date Range: 1921 -)	Destroy 5 years after action completed

Incident Monitoring

The activities involved in monitoring the security environment.

Entry	Description of Records	Disposal Action
3627	Records documenting monitoring activities covering major national security incidents including: <ul style="list-style-type: none"> • assassination attempts • break-ins • bombings and bomb threats (Date Range: 1921 -)	Retain as national archives
3628	Records documenting particular monitoring activities covering minor national security incidents or no specific security occurrence. (Date Range: 1921 -)	Destroy 7 years after action completed
3629	Records supporting watch-office management. (Date Range: 1921 -)	Destroy 3 years after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

Inquiries

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

Entry	Description of Records	Disposal Action
3630	Records documenting the agency's contribution and involvement in an inquiry directly relating to the national security function. Includes: <ul style="list-style-type: none"> • statements and submissions • responses to final reports • transcripts of oral evidence given by agency staff (Date Range: 1921 -)	Retain as national archives
3631	Working papers documenting the agency's contribution and involvement in an inquiry directly relating to the legal liaison function. (Date Range: 1921 -)	Retain as national archives
3632	Records documenting inquiries with no direct relationship to the national security function but where a substantial contribution is made. Includes: <ul style="list-style-type: none"> • statements and submissions • responses to final reports • transcripts of oral evidence given by agency staff (Date Range: 1921 -)	Destroy 7 years after action completed
3633	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the national security function but where a substantial contribution is made. (Date Range: 1921 -)	Destroy 7 years after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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.

For meetings of various national security committees, use *NATIONAL SECURITY - Committees*.

Entry	Description of Records	Disposal Action
3634	Final versions of minutes and supporting documents of high level meetings held with Commonwealth agencies and overseas, state and territory governments and security agencies supporting the development of cooperative arrangements and the development of policies and practices. (Date Range: 1921 -)	Retain as national archives
3635	Final versions of minutes and supporting documents of internal and external meetings held to support the national security function with no significant impact on policies and practices. Includes working groups to consider routine administrative matters and regular meetings held to exchange information. (Date Range: 1921 -)	Destroy 3 years after action ceases
3636	Working papers documenting the conduct and administration of all meetings held to support the national security function. (Date Range: 1921 -)	Destroy when reference ceases

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

Planning

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

Entry	Description of Records	Disposal Action
3637	Final versions of high level plans formulated to support the management of the national security function, eg the National Anti-Terrorist Plan. (Date Range: 1921 -)	Retain as national archives
3638	Final versions of routine operational and management plans formulated to support the management of the national security function. (Date Range: 1921 -)	Destroy when plans are superseded
3639	Working papers documenting the development of national security plans. Includes input into plans, comments received and drafts. (Date Range: 1921 -)	Destroy when reference ceases

Policy

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

Entry	Description of Records	Disposal Action
3640	Records documenting the development and establishment of policies supporting the national security function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents • national policy statements (Date Range: 1921 -) <i>[For policy advice to the Minister and other agencies, use NATIONAL SECURITY – Advice.]</i>	Retain as national archives
3641	Copies of policies and supporting papers. (Date Range: 1921 -)	Destroy when reference ceases

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

Procedures

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

Entry	Description of Records	Disposal Action
3642	Master set of manuals, handbooks, directives, including Standard Operating Procedures detailing procedures supporting the national security function, including significant updates or amendments in response to major changes to the environment in which the function operates, eg Procedures supporting the National Anti-Terrorist Plan. (Date Range: 1921 -)	Retain as national archives
3643	Master set of routine updates or amendments to manuals, directives including Standard Operating Procedures detailing procedures supporting the national security function (Date Range: 1921 -)	Destroy when procedures are superseded
3644	Records documenting the development of manuals, handbooks, directives etc supporting the national security function. (Date Range: 1921 -)	Destroy 1 year after production of procedures
3645	Copies of manuals, handbooks, directives etc supporting the national security function. (Date Range: 1921 -)	Destroy when reference ceases

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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	Description of Records	Disposal Action
3646	Final versions of internal formal reports and reports made to external agencies on the national security function. Including reports of specific national security incidents. (Date Range: 1921 -)	Retain as national archives
3647	Working papers documenting the development of formal reports. (Date Range: 1921 -)	Retain as national archives
3648	Final reports on specific exercises and training activities carried out to support the national security function. (Date Range: 1921 -)	Destroy 10 years after action completed
3745	Final version of periodic internal reports on general matters used to monitor and document recurring activities to support the national security function. (Date Range: 1921 -)	Destroy 7 years after action completed
3746	Working papers documenting the development of reports on specific exercises and periodic internal reports. (Date Range: 1921 -)	Destroy 2 years after action completed
3747	Copies of national security reports. (Date Range: 1921 -)	Destroy when reference ceases

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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	Description of Records	Disposal Action
3652	Records documenting major reviews that have a high government and public profile or are controversial or result in major changes in direction and administration of programs and operations. Includes documents establishing the review, final reports and action plan. (Date Range: 1921 -) <i>[For committees established to review implications following a international or national security incident, use NATIONAL SECURITY – Committees.]</i>	Retain as national archives
3653	Records documenting minor or recurring reviews of the national security function, programs and operations that do not have a high government and public profile or are not controversial or do not result in major changes in direction and administration of programs and operations. (Date Range: 1921 -)	Destroy 7 years after action completed

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 Cabinet submissions and related Cabinet documents, use GOVERNMENT RELATIONS.

Entry	Description of Records	Disposal Action
3654	Records documenting submissions made to the Minister and others on matters relating to the development and implementation of the national security framework that have far reaching political and social implications. (Date Range: 1921 -)	Retain as national archives
3655	Records documenting submissions made to the Minister and others concerning matters of lesser importance with no far reaching political and social implications. (Date Range: 1921 -)	Destroy 7 year after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

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.

Entry	Description of Records	Disposal Action
3656	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expression of Interest, Requests for Tender. (Date Range: 1921 -)	Destroy 7 years after tender process completed
3657	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. (Date Range: 1921 -)	Destroy 7 years after tender process completed
3658	Results 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. (Date Range: 1921 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender
3659	Tender and contract registers (Date Range: 1921 -)	Destroy 7 years after last entry
3660	Signed contracts under seal and supporting records. (Date Range: 1921 -)	Destroy 12 years after completion or other termination of contract
3661	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1921 -)	Destroy 7 years after completion or other termination of contract

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

Training Services

The processes involved in presenting training to outside organisations.

For staff training aimed at updating skills and knowledge to support the national security function, use *STAFF DEVELOPMENT – Training*.

For activities carried out by the Project Group on Training in developing training and exercise programs and designing and developing training courses, use *NATIONAL SECURITY – Committees*.

Entry	Description of Records	Disposal Action
3662	<p>Master set of primary training material for courses run to support the national security function, including presenters handbooks and participants workbooks. (Date Range: 1921 -)</p> <p><i>[For the development of training material by the Project Group on Training, use NATIONAL SECURITY - Committees.</i></p> <p><i>[For publishing training material, use PUBLICATION – Production.]</i></p>	Retain as national archives
3664	<p>Records documenting the development of training material other than that developed by the Project Group on Training. (Date Range: 1921 -)</p> <p><i>[For the development of training material by the Project Group on Training, use NATIONAL SECURITY – Committees.]</i></p>	Retain as national archives
3663	<p>Other training material for courses run to support the national security function. (Date Range: 1921 -)</p> <p><i>[For the development of training material by the Project Group on Training, use NATIONAL SECURITY - Committees</i></p> <p><i>[For publishing training material, use PUBLICATION – Production.]</i></p>	Destroy 7 years after action completed

NATIONAL SECURITY

The function of developing policies and implementing a consistent national security framework and a nation-wide counter-terrorism capability. Includes activities associated with interacting with high-level government, inter-government and Commonwealth/State committees (eg the Standing Committee on Commonwealth and State Co-operation for Protection Against Violence (SAC-PAV), and the National Security Committee of Cabinet) to consider issues relevant to national security, including defence and intelligence matters. Also covers liaison activities with departments, agencies and the business community on national security, counter-terrorism, telecommunications interception, the National Information Infrastructure, and monitoring the security environment.

For the provision of legal policy advice and legal advice on national security, use *LEGAL COUNSEL - Legal Advice* and *LEGAL COUNSEL - Legal Policy Advice*.

For the implementation of legislative provisions to support the National Security function, use *LEGAL LIAISON - Legislative Instructing*.

Training Services - Continued

The processes involved in presenting training to outside organisations.

For staff training aimed at updating skills and knowledge to support the national security function, use STAFF DEVELOPMENT – Training

For activities carried out by the Project Group on Training in developing training and exercise programs and designing and developing training courses, use NATIONAL SECURITY – Committees.

Entry	Description of Records	Disposal Action
3665	<p>Records detailing administrative arrangements supporting the delivery of courses.</p> <p>Includes:</p> <ul style="list-style-type: none"> • promotion of courses • arranging for instructors • registration of participants • arranging venue bookings • arranging catering • hire of equipment <p>(Date Range: 1921 -)</p> <p><i>[For the payment of accounts supporting the running of training courses, use FINANCIAL MANAGEMENT – Accounting and/or Payments.</i></p> <p><i>For the evaluation of courses and programs, use NATIONAL SECURITY – Agency Evaluation.]</i></p>	<p>Destroy 2 years after action completed</p>

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 arranging travel for agency personnel, use PERSONNEL - Arrangements.

Entry	Description of Records	Disposal Action
3666	<p>Records documenting arrangements for visits.</p> <p>(Date Range: 1921 -)</p> <p><i>[For reports of visits, use NATIONAL SECURITY – Reporting.]</i></p>	<p>Destroy 3 years after action completed</p>

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Addresses (Presentations)

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

Entry	Description of Records	Disposal Action
3667	Drafts and final versions of addresses delivered by the Minister or senior agency staff on matters relating to the protective security function. (Date Range: 1971 -)	Retain as national archives
3668	Final versions of addresses delivered by agency officers other than senior staff on matters relating to the protective security function. (Date Range: 1971 -)	Destroy 3 years after action completed
3669	Working papers supporting the development of all addresses. (Date Range: 1971 -)	Destroy when reference ceases

Advice

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

For responses to ‘Ministerials’ and responses to questions raised in Parliament, use GOVERNMENT RELATIONS - Representations.

Entry	Description of Records	Disposal Action
3671	Records documenting advice provided to the Minister and other agencies on significant matters relating to the national security function such as those with far reaching legal, political and social implications. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments (Date Range: 1971 -)	Retain as national archives
3672	Records documenting advice provided to the Minister and other agencies on matters of lesser importance relating to issues of interest in connection with the protective security function, eg briefings on the deliberations of various committees. Includes: <ul style="list-style-type: none"> • briefing notes • minutes to the Minister • ministerial statements • minutes providing coordinated comments and analysis (Date Range: 1971 -)	Destroy 10 years after action completed

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

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 responses to ‘Ministerials’ and responses to questions raised in Parliament, use GOVERNMENT RELATIONS - Representations.

Entry	Description of Records	Disposal Action
3673	Records documenting advice provided to Commonwealth, State and Territory agencies on government policies and procedures relating to the protective security function, eg advice provided to Agency Security Advisers and Information Technology Security Advisers. (Date Range: 1971 -)	Destroy 10 years after action completed
3674	Records documenting general advice provided to Commonwealth, State and Territory government agencies on protective security matters. (Date Range: 1971 -)	Destroy 5 years after action completed
3675	Records documenting advice received and provided on arrangements relating to the security of Australian office holders, diplomatic and consular personnel and official establishment security. (Date Range: 1971 -)	Destroy 5 years after action completed
3676	Records documenting advice provided by agencies on the nomination, appointment and/or resignation of Agency Security Advisers and Information Technology Security Advisers. (Date Range: 1971 -)	Destroy when reference ceases

Agency Evaluation

The process of determining the suitability of potential or existing agreements, programs, procedures etc.

For the acquisition of goods and services to support the function, use PROTECTIVE SECURITY - Tendering.

Entry	Description of Records	Disposal Action
3677	Records documenting the evaluation of potential or existing protective security activities and programs. Includes evaluation of training programs. (Date Range: 1971 -)	Destroy 5 years after action completed

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other organisations including government, professional and community groups. Includes sharing advice, holding discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
3678	<p>Records documenting liaison activities to support the protection of Australian office holders, diplomatic and consular personnel and official establishments where there was a major security occurrence including:</p> <ul style="list-style-type: none"> • terrorist attacks • assassination attempts • break-ins • bomb threats <p>(Date Range: 1971 -)</p> <p><i>[For planning activities associated with the protection of Australian office holders, diplomatic and consular personnel and official establishments, use PROTECTIVE SECURITY – Planning.</i></p> <p><i>For reporting activities associated with the protection of Australian office holders, diplomatic and consular personnel and official establishments, use PROTECTIVE SECURITY – Reporting.]</i></p>	Retain as national archives
3679	<p>Records documenting liaison activities to support the protection of Australian office holders, diplomatic and consular personnel and the official establishments where there was no security occurrence.</p> <p>(Date Range: 1971 -)</p>	Destroy 5 years after action completed
3680	<p>Records documenting liaison activities with other agencies to support general protective security function activities.</p> <p>(Date Range: 1971 -)</p>	Destroy 3 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
3681	<p>Records documenting final versions of agreements or memoranda of understanding supporting the protective security function, eg agreements to carry out security vetting services for Commonwealth agencies.</p> <p>(Date Range: 1996 -)</p> <p><i>[For vetting activities, use PROTECTIVE SECURITY – Security Vetting.]</i></p>	Destroy 7 years after expiry or other termination of agreement

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia's high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Agreements - Continued

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

Entry	Description of Records	Disposal Action
3682	Records documenting negotiations, establishment, maintenance and review of agreements. (Date Range: 1996 -)	Destroy 7 years after expiry or other termination of agreement

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	Description of Records	Disposal Action
3683	Records of interdepartmental committees where the agency has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services, or is the Commonwealth's main representative or plays a major role. Includes the Standing Advisory Committee on Security at Official Establishments, the Protective Security Policy Committee and the Diplomatic and Dignitary Working Group of SAC-PAV. (Date Range: 1971 -)	Retain as national archives
3684	Records documenting interdepartmental and inter-governmental committees formed to consider protective security matters where the agency does not provide secretariat services, is not the Commonwealth's main representative, and plays only a monitoring or advisory role. (Date Range: 1971 -)	Destroy 7 years after action completed
3685	Records of internal committees formed to support activities undertaken to support the protective security function. (Date Range: 1971 -)	Destroy 5 years after action completed
3686	Working papers documenting the conduct and administration of all committees. (Date Range: 1971 -)	Destroy when reference ceases

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

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.

Entry	Description of Records	Disposal Action
3687	Copies of unpublished proceedings from protective security conferences conducted by the agency. (Date Range: 1971 -) <i>[For the printing and publishing of protective security conference proceedings, use PUBLICATION – Production.]</i>	Retain as national archives
3688	Records documenting arrangements for conferences and forums relating to the protective security function conducted by the agency. Includes Agency Security Advisory Forums and the annual Security in Government Conference. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date Range: 1971 -) <i>[For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 3 years after action completed
3689	Records documenting the attendance at conferences by agency personnel arranged by other organisations. (Date Range: 1971 -)	Destroy 3 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.

Entry	Description of Records	Disposal Action
3690	Records documenting contract management relating to the protective security function. Includes managing contractors employed to carry out vetting services and undertake performance appraisals. Includes: <ul style="list-style-type: none"> • minutes of meetings with stakeholders • performance reports (Date Range: 1971 -)	Destroy 7 years after action completed or other termination of contract

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia's high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

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	Description of Records	Disposal Action
3691	Records documenting formal grievances lodged by individuals who did not receive the security clearance level requested. (Date Range: 1996 -)	Destroy 6 years after action 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 includes first aid treatment.

Entry	Description of Records	Disposal Action
3692	Records documenting the implementation of security improvements made to official establishments. (Date Range: 1971 -)	Destroy 10 years after replacements
3693	Records documenting the implementation of the security clearance fee structure. (Date Range: 1971 -) <i>[For the development of the fee structure, use PROTECTIVE SECURITY – Policy For activities involved in billing client agencies, use FINANCIAL MANAGEMENT – Accounting]</i>	Destroy 5 years after fee structure changes

Inquiries

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

Entry	Description of Records	Disposal Action
3694	Records documenting the agency's contribution and involvement in an inquiry directly relating to the protective security function. Includes: <ul style="list-style-type: none"> • statements and submissions • responses to final reports • transcripts of oral evidence given by agency staff (Date Range: 1971 -)	Retain as national archives

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia's high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Inquiries - Continued

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

Entry	Description of Records	Disposal Action
3695	Working papers documenting the agency's contribution and involvement in an inquiry directly relating to the protective security function. (Date Range: 1971 -)	Retain as national archives
3696	Records documenting inquiries with no direct relationship to the protective security function but where a substantial contribution is made. Includes: <ul style="list-style-type: none"> • statements and submissions • responses to final reports • transcripts of oral evidence given by agency staff (Date Range: 1971 -)	Destroy 7 years after action completed
3697	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the protective security function but where a substantial contribution is made. (Date Range: 1971 -)	Destroy 7 years after action completed

Joint Ventures

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

Entry	Description of Records	Disposal Action
3698	Final versions of joint venture agreements/contracts supporting the protective security function. (Date Range: 1996 -)	Destroy 7 years after action completed
3699	Records documenting the management of joint ventures undertaken to support the protective security function. Includes records relating to the establishment, maintenance and review of joint venture agreements/contracts. (Date Range: 1996 -)	Destroy 7 years after action completed

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Meetings

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

Entry	Description of Records	Disposal Action
3700	Final versions of minutes of meetings and supporting documents of emergency meetings held to consider crises with security implications for Australia where an incident occurred. (Date Range: 1971 -)	Retain as national archives
3701	Final versions of minutes of meetings and supporting documents tabled at emergency meetings held to consider crises with security implementations for Australia when no incident occurred. (Date Range: 1971 -)	Destroy 10 years after action completed
3702	Final versions of minutes of meetings and supporting documents of meetings held to coordinate activities relating to the protection of Australian Office Holders and diplomatic and consular personnel and official establishments security arrangements. (Date Range: 1971 -)	Destroy 10 years after action completed
3703	Final versions of minutes of meetings and supporting documents of internal agency meetings or meetings with external bodies to consider general matters relating to the protective security function. (Date Range: 1971 -)	Destroy 3 years after action completed
3704	Working papers documenting the conduct and administration of meetings held to support the protective security function. Includes agenda, notices of meetings and draft minutes. (Date Range: 1971 -)	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
3705	Final versions of plans formulated to support the general management activities relating to the protective security function. Includes contingency plans. (Date Range: 1971 -)	Destroy when plans are superseded

[For the Anti-Terrorist Plan, use NATIONAL SECURITY – Planning.]

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia's high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Planning – Continued

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

Entry	Description of Records	Disposal Action
3706	Final versions of plans developed to support activities relating to dignitary visits, consular and diplomatic security, protecting Australian Office Holders and protecting official establishments. (Date Range: 1971 -)	Destroy 10 years after action completed
3707	Working papers documenting the development of all protective security plans. Includes input to plans, comments received and drafts. (Date Range: 1971 -)	Destroy when reference ceases
3708	Copies of protective security plans. (Date Range: 1971 -)	Destroy when reference ceases

Policy

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

Entry	Description of Records	Disposal Action
3709	Records documenting the development and establishment of government-wide protective security policies and policies relating to the protection of Australian office holders, diplomatic and consular personnel and official establishments. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents (Date Range: 1971 -)	Retain as national archives
3710	Records documenting the development and establishment of policies relating to general operational activities, eg the security clearance fee structure for provision of vetting services. (Date Range: 1971 -) <i>[For implementation of the security fee structure, use PROTECTIVE SECURITY – Implementation.</i> <i>For the management of vetting services, use PROTECTIVE SECURITY – Security Vetting.]</i>	Destroy 5 years after policy is superseded
3711	Copies of policies and supporting papers. (Date Range: 1971 -)	Destroy when reference ceases

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia's high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Procedures

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

Entry	Description of Records	Disposal Action
3712	Master set of manuals, handbooks, directives, including Standard Operating Procedures detailing procedures supporting the national security function, including significant updates or amendments in response to major changes to the environment in which the function operates. Includes the Protective Security Manual. (Date Range: 1971 -) <i>[For published manuals, handbooks and directives, use PUBLICATION – Production.]</i>	Retain as national archives
3713	Master set of routine updates or amendments to manuals, directives including Standard Operating Procedures detailing procedures supporting the protective security function (Date Range: 1971 -)	Destroy when procedures are superseded
3714	Records documenting the development of procedures supporting the protective security function. (Date Range: 1971 -)	Destroy 1 year after production of procedures
3715	Copies of manuals, handbooks, directives etc. (Date Range: 1971 -)	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	Description of Records	Disposal Action
3716	Final versions of formal internal reports and reports made to external agencies relating to the broad management of the government-wide protective security function. (Date Range: 1971 -)	Retain as national archives
3717	Final versions of reports relating to dignitary protection, diplomatic and consular security, Australian office holders and official establishments where there was a major security occurrence including: <ul style="list-style-type: none"> • terrorist attacks • assassination attempts • break-ins • bomb threats (Date Range: 1971 -)	Retain as national archives

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia's high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

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.

Entry	Description of Records	Disposal Action
3718	Working papers documenting the development of formal reports on broad management issues and reports of major security occurrences. Includes drafts and comments received (Date Range: 1971 -)	Retain as national archives
3719	Threat assessments. (Date Range: 1971 -)	Retain as national archives
3720	Reports relating to dignitary protection, diplomatic and consular security, Australian office holders and official establishments where no incident occurred. (Date Range: 1971 -)	Destroy 10 years after action completed
3721	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the protective security function. (Date Range: 1971 -)	Destroy 7 years after action completed
3722	Working papers documenting the development of periodic internal reports. Includes drafts and comments received. (Date Range: 1971 -)	Destroy 2 years after action completed
3723	Copies of protective security reports. (Date Range: 1971 -)	Destroy when reference ceases

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.

Entry	Description of Records	Disposal Action
3724	Records documenting the nomination, appointment or resignation of agency representatives on committees or other bodies formed to support the protective security function. (Date Range: 1971 -)	Destroy 3 years after end of the appointment

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

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.

For the collection of general information not related to a specific project, use INFORMATION COLLECTION - Research.

Entry	Description of Records	Disposal Action
3725	Records documenting major research carried out to support specific protective security projects. (Date Range: 1971 -)	Destroy 5 years after action completed
3726	Records documenting minor research carried out to support specific protective security projects. (Date Range: 1971 -)	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.

Entry	Description of Records	Disposal Action
3727	Records documenting the review of programs, services and operations that have a high government or public profile or are controversial or result in major changes in direction and administration of programs and operations. Includes documents establishing the review, final report and action plan. (Date Range: 1971 -)	Retain as national archives
3728	Records documenting the review of physical security arrangement carried out at official establishments, security arrangements for visiting dignitaries and for Australian official office holders. (Date Range: 1971 -)	Destroy 15 years after action completed
3729	Records documenting the participation in the review of activities relating to the protective security function carried out by other agencies. (Date Range: 1971 -)	Destroy 5 years after action completed

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Security Vetting

The activities associated with carrying out personnel security clearances for government clients in accord with Protective Security Manual Standards.

For the activities associated with tendering for contractors to carry out vetting activities, use PROTECTIVE SECURITY - Tendering.

For performance appraisal of contract staff, use PROTECTIVE SECURITY - Contracting-out.

For financial transactions supporting fee collection, use FINANCIAL MANAGEMENT - Accounting.

For agreements with agencies for a security vetting service to be provided, use PROTECTIVE SECURITY - Agreements.

For grievances lodged against a vetting decision, use PROTECTIVE SECURITY - Grievances.

For records documenting security clearances of departmental staff, use PERSONNEL – Security.

Entry	Description of Records	Disposal Action
3730	Records documenting security vetting activities undertaken in assessing an individual officer for a client agency. (Date Range: 1996 -)	After completion of assessment pass records to the client agency
3731	Records documenting the name and level of security clearance for individual officers. (Date Range: 1996 -)	Destroy 10 years after assessment lapses
3732	Records documenting the development and monitoring of the security clearance fee structure. (Date Range: 1996 -)	Destroy 7 years after action completed

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.

Entry	Description of Records	Disposal Action
3733	Records documenting policy submissions made to the Minister and others on issues relating to the protective security function with significant political implications or of considerable public interest. (Date Range: 1971 -)	Retain as national archives
3734	Records documenting policy submissions made to the Minister and others on lesser issues relating to the protective security function with no far reaching political implications and which are not of public interest. (Date Range: 1971 -)	Destroy 7 years after action completed

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia's high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

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.

Entry	Description of Records	Disposal Action
3735	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expression of Interest, Requests for Tender. (Date Range: 1971 -)	Destroy 7 years after tender process completed
3736	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. (Date Range: 1971 -)	Destroy 7 years after tender process is completed
3737	Results 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. (Date Range: 1971 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender
3738	Tender and contract registers (Date Range: 1971 -)	Destroy 7 years after last entry
3739	Signed contracts under seal and supporting records. (Date Range: 1971 -)	Destroy 12 years after completion or other termination of contract
3740	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1971 -)	Destroy 7 years after completion or other termination of contract

Training Services

The processes involved in presenting training to outside organisations.

For agency staff training to carry out protective security activities, use STAFF DEVELOPMENT - Training.

Entry	Description of Records	Disposal Action
3741	Master set of primary training material for protective security courses run by the agency, including presenters manuals and participants workbooks. (Date Range: 1971 -)	Retain as national archives

[For published training material, use PUBLICATION – Production.]

PROTECTIVE SECURITY

The function of developing and promoting, through training and other awareness activities, protective security policy, advice and common standards, procedures and practices for Commonwealth departments and agencies covering areas of personnel, information, physical and computer security. Includes the coordination of protective security services and managing protective security arrangements for the protection of Australia’s high office holders, high-level visiting dignitaries and residences of Ministers and other Parliamentarians assessed to be at risk. Also includes the management of the security vetting service to Commonwealth agencies.

Training Services - Continued

The processes involved in presenting training to outside organisations.

For agency staff training to carry out protective security activities, use STAFF DEVELOPMENT - Training.

Entry	Description of Records	Disposal Action
3742	Records documenting the development of protective security training programs. Includes courses in the areas of physical, computer and personnel security for personnel in Commonwealth agencies. (Date Range: 1971 -)	Retain as national archives
3743	All other training material for protective security courses run by the agency. (Date Range: 1971 -) <i>[For published training material, use PUBLICATION – Production.]</i>	Destroy 7 years after action completed
3744	Records documenting administrative arrangements supporting the delivery of protective security training courses to Commonwealth agencies. Includes: <ul style="list-style-type: none"> • promotion of courses • arranging for instructors • registration of participants • arranging venue bookings • arranging catering • hire of equipment (Date Range: 1971 -) <i>[For the payment of accounts supporting the running of training courses, use FINANCIAL MANAGEMENT – Accounting and/or Payments.</i> <i>For the evaluation of training courses and programs, use PROTECTIVE SECURITY – Agency Evaluation.]</i>	Destroy 2 years after action completed

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This index lists the functions, activities and related key terms in the Attorney-General’s Records 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 record types in plain lower case.

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 scheme.

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