

**Records  
Disposal  
Authority**

**Commonwealth Scientific  
and Industrial Research  
Organisation  
(CSIRO)**

**Job no 2002/04926193**

**25 October 2002**



**NATIONAL  
ARCHIVES  
OF AUSTRALIA**

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## INTRODUCTION

### Disposal authorisation

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

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

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

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

### Purpose of this authority

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

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

### Using this authority

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

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

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

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements

identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

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

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

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

### **Amendment of this authority**

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

### **CONTACT INFORMATION**

**1. For requests to change this authority contact the Canberra Office of the National Archives of Australia:**

Queen Victoria Terrace

Tel: (02) 6212 3610

Parkes ACT 2600

Fax: (02) 6212 3989

PO Box 7425

Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

Canberra Mail Centre ACT 2610

Website: [www.naa.gov.au](http://www.naa.gov.au)

**2. For sentencing advice contact your local office of the National Archives.**

The address and phone number of your local office can be found at the National Archives website address above.

**RDA Job No 2002/04926193**

**AUTHORISATION  
RECORDS DISPOSAL AUTHORITY**

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

Chief Executive Officer  
Commonwealth Scientific and Industrial  
Research Organisation (CSIRO)  
PO Box 225  
Dickson ACT 2602

**Purpose:**

**AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF  
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF  
THE ARCHIVES ACT 1983**

**Application:**

Records described in the disposal classes

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

**Authorising Officer  
National Archives of Australia:**

**Date of issue: 25 October 2002**

Kathryn Swan  
Acting Director  
Recordkeeping Implementation

Date of amendment:

Expiry date:

**APPLICATION**

For specific advice and information on implementing classes in this Records Disposal Authority, contact:

Corporate Records and Archives Strategies  
Head Office  
CSIRO.



## APPROVED RESEARCH INSTITUTES ASSESSMENT

The function of assessing applications referred from the Australian Tax Office for recognition as an approved research institute under the relevant taxation legislation (including Section 73A of the Income Tax Assessment Act 1936).

### **Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4021	Records documenting the receipt and provision of advice provided in relation to the approved research institutes function. (Date Range: 1946- )	Destroy 1 year after action completed

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### **Application Assessment**

The activities associated with processing applications referred from the Australian Taxation Office for approved research institute status. Includes the formal responses.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4022	Records documenting the assessment of successful applications for approved research institute status. (Date Range: 1946 - )	Destroy 5 years after the institute ceases to undertake approved research and the Australian Taxation Office has been notified
4023	Records documenting the withdrawal of approved research institute status. (Date Range: 1946 - )	Destroy 5 years after the institute ceases to undertake approved research and the Australian Taxation Office has been notified
4024	Records documenting the assessment of unsuccessful applications for approved research institute status. (Date Range: 1946 - )	Destroy 5 years after last action

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## APPROVED RESEARCH INSTITUTES ASSESSMENT

The function of assessing applications referred from the Australian Tax Office for recognition as an approved research institute under the relevant taxation legislation (including Section 73A of the Income Tax Assessment Act 1936).

### **Procedures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4025	Master set of manuals, handbooks, directives etc. detailing procedures supporting the approved research institutes function. (Date Range: 1946 - )	Destroy when procedures are superseded
4026	Records documenting the development of procedures supporting the approved research institutes function. (Date Range: 1946- )	Destroy 1 year after completion of procedures
4027	Copies of manuals, handbooks, directives, etc. (Date Range: 1946 - )	Destroy when reference ceases

## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### **Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4044	Records documenting the provision of advice, relating to the business development function, to external organisations where commercial consequences are involved. (Date Range: 1920- )	Destroy when commercial consequences no longer exist
4045	Records documenting the provision of advice relating to the business development function to external agencies where there is a patent or other intellectual property involved. (Date Range: 1920- )	Destroy 20 years after last action
4046	Records documenting the receipt and provision of other advice provided in relation to the business development function. (Date Range: 1920 - )	Destroy 10 years after action completed

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## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### Agreements

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4030	Final versions of agreements made relating to the business development function and supporting documents. (Date Range: 1920- )	Destroy 10 years after expiry or other termination of agreement
4031	Signed deeds of release, deeds of indemnity, other similar agreements and supporting documents. (Date Range: 1920 - )	Destroy after indemnity ceases
4032	Signed agreements and contracts under seal and supporting records: Western Australia. (Date Range: 1920 - )	Destroy 20 years after completion or other termination of contract
4033	Signed agreements and contracts under seal and supporting records: Victoria and South Australia. (Date Range: 1920 - )	Destroy 15 years after completion or other termination of contract
4034	Signed agreements and contracts under seal and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and the Northern Territory. (Date Range: 1920 - )	Destroy 12 years after completion or other termination of contract
4035	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1920 - )	Destroy 7 years after completion or other termination of agreement of contract

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## BUSINESS DEVELOPMENT

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### **Audit**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4037	Final internal and external audit reports relating to the business development function. Includes the final reports from audits conducted by the Australian National Audit Office. (Date Range: 1920 - )	Destroy 7 years after action completed
4038	Records documenting the planning and conduct of internal and external audits relating to the business development function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments</li> </ul> (Date Range: 1920 - )	Destroy 7 years after action completed

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### **Commercial Insurance**

The process of taking out premiums to cover loss or damage relevant to commercial operations.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4039	Commercial insurance policies supporting the business development function. (Date Range: 1989- )	Destroy 7 years after policy expires or after claims have been met, whichever is the later
4040	Records documenting the annual renewal of commercial insurance policies supporting the business development function. (Date Range: 1989 - )	Destroy 7 years after policy expires or after claims have been met, whichever is the later

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## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### **Committees**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4041	<p>Master set of records of external committees formed to consider matters relating to the business development function. Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committees</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers</li> </ul> <p>(Date Range: 1920 - )</p>	Destroy 10 years after action completed
4042	<p>Master set of records of internal committees formed to consider matters relating to the business development function. Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committees</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers</li> </ul> <p>(Date Range: 1920 - )</p>	Destroy 5 years after action completed
4043	<p>Records of committees relating to matters of business development organised by other organisations and attended by the agency. (Date Range: 1920 - )</p>	Destroy 5 years after action completed
4047	<p>Working papers documenting the conduct and administration of committees which consider matters relating to the business development function. Includes:</p> <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul> <p>(Date Range: 1920- )</p>	Destroy when reference ceases

## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### **Customer Service**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4048	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients. (Date Range: 1920 - )	Destroy 3 years after action completed
4049	Records documenting the development of service charters and directives relating to the provision of services to public clients. Includes copies of internal directives and charters. (Date Range: 1920- )	Destroy 3 years after superseded
4050	Records documenting the management of specific customer services provided to the public, eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services, eg carrying out customer services. (Date Range: 1920- )	Destroy 3 years after action completed

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## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### *Joint Ventures*

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4051	Final signed version of joint venture agreements or contracts of major significance to the agency and the Commonwealth. Agreements may be of major significance if, for example, they are for ventures that are controversial, are the subject of extensive debate, or arouse widespread interest. (Date Range: 1920- )	Retain as national archives
4052	Working papers relating to the establishment, negotiations and management of joint venture agreements of major significance. (Date Range: 1920 - )	Retain as national archives
4053	Final versions of other joint venture agreements or contracts. (Date Range: 1920- )	Destroy 10 years after completion or other termination of agreement or contract
4054	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts. (Date Range: 1920 - )	Destroy 10 years after completion or other termination of agreement or contract



## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### **Marketing**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4055	Records documenting the marketing of products and services where commercial consequences are involved. (Date Range: 1920- )	Destroy when commercial consequences no longer exist
4056	Records documenting the marketing of products and services relating to the business development function where there are no commercial consequences involved. Includes research and assessment of products and services. (Date Range: 1920- )	Destroy 5 years after action completed
4057	Records documenting the promotion of agency products and services. Includes arranging advertising, product launches, displays at appropriate venues and photographs taken. (Date Range: 1920 - )	Destroy 3 years after action completed
4058	Records documenting the sale of agency products and services. Includes the receipt and processing of orders. (Date Range: 1920- )	Destroy 1 year after sale

*[For records documenting financial transactions, use FINANCIAL MANAGEMENT – Accounting]*

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## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### Meetings

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4059	Final versions of minutes and supporting documents tabled at meetings held to support the business development function. Includes meetings with external agencies. (Date Range: 1920 - )	Destroy 3 years after action completed
4060	Working papers documenting the conduct and administration of meetings held to support the business development function. Includes agenda, notices of meetings and draft minutes. (Date Range: 1920 - )	Destroy when reference ceases

### Planning

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4061	Final versions of plans formulated to support the business development function. (Date Range: 1920 - )	Destroy 7 years after plan is superseded
4062	Working papers documenting the development of planning in relation to the business development function. Includes input into plans, comments received and drafts. (Date Range: 1920- )	Destroy 3 years after action completed
4063	Copies of plans. (Date Range: 1920 - )	Destroy when reference ceases

## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### **Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4064	Records documenting the development and establishment of business development policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• policy documents</li> </ul> (Date Range: 1920- )	Retain as national archives
4065	Records documenting comments and working papers on the development and establishment of business development policies. (Date Range: 1920 - )	Destroy 2 years after promulgation of new policy

### **Procedures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4066	Master sets of agency manuals, handbooks, directives etc detailing procedures supporting the business development function. (Date Range: 1920 - )	Destroy 20 years after procedures are superseded
4067	Records documenting the development of procedures supporting the business development function. (Date Range: 1920 - )	Destroy 1 year after production of procedures
4068	Copies of manuals, handbooks, directives etc detailing procedures supporting the business development function. (Date Range: 1920- )	Destroy when reference ceases

## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### Reporting

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4069	Final version of formal reports made to external agencies relating to the business development function. Includes project reviews, contract reports and joint venture reports. (Date Range: 1920- )	Destroy 10 years after action completed or agreement has expired
4070	Final version of internal formal reports relating to the business development function. (Date Range: 1920 - )	Destroy 5 years after action completed
4071	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the business development function. (Date Range: 1920 - )	Destroy 3 years after action completed
4072	Working papers documenting the development of all reports. Includes drafts and comments received. (Date Range: 1920 - )	Destroy when reference ceases
4073	Responses to surveys carried out to support the business development function. (Date Range: 1920 - )	Destroy 3 years after action completed
4074	Copies of business development reports. (Date Range: 1920 - )	Destroy when reference ceases

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## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### **Reviewing**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4075	Records documenting a review of programs and operations supporting the business development function. Includes documents establishing the review, final report and action plan. (Date Range: 1920 - )	Destroy 5 years after action completed
4076	Records documenting the review of service agreements relating to the business development function. (Date Range: 1920- )	Destroy 5 years after action completed or termination of the agreement
4077	Working papers documenting a review of programs and operations supporting the business development function. (Date Range: 1920 )	Destroy 2 years after action completed

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## BUSINESS DEVELOPMENT

The function of increasing awareness of commercial benefits to industry from investment in research and development and formalising the involvement of the organisation in commercial transactions. Includes contracts and agreements for all research and technology transfer arrangements and confidentiality agreements other than with personnel.

### ***Risk Management***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4078	Records documenting risk management activities where there is potential national environmental, social or health risk that is severe or high, eg biological releases. Includes documentation covering each stage of the process, treatment schedules and action plans. (Date Range: 1920 - )	Retain as national archives
4079	Records documenting risk management where there is no perceived national risk, relating to the business development function. Includes documentation covering each stage of the process, treatment schedules and action plans. (Date Range: 1920- )	Destroy 7 years after next risk assessment
4080	Risk register relating to the business development function. (Date Range: 1920 - )	Destroy 7 years after last entry
4081	Records documenting risk assessment activities relating to contracts. (Date Range: 1920 - )	Destroy on completion or termination of contract

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## INTERNATIONAL SCIENTIFIC LIAISON

The function of establishing or maintaining international contacts and monitoring developments in the international scientific environment. Includes placement of overseas trainees on behalf of overseas organisations. Excludes international liaison undertaken in relation to research management or scientific research functions.

### **Addresses (Presentations)**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4082	Final versions of significant addresses that reflect policy changes, major projects or significant scientific discoveries, presented by portfolio Ministers, agency heads and prominent scientists at international scientific events. Significant addresses may include, for example, details of policy, projects or scientific discoveries that are controversial, the subject of extensive debate, or arouse widespread interest. (Date Range: 1920- )	Retain as national archives
4083	Final versions of other addresses presented by portfolio Ministers, agency heads and prominent scientists at international events, for example introductory speeches and welcomes. (Date Range: 1920 - )	Destroy 6 years after action completed
4084	Final versions of addresses presented by other agency staff. (Date Range: 1920 - )	Destroy 6 years after action completed
4085	Working papers documenting the preparation of all addresses. Includes requests for input, quality checking, comments, clearances and draft versions. (Date Range: 1920 - )	Destroy 3 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4086	Records documenting the giving and receiving of advice in relation to the international scientific liaison function. (Date Range: 1920- )	Destroy 5 years after action completed

## INTERNATIONAL SCIENTIFIC LIAISON

The function of establishing or maintaining international contacts and monitoring developments in the international scientific environment. Includes placement of overseas trainees on behalf of overseas organisations. Excludes international liaison undertaken in relation to research management or scientific research functions.

### **Agreements**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4087	Records documenting the negotiations, establishment, maintenance and review of significant international scientific agreements (significant scientific agreements include agreements relating to projects that are of a large or complex nature, those that are controversial, those that use major new or innovative techniques and those that involve the work of an eminent researcher). (Date Range: 1920 - )	Retain as national archives
4088	Final versions of other agreements. (Date Range: 1920 - )	Destroy 20 years after expiry of agreement
4089	Records documenting the negotiations, establishment, maintenance and review of other agreements. (Date Range: 1920- )	Destroy 20 years after expiry of agreement

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## INTERNATIONAL SCIENTIFIC LIAISON

The function of establishing or maintaining international contacts and monitoring developments in the international scientific environment. Includes placement of overseas trainees on behalf of overseas organisations. Excludes international liaison undertaken in relation to research management or scientific research functions.

### Reporting

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4090	Master copy of unpublished international scientific liaison annual reports. (Date Range: 1920 - )	Retain as national archives
4091	Final versions of internal formal reports and reports made to external agencies relating to the international scientific liaison function. (Date Range: 1920 - )	Destroy 5 years after action complete
4092	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the international scientific liaison function. Includes the collection and reporting of statistical information. (Date Range: 1920 - )	Destroy 3 years after action completed
4093	Working papers documenting the development of all reports. Includes drafts and comments received. (Date Range: 1920 - )	Destroy when reference ceases
4094	Copies of international scientific liaison reports. (Date Range: 1920 - )	Destroy when reference ceases

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## INTERNATIONAL SCIENTIFIC LIAISON

The function of establishing or maintaining international contacts and monitoring developments in the international scientific environment. Includes placement of overseas trainees on behalf of overseas organisations. Excludes international liaison undertaken in relation to research management or scientific research functions.

### **Representatives**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4095	Records documenting the nomination, appointment and resignation and /or termination of staff members on international scientific bodies. (Date Range: 1920 - )	Destroy 5 years after end of appointment

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### **Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4096	Records documenting research carried out to support the international scientific liaison function. (Date Range: 1920 - )	Destroy 5 years after action completed

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### **Reviewing**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4097	Records documenting a review of programs and operations supporting the international scientific liaison function. Includes documents establishing the review, final report and action plan. (Date Range: 1920 - )	Destroy 15 years after action completed
4098	Working papers documenting a review of programs and operations supporting the international scientific liaison function. (Date Range: 1920 - )	Destroy 10 years after action completed

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## INTERNATIONAL SCIENTIFIC LIAISON

The function of establishing or maintaining international contacts and monitoring developments in the international scientific environment. Includes placement of overseas trainees on behalf of overseas organisations. Excludes international liaison undertaken in relation to research management or scientific research functions.

### **Science Liaison**

The activities associated with contact relating to scientific matters, between the organisation and professional associations, professionals in related fields, private sector organisations and government organisations. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4099	Records documenting liaison activities relating to significant scientific projects or projects of historic value (for example, projects of a large or complex nature, projects that are controversial, projects that use major new or innovative techniques and those that are the work of eminent researchers). (Date Range: 1920 - )	Retain as national archives
4100	Records documenting liaison activities that are not of significant scientific or historic value. (Date Range: 1920 - )	Destroy 5 years after last action

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### **Training Placements**

Administrative arrangements relating to placements for the training of overseas science and technical people. Includes placements at CSIRO sites, universities, private industry and other research bodies.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4101	Records documenting training placements. (Date Range: 1980 - )	Destroy 7 years after action completed

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## INTERNATIONAL SCIENTIFIC LIAISON

The function of establishing or maintaining international contacts and monitoring developments in the international scientific environment. Includes placement of overseas trainees on behalf of overseas organisations. Excludes international liaison undertaken in relation to research management or scientific research functions.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4102	Records documenting visits to the agency in relation to the international scientific liaison function, made by individuals and delegations. (Date Range: 1980 - )	Destroy 10 years after action completed
4103	Records documenting visits relating to the international scientific liaison function by staff to other organisations. (Date Range: 1980- )	Destroy 6 years after action completed

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## NATIONAL FACILITIES MANAGEMENT

The function of managing the use of and access to national facilities, including use of the facilities by external parties.

### Arrangements

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4104	Records documenting successful applications for the use of Australia Telescope. (Date Range: 1980 - )	Retain permanently in agency
4105	Records documenting successful application for the use of other national facilities. (Date Range: 1980 - )	Destroy 6 years after last action
4106	Records documenting unsuccessful application for the use of national facilities. (Date Range: 1980 - )	Destroy when reference ceases
4107	Australia Telescope observation schedules. (Date Range: 1980- )	Retain permanently in agency
4108	Observation schedules for other national facilities. (Date Range: 1980 - )	Destroy 6 years after last action
4109	Records documenting routine arrangements for the use of national facilities. (Date Range: 1980 - )	Destroy 1 year after action completed

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## NATIONAL FACILITIES MANAGEMENT

The function of managing the use of and access to national facilities, including use of the facilities by external parties.

### **Committees**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4110	<p>Records of committees formed to consider the management of access and use of national facilities. Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers</li> <li>• Includes both internal and external committees</li> </ul> <p>(Date Range: 1980 - )</p>	Destroy 7 years after action completed
4111	<p>Working papers documenting the conduct and administration of committees formed to consider matters relating to the national facilities management function. Includes:</p> <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul> <p>(Date Range: 1980 - )</p>	Destroy when reference ceases

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## NATIONAL FACILITIES MANAGEMENT

The function of managing the use of and access to national facilities, including use of the facilities by external parties.

### **Customer Service**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4112	Records documenting the planning, monitoring and evaluation of customer services provided to the Agency's public clients relating to the national facilities management function. (Date Range: 1980 - )	Destroy 3 years after action completed
4113	Records documenting the development of service charters and directives relating to the provision of services to the Agency's public clients relating to the national facilities management function. Includes copies of internal directives and charters. (Date Range: 1980 - )	Destroy 3 years after superseded
4114	Records documenting the management of specific customer services provided to the public eg managing an enquiry desk, a telephone information service or interpreter service relating to the national facilities management function. Includes planning, monitoring and evaluation of services eg carrying out customer surveys. (Date Range: 1980- )	Destroy 3 years after action completed
4115	Records documenting feedback from customers. Includes development of questionnaires. (Date Range: 1980 - )	Destroy 1 year after action completed

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## NATIONAL FACILITIES MANAGEMENT

The function of managing the use of and access to national facilities, including use of the facilities by external parties.

### Policy

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4116	Records documenting the development and establishment of national facilities management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents</li> </ul> (Date Range: 1980 - )	Destroy 7 years after policy is superseded
4117	Working papers and records documenting comments made on the development of national facilities management policies. (Date Range: 1980 - )	Destroy 2 years after promulgation of new policy
4118	Copies of policy documents and supporting papers. (Date Range: 1980 - )	Destroy when reference ceases

### Procedures

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4119	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the national facilities management function. Includes emergency procedures. (Date Range: 1980- )	Destroy 5 years after procedures are superseded
4120	Records documenting the development of agency procedures supporting the national facilities management. (Date Range: 1980- )	Destroy 2 years after procedures are superseded
4121	Copies of manuals, handbooks, directives etc (Date Range: 1980- )	Destroy when reference ceases



## NATIONAL FACILITIES MANAGEMENT

The function of managing the use of and access to national facilities, including use of the facilities by external parties.

### **Reporting**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4122	Final versions of formal internal reports and reports made to external agencies on the use of national facilities. (Date Range: 1980- )	Destroy 10 years after action completed
4123	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the national facilities management function. (Date Range: 1980 - )	Destroy 3 years after action completed
4124	Working papers documenting the development of reports. Includes drafts and comments received. (Date Range: 1980 - )	Destroy 2 years after action completed
4125	Observing statistics and down time statistics. (Date Range: 1980 - )	Destroy 1 year after action completed
4126	Copies of national facilities management reports. (Date Range: 1980 - )	Destroy when reference ceases

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## PROPERTY MANAGEMENT (SPECIAL BUILDINGS)

The function of managing science buildings, which have been purpose built and have unique or specialised design features.

For other records relating to property, use PROPERTY MANAGEMENT

### **Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4127	Records documenting the receipt and provision of advice on the structure of special buildings, eg deterioration of concrete relating to the property management (special buildings) function. (Date Range: 1920 - )	Destroy 20 years after action completed
4128	Other records documenting the receipt and provision of advice relating to the property management (special buildings) function. (Date Range: 1920 - )	Destroy 5 years after action completed

### **Audit**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4129	Records documenting audits of cooling towers. (Date Range: 1920 - )	Destroy 25 years after actions resulting from the audit have been completed
4130	Other final internal and external audit reports relating to the property management (special buildings) function. Includes the final reports from audits conducted by the Australian National Audit Office and environmental audits. (Date Range: 1920- )	Destroy 5 years after actions resulting from the audit have been completed
4131	Records documenting the planning and conduct of internal and external audits relating to the property management (special buildings) function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft reports</li> <li>• comments</li> </ul> (Date Range: 1920 - )	Destroy 5 years after actions resulting from the audit have been completed

## PROPERTY MANAGEMENT (SPECIAL BUILDINGS)

The function of managing science buildings, which have been purpose built and have unique or specialised design features.

For other records relating to property, use PROPERTY MANAGEMENT

### **Implementation**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4132	Records documenting the implementation of counter disaster plans after disasters such as fire, floods and escape of a disease agent, to property of national significance. Includes a copy of the plan implemented in the disaster recovery process. (Date Range: 1927 - )	Retain as national archives
4133	Records documenting the implementation of counter disaster plans after disasters such as fire, floods and escape of a disease agent, for a property without national significance. Includes a copy of the plan implemented in the disaster recovery process. (Date Range: 1927 - )	Destroy 7 years after disposal of building
4134	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to property management (special buildings). (Date Range: 1927- )	Destroy 7 years after action completed

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## PROPERTY MANAGEMENT (SPECIAL BUILDINGS)

The function of managing science buildings, which have been purpose built and have unique or specialised design features.

For other records relating to property, use PROPERTY MANAGEMENT

### **Maintenance**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4136	Records documenting details of buildings referred to for maintenance activities, eg as-built drawings, floor plans etc (Date Range: 1920 - )	Destroy when property is disposed of or transferred to new owner
4137	Records documenting specialised upkeep, repair and maintenance activities of special buildings. Includes cleaning, painting (including specialised finishes), boiler maintenance, pest control, grounds maintenance and electrical maintenance. (Date Range: 1920 - )	Destroy 20 years after action completed

*[For routine upkeep etc., use PROPERTY MANAGEMENT – Maintenance]*

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### ***Addresses (Presentations)***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4138	Final versions of significant addressees, made by the Minister, senior officers or prominent scientists, representing the agency at major functions which support the research management function. (Date Range: 1916 - )	Retain as national archives
4139	Final versions of addresses where unpublished new material is disclosed. (Date Range: 1916 - )	Destroy 30 years after last action
4140	Final versions of other addresses delivered in the routine promotion of the research management function. (Date Range: 1916- )	Destroy 2 years after last presentation
4141	Working papers documenting the development of addresses, including drafts. (Date Range: 1916 - )	Destroy when reference ceases

### ***Agreements***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4142	Final versions of agreements made relating to the research management function and supporting documents. (Date Range: 1916- )	Destroy 10 years after expiry or other termination of agreement
4143	Records documenting the negotiations, establishment, maintenance and review of agreements relating to the research management function. (Date Range: 1916 - )	Destroy 10 years after expiry or other termination of agreement

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### **Audit**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4144	Final internal and external audit reports relating to research management function. Includes the final reports from audits conducted by the Australian National Audit Office. (Date Range: 1916 - )	Destroy 7 years after action completed
4145	Records documenting the planning and conduct of internal and external audits relating to the research management function. (Date Range: 1916 - )	Destroy 7 years after action completed
4146	Working papers. (Date Range: 1916 - )	Destroy 2 years after action completed

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## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### **Committees**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4147	<p>Master set of records of external high level inter-government or inter-agency committees where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers</li> </ul> <p>(Date Range: 1916 - )</p>	Retain as national archives
4148	<p>Master set of records of high level science and technology committees with overall responsibility for making major decisions in support of the research management function. Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers</li> </ul> <p>(Date Range: 1916 - )</p>	Retain as national archives
4149	<p>Master set of records documenting committee meetings attended by the agency, where discussion includes matters of research management interest.</p> <p>(Date Range: 1916 - )</p>	Destroy 10 years after action completed
4150	<p>Records of internal committees formed to consider specific matters relating to the research management function. Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers</li> </ul> <p>(Date Range: 1916 - )</p>	Destroy 10 years after action completed

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### ***Committees - Continued***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4151	<p>Records of other external and inter-agency committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative or plays only a minor role. Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• agendas</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers</li> </ul> <p>(Date Range: 1916 - )</p>	Destroy 10 years after action completed
4152	<p>Working papers documenting the administrative arrangements made for the conduct of external high level inter-government or inter-agency committees and high level science and technology committees.</p> <p>(Date Range: 1916 - )</p>	Destroy 5 years after action completed
4153	<p>Working papers documenting the administration of internal committees formed to consider matters relating to the research management function. Includes:</p> <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul> <p>(Date Range: 1916 - )</p>	Destroy when reference ceases

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## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4154	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the research management function. Includes compliance with ethical standards relating to humans and animals (Date Range: 1916 - )	Destroy 7 years after action completed or in accordance with the requirements prescribed by a standard or authority

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## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### Conferences

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4155	Records documenting arrangements for conferences relating to the research management function. Includes program development, arranging speakers, promotion, managing registrations and venue bookings. (Date Range: 1916 - )	Destroy 3 years after action completed
4156	Records assessing the conduct of conferences relating to the research management function. (Date Range: 1916 - )	Destroy 3 years after action completed
4157	Records of unpublished proceedings, reports, speeches and papers from conferences relating to the research management function. Includes presentations by agency staff. (Date Range: 1916 - )	Destroy 3 years after action completed
4158	Records documenting the attendance of staff at external conferences relating to the research management function. Includes the conference registration forms, programs and conference promotional material. (Date Range: 1916 - )	Destroy when reference cease
4159	Copies of published conference proceedings and official reports received at external conferences (Date Range: 1916 - )	Destroy when reference cease
4160	Records of reports on external conferences by agency participants. (Date Range: 1916 - )	Destroy 3 years after action completed

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### ***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.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4161	Records documenting contract management relating to the research management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports</li> </ul> (Date Range: 1916 - )	Destroy 10 years after completion or other termination of the contract

### ***Customer Service***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4162	Records documenting the planning, monitoring and evaluation of services to public clients in relation to the research management function. (Date Range: 1916 - )	Destroy 3 years after action completed
4163	Records documenting the planning, monitoring and evaluation of services to public clients in relation to the research management function. Includes copies of internal directives and charters. (Date Range: 1916 - )	Destroy 3 years after superseded
4164	Records documenting the management of specific customer services provided to the public in relation to the research management function. Includes planning, monitoring and evaluation of services eg carrying out customer surveys. (Date Range: 1916 - )	Destroy 3 years after action completed

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### ***Evaluation***

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4165	Records documenting the evaluation of potential or existing projects, systems or services supporting the research management function. (Date Range: 1916 - )	Destroy 7 years after evaluation completed
4166	Working papers. (Date Range: 1916 - )	Destroy 2 years after evaluation completed

### ***Grant Funding***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4167	Records documenting successful applications relating to the research management function. (Date Range: 1916 - )	Destroy 10 years after last action
4168	Records documenting unsuccessful applications relating to the research management function. (Date Range: 1916 - )	Destroy 3 years after action completed

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4169	Master set of final versions of minutes and supporting documents tabled at internal meetings held to support the research management function. (Date Range: 1916 - )	Destroy 3 years after action completed
4170	Final versions of minutes and supporting documents tabled at meetings with external agencies and organisations held to support the research management function. (Date Rang: 1916- )	Destroy 3 years after action completed
4171	Working papers documenting the conduct and administration of meetings held to support the research management function. Includes agenda, notices of meetings and draft minutes. (Date Range: 1916 - )	Destroy when reference ceases

### **Planning**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4172	Final versions of research management plans for significant projects. Projects may be significant if they, for example, are controversial, are subject of extensive debate, arouse widespread scientific or other interest, involve the use of major new or innovative techniques, involve eminent researchers or have potential major adverse impacts on the environment, society or human health. (Date Range: 1916- )	Retain as national archives
4173	Final version of other plans formulated to support the research management function. (Date Range: 1916 - )	Destroy 7 years after plan is superseded
4469	Working papers used to develop all research management plans. Includes draft plans, reports analysing issues and comments received from other areas of the agency. (Date Range: 1916 - )	Destroy 3 years after adoption of the final plan

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### *Planning - Continued*

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4174	Copies of research management plans. (Date Range: 1916 - )	Destroy when reference ceases

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## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4175	Records documenting the development and establishment of scientific research and research management policy which is significant or sets a precedent, or where there is potential environmental, social or health risk. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• policy documents</li> </ul> (Date Range: 1916 - )	Retain as national archives
4176	Records documenting the development and establishment of other scientific research and research management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• policy documents</li> </ul> (Date Range: 1916 - )	Destroy 5 years after policy is superseded
4177	Records documenting comments on the development by other bodies of research management policies. (Date Range: 1916 - )	Destroy 1 year after the promulgation of the new policy
4178	Working papers documenting the development of all research management policies. (Date Range: 1916 - )	Destroy 1 year after the promulgation of the new policy
4179	Copies of policy documents and supporting papers relating to research management. (Date Range: 1916 - )	Destroy when reference ceases

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### **Procedures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4180	Master sets of agency manuals, handbooks, directives etc detailing procedures supporting the research management function. (Date Range: 1916 - )	Destroy 20 years after procedures are superseded
4181	Records documenting the development of procedures supporting the research management function. (Date Range: 1916 - )	Destroy 1 year after production of procedures
4182	Copies of manuals, handbooks, directives etc. (Date Range: 1916 - )	Destroy when reference ceases



## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### **Reporting**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4183	Final versions of reports made to external agencies relating to the research management function. Includes project reviews, contract reports and joint venture reports. (Date Range: 1916- )	Destroy 10 years after action completed
4184	Final version of internal formal reports relating to the research management function. (Date Range: 1916 - )	Destroy 5 years after action completed
4185	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the research management function. (Date Range: 1916 - )	Destroy 3 years after action completed
4186	Working papers documenting the development of all reports. Includes drafts and comments received. (Date Range: 1916 - )	Destroy when reference ceases
4187	Copies of research management reports. (Date Range: 1916 - )	Destroy when reference ceases
4188	Responses to surveys carried out to support the research management function. (Date Range: 1916 - )	Destroy 3 years after action completed

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### **Reviewing**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4189	Reports documenting a review of programs and operations supporting the research management function. Includes documents establishing the review, final report and action plan. (Date Range: 1916 - )	Destroy 5 years after action completed
4190	Working papers documenting a review of programs and operations supporting the research management function. (Date Range: 1916- )	Destroy 2 years after action completed

### **Risk Management**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4191	Records documenting risk management activities where there is potential national, environmental, social or health risk that is severe or high, eg genetic engineering, biological releases, calicivirus. Includes documentation covering each stage of the process, treatment schedules and action plans. (Date Range: 1916- )	Retain as national archives
4192	Records documenting risk management activities where there is no perceived national risk, relating to the research management function. Includes documentation covering each stage of the process, treatment schedules and action plans. (Date Range: 1916 - )	Destroy 7 years after next risk assessment
4193	Risk register relating to the research management function. (Date Range: 1916 - )	Destroy 7 years after last entry
4194	Records documenting risk assessment activities relating to contracts. (Date Range: 1916 - )	Destroy on completion or termination of contract

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### *Science Liaison*

The activities associated with contact relating to scientific matters, between the organisation and professional associations, professionals in related fields, private sector organisations and government organisations. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4195	Records documenting liaison activities undertaken with professional associations, government and private sector organisations and community groups in relation to research management. Includes collaboration on projects and exchanges of information. (Date Range: 1916 - )	Destroy 3 years after action completed
4196	Final versions of minutes and supporting documents tabled at meetings with external agencies and organisations held to support the research management function. (Date Range: 1916- )	Destroy 3 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4197	Records documenting the implementation of industry and agency standards to support the research management function. (Date Range: 1916 - )	Destroy 7 years after standard is implemented or in accordance with recordkeeping requirements prescribed by the standard
4198	Guidelines and other directions supporting the implementation of standards relating to the research management function. (Date Range: 1916 - )	Destroy when superseded

## RESEARCH MANAGEMENT

The function of managing research and development activities at the operational level. Includes project management and professional, academic and technical conferences and committees.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4199	Records documenting visits to the agency, relating to the research management function, made by the Prime Minister, Ministers, Members of Parliament, other officials and interstate and overseas delegations. Includes reports on the visit. (Date Range: 1916- )	Destroy 6 years after action completed
4200	Records documenting visits made by the Minister both within Australia and overseas in relation to the research management function. Includes: <ul style="list-style-type: none"> <li>• invitations</li> <li>• travel and accommodation arrangements</li> <li>• itineraries and programs</li> <li>• visit reports</li> <li>• letters of thanks</li> </ul> (Date Range: 1916 - )	Destroy 6 years after action completed
4201	Records documenting visits by agency staff, relating to the research management function, to other government organisations, scientific bodies, research bodies and industry groups, both within Australia and overseas. Includes reports on the visit. (Date Range: 1916 - )	Destroy 6 years after action completed

## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### **Acquisition**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4202	<p>Technical records relating to specialised equipment, machinery, plant and equipment which are of high scientific, technological or historic significance. Equipment may be of high significance if, for example it is controversial, subject to extensive debate, arouses widespread or other interest or involves the use of major new or innovative techniques. Includes, specifications, designs, plans, manuals, operating instructions and log books of equipment, machinery, plant or facilities. (Date Range: 1928 - )</p> <p><i>[For other equipment etc., use EQUIPMENT and STORES - ACQUISITION]</i></p>	Retain as national archives
4205	<p>Records documenting the non commercial acquisition of samples, specimens, etc. where conditions of use, laboratory transfers, rationale for transfer and licences are involved. (Date Range: 1928- )</p>	Destroy 20 years after last action or when commercial consequences are no longer involved, whichever is the later
4206	<p>Records documenting the acquisition of other samples, specimens etc. relating to the research support function, where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes:</p> <ul style="list-style-type: none"> <li>• formal requests for quotations</li> <li>• orders</li> <li>• handover reports</li> <li>• correspondence relating to the acquisition</li> <li>• collections for research purposes</li> </ul> <p>(Date Range: 1928 - )</p>	Destroy 7 years after action completed

## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### **Committees**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4207	Records of committees relating to the research support function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committees</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers</li> </ul> (Date Range: 1928 - )	Destroy 7 years after action completed
4208	Working papers documenting the conduct and administration of committees formed to consider matters relating to the research support function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul> (Date Range: 1928-)	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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4209	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the research support function. (Date Range: 1928- )	Destroy 7 years after action completed or in accordance with record keeping requirements prescribed by a standard or authority

## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### **Construction**

The process of making or building something.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4210	Principle records documenting the design of scientific equipment, apparatus, tools, plant, etc of high scientific significance. Equipment may be of high scientific significance if, for example, it is controversial, subject to extensive debate, arouses widespread or other interest or involves the use of major new or innovative techniques. (Date Range: 1928- )	Retain as national archives
4211	Other records documenting the design and construction of scientific equipment, apparatus, tools, plant, etc (Date Range: 1928- )	Destroy ten years after action completed

### **Control**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4212	Classification schemes used to index scientific collections. (Date Range: 1928- )	Destroy when collection disposed of
4213	Records documenting taxonomy listings. (Date Range: 1928 - )	Retain as national archives
4214	Records documenting the development, and implementation, maintenance and evaluation of control mechanisms (eg catalogues, classification schemes, forms). (Date Range: 1928- )	Destroy when reference cease

## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### **Data Administration**

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4215	Records documenting the management of data and databases relating to the research support function. (Date Range: 1928 - )	Destroy when no longer required to provide access, understanding or use of data

### **Donations**

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

*[For the establishment and maintenance of trust funds, use FINANCIAL MANAGEMENT—Treasury Management.]*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4217	Records documenting conditions relevant to the donation. (Date Range: 1928- )	Destroy 7 years after conditions have been superseded or become obsolete
4218	Records documenting donations to collections of national significance (eg to the National Insect Collection). (Date Range: 1928 - )	Destroy when the collection ceases to exist or is disposed of
4219	Records documenting all other donations, relating to the research support function, of monies that are of little public interest (ie small amounts). (Date Range: 1928 - )	Destroy 7 years after donation received
4220	Records documenting all other donations, relating to the research support function, of items, artefacts or property that are of little public interest. (Date Range: 1928 - )	Destroy 7 years after disposal of item, artefact or property



## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### ***Donations - Continued***

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

*[For the establishment and maintenance of trust funds, use FINANCIAL MANAGEMENT—Treasury Management.]*

4221	Records documenting donations, relating to the research support function, of money and items made by the agency to public organisations and groups, including charities. (Date Range: 1928- )	Destroy 7 years after donation was made
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## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### Policy

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4222	Records documenting the development and establishment of research support policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents</li> </ul> (Date Range: 1928 - )	Destroy 5 years after policy is superseded
4223	Records documenting comments and working papers relating to the development of research support policies. (Date Range: 1928- )	Destroy 1 year after the promulgation of the new policy
4224	Copies of policy documents and supporting papers. (Date Range: 1928 - )	Destroy when reference ceases

### Procedures

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4225	Master set of manuals, handbooks, directives etc detailing procedures supporting the research support function. (Date Range: 1928- )	Destroy when procedures are superseded
4226	Records documenting the development of procedures supporting the research support function. (Date Range: 1928 - )	Destroy 1 year after production of procedures
4227	Copies of manuals, handbooks, directives etc. (Date Range: 1928 - )	Destroy when reference ceases

## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### **Reporting**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4228	Final version of formal internal reports and reports made to external agencies relating to the research support function. (Date Range: 1928 - )	Destroy 5 years after action completed
4229	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the research support function. Includes cumulative summary reports and work progress reports. (Date Range: 1928 - )	Destroy 3 years after action completed
4230	Working papers documenting the development of all reports. Includes drafts and comments received. (Date Range: 1928 - )	Destroy 1 years after action completed

## RESEARCH SUPPORT

The function of providing non-administrative support for scientific research. Includes technical services, management of collections of data or specimens for on-going research reference purposes, and acquisition of major and unique items of scientific equipment constructed to agency specifications, such as purpose built research vessels.

For other records relating to equipment, including instruments, implements, tools, machines and plant, use EQUIPMENT & STORES.

For other records relating to any type of vehicle, use FLEET MANAGEMENT.

### **Technical Services**

Technical activities undertaken on request that provide a range of services including testing, diagnosis, measurement, sample analysis, etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4231	Records documenting the provision of technical services relating to the research support function. (Date Range: 1928 - )	Destroy 10 years after last action
4232	Records documenting administrative arrangements of the provision of technical services relating to the research support function. (Date Range: 1928 - )	Destroy 2 years after last action
4233	Guidelines relating to the provision of technical services. (Date Range: 1928- )	Destroy when guidelines are superseded

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## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4244	Records documenting the receipt and provision of advice provided in relation to the science education function. (Date Range: 1983 - )	Destroy 1 year after action completed

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### **Agreements**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4245	Final versions of simple signed agreements and memorandums of understanding relating to the science education function and supporting documents. (Date Range: 1983 - )	Destroy 7 years after expiry or other termination of agreement

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## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Committees**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4246	Records of internal and external committees formed to consider matters relating to the science education function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committees</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers</li> </ul> (Date Range: 1983 - )	Destroy 5 years after action completed
4247	Working papers documenting the conduct and administration of committees which consider matters relating to the science education function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul> (Date Range: 1983 - )	Destroy when reference ceases

### **Evaluation**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4248	Formal evaluation reports of science education programs and services. (Date Range: 1983 - )	Destroy 20 years after action completed
4249	Records documenting the evaluation and ongoing monitoring of science education programs and services. Includes surveys. (Date Range: 1983 - )	Destroy 10 years after action completed

## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Joint Ventures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4250	Records documenting the management of joint ventures undertaken to support the science education function. (Date Range: 1983 - )	Destroy 7 years after termination of arrangement
4251	Final versions of simple signed agreements and memorandums of understanding relating to the science education function and supporting documents. (Date Range: 1983 - )	Destroy 7 years after expiry or other termination of agreement

### **Marketing**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4252	Records documenting the marketing of education programs and activities. Includes research and assessment, records covering advertising campaigns and promotional material. (Date Range: 1983 - )	Destroy 5 years after last action
4253	Records documenting the promotion of educational materials and publications. Includes arranging advertising, product launches, displays and photographs taken. (Date Range: 1983 - )	Destroy 3 years after last action
4254	Records documenting the sale of educational materials and publications. Includes the receipt and processing of orders. (Date Range: 1983 - ) <i>[For records documenting financial transactions, use FINANCIAL MANAGEMENT – Accounting]</i>	Destroy 1 years after last action

## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Planning**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4255	Final versions of plans for programs and services relating to science education. Includes: <ul style="list-style-type: none"> <li>• business cases</li> <li>• service agreements</li> <li>• studies</li> <li>• plans to solicit and manage client feedback</li> </ul> (Date Range: 1983 - )	Destroy 10 years after plan is superseded
4256	Working papers, comments, drafts etc. documenting the development of plans relating to science education. (Date Range: 1983 - )	Destroy 1 year after adoption of final plan

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## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4257	<p>Master copies and records documenting the development, establishment and precedents of science education policies. Includes:</p> <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents</li> <li>• national policy statements</li> </ul> <p>(Date Range: 1983 - )</p>	Destroy 10 years after policy superseded
4258	<p>Records documenting the development and establishment of operating policy supporting the science education function</p> <p>(Date Range: 1983 - )</p>	Destroy 5 years after policy is superseded
4259	<p>Records documenting comments and working papers relating to the development of science education policy</p> <p>(Date Range: 1983 - )</p>	Destroy 3 years after promulgation of the new policy
4260	<p>Copies of policy documents and supporting papers.</p> <p>(Date Range: 1983 - )</p>	Destroy when reference ceases

## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Procedures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4261	Master sets of manuals, handbooks, directives etc. detailing procedures supporting the science education function. (Date Range: 1983 - )	Destroy 5 years after procedures are superseded
4262	Records documenting the development of the procedures supporting the science education function. (Date Range: 1983 - )	Destroy 1 year after production of procedures
4263	Copies of manuals, handbooks, directives etc. detailing procedures supporting the science education function. (Date Range: 1983 - )	Destroy when reference ceases

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## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Reporting**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4264	Master copies of unpublished annual reports of the educational centres. (Date Range: 1983 - )	Retain as national archives
4265	Final version of internal formal reports and reports made to external agencies relating to the science education function. (Date Range: 1983 - )	Destroy 5 years after action completed
4266	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the science education function. Includes the collection and reporting of statistical information. (Date Range: 1983 - )	Destroy 3 years after action completed
4267	Working papers documenting the development of all reports. Includes drafts and comments received. (Date Range: 1983 - )	Destroy when reference ceases
4268	Copies of science education reports. (Date Range: 1983 - )	Destroy when reference ceases

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## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4269	Final reports of research carried out to support the science education function. (Date Range: 1983 - )	Destroy 5 years after action completed
4270	Drafts, comments and working papers documenting research carried out in support of the science education function. (Date Range: 1983 - )	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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4271	Reports documenting reviews of programs and operations supporting the science education function. Includes documents establishing the review, final report and action plan. (Date Range: 1983 - )	Destroy 10 years after action completed
4272	Working papers documenting a review of programs and operations supporting the science education function. (Date Range: 1983 - )	Destroy 2 years after action completed

## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### **Science Liaison**

The activities associated with contact relating to scientific matters, between the organisation and professional associations, professionals in related fields, private sector organisations and government organisations. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4273	Records documenting liaison activities undertaken with external agencies. Includes collaboration on projects, exchange of information and all the activities as a member of an organisation. (Date Range: 1983 - )	Destroy 5 years after action completed

### **Science Programs**

The activities involved in establishing and managing science education activities, programs and workshops. Includes the management of science clubs, educational centres, media programs, student research schemes, competitions, curriculum support and educational workshops.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4275	Records documenting the selection of prize winners, recipients and presentations. (Date Range: 1983 - )	Destroy 10 years after action completed
4276	Records documenting the development and running of programs, activities, workshops, etc to support the science education function (including educational events, competitions, prizes, etc). (Date Range: 1983 - )	Destroy 5 years after completion of activity
4277	Master copy of curriculum programs, exercises, training material and worksheets developed to support the science education function. (Date Range: 1983 - )	Destroy 5 years after completion of activity
4278	Copies of curriculum programs, exercises, training material and worksheets developed to support the science education function. (Date Range: 1983 - )	Destroy 1 year after completion of activity

## SCIENCE EDUCATION

The function of promoting science and careers in science by alerting school students, their families and science teachers to the contribution of scientific research to the community, and by encouraging students to participate in scientific activities.

### *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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4279	Records documenting statistics of student numbers and classes attended at education centres. (Date Range: 1983 - )	Destroy 5 years after last action
4280	Records documenting arrangements for visits or tours to the agency, including education centres, by the general public. (Date Range: 1983 - )	Destroy 2 years after last action
4281	Records documenting arrangements for visits made to the agency by important community representatives. (Date Range: 1983 - )	Destroy 5 years after action completed

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## SCIENCE PERSONNEL

The function of managing the employment of all employees in the organisation employed under the Science and Industry Act 1949 as amended and previous legislation and volunteer workers. Includes review of actions, overtime salaries, superannuation and working hours for individuals.

For other personnel records, use PERSONNEL.

### **Employment Conditions**

The activities associated with managing the general conditions of employment for personnel.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4284	Records documenting the appointment of Chief Executive Officers. Includes vacancy report, the Ministerial instrument of appointment and arrangements for remuneration and other employment conditions. (Date Range: 1920 - )	Retain as national archives
4285	Records documenting the consolidated employment history of: <ul style="list-style-type: none"> <li>• scientists on indefinite appointment or long term contracts;</li> <li>• non-research staff and scientists on short term contracts, fellowships, exchange programs, etc who are eminent or notable in public or scientific life; and</li> <li>• women science graduates employed prior to 1987</li> </ul> Includes: <ul style="list-style-type: none"> <li>• letter of appointment and conditions of engagement</li> <li>• letter of acceptance</li> <li>• details of assigned duties (initial and subsequent variations)</li> <li>• probation reports</li> <li>• medical examinations/health declarations</li> <li>• records detailing personal particulars and supporting documentation eg birth certificates</li> <li>• evidence of educational qualifications</li> <li>• declarations of pecuniary interest</li> <li>• undertakings to preserve official secrets</li> <li>• reclassification proposals</li> </ul> (Date Range: 1920 - )	Retain as national archives

## SCIENCE PERSONNEL

The function of managing the employment of all employees in the organisation employed under the Science and Industry Act 1949 as amended and previous legislation and volunteer workers. Includes review of actions, overtime salaries, superannuation and working hours for individuals.

For other personnel records, use PERSONNEL.

### **Performance Management**

The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4286	Performance agreements with individual employees. (Date Range: 1920 - )	Destroy 10 years after last action
4287	Records documenting the conferring of awards, in recognition of achievements, on: <ul style="list-style-type: none"> <li>• scientists on indefinite appointment or long term contracts</li> <li>• non-research staff and scientists on short term contracts, fellowships, exchange programs, etc who are eminent or notable in public or scientific life</li> <li>• women science graduates employed prior to 1987</li> </ul> (Date Range: 1920 - )	Retain as national archives

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## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### ***Addresses (Presentations)***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4288	Final versions of significant addresses made by the Minister, senior officers or prominent scientists, representing the agency at major functions which support the scientific research function. (Date Range: 1916 - )	Retain as national archives
4289	Final versions of addresses where unpublished new material is disclosed. (Date Range: 1916 - )	Destroy 30 years after last action
4290	Final versions of other addresses delivered in the routine promotion of the scientific research function. (Date Range: 1916 - )	Destroy 2 years after last presentation
4291	Working papers documenting the development of addresses, including drafts. (Date Range: 1916 - )	Destroy when reference cease

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## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### ***Experimentation and Observation***

The activities involved in conducting pure and applied scientific research and observations. Includes modelling, field trials, data collection, surveys, experimentation and fabrication.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4292	<p>Research records and materials, created in the course of scientific and technical investigation, for significant projects where the records are identified, complete, able to be interpreted and necessary to provide an understanding of the project. Projects may be significant if they, for example, are controversial, are the subject of extensive debate, arouse widespread scientific or other interest, involve the use of major new or innovative techniques, involve eminent researchers or have potential major adverse impacts on the environment, society or human health. Includes:</p> <ul style="list-style-type: none"> <li>• correspondence with other scientists</li> <li>• field and laboratory notebooks and other scientific records</li> <li>• observational and experimental data</li> <li>• raw data including for example data from major space missions</li> <li>• working papers</li> </ul> <p>(Date Range: 1916 - )</p>	Retain as national archives
4293	<p>Research records and materials created in the course of scientific and technical investigation required for long term studies and observations.</p> <p>(Date Range: 1916 - )</p>	Destroy when no longer required to support long term research needs
4294	<p>Records documenting space tracking missions that are not considered to be major missions or missions of historic value, eg Hubble space craft, SETI.</p> <p>(Date Range: 1961 - )</p>	Destroy 10 years after action completed
4295	<p>Records documenting human trials.</p> <p>(Date Range: 1916 - )</p>	Destroy 15 years after last action

## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### ***Experimentation and Observation - Continued***

The activities involved in conducting pure and applied scientific research and observations. Includes modelling, field trials, data collection, surveys, experimentation and fabrication.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4296	Other research records and materials created in the course of scientific and technical investigation, including those that are not able to be identified or interpreted or are incomplete or are not necessary to provide an understanding of the project. (Date Range: 1916 - )	Destroy 5 years after publication of research or after project completed if no publication of research or 5 years after liability ceases whichever is the later
4297	Copies (ie duplicates) of papers and reports created in the course of scientific and technical investigations. (Date Range: 1916 - )	Destroy when reference cease

### ***Meetings***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4298	Final versions of minutes and supporting documents tabled at meetings held to support the scientific research function. Includes meetings with external agencies. (Date Range: 1916 - )	Destroy 3 years after action ceases
4299	Working papers documenting the conduct and administration of meetings held to support the scientific research function. Includes agenda, notices of meetings and draft minutes. (Date Range: 1916 - )	Destroy when reference ceases

## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### **Procedures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4300	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the scientific research function. (Date Range: 1916 - )	Destroy 20 years after procedures are superseded
4301	Records documenting the development of agency procedures supporting the scientific research function. (Date Range: 1916 - )	Destroy 1 year after completion of procedures
4302	Copies of manuals, handbooks, directives, etc. (Date Range: 1916 - )	Destroy when reference ceases

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## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### **Reporting**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4303	Final version of formal internal reports and reports made to external agencies relating to the scientific research function, and dealing with issues of significant or historic value. Issues of significant or historic value may include, for example, those that are controversial, the subject of extensive debate, or arouse widespread interest. (Date Range: 1916 - )	Retain as national archives
4304	Final version of formal internal reports and reports made to external agencies relating to the scientific research function, and not dealing with issues of significant scientific or historic value. (Date Range: 1916 - )	Destroy 5 years after action completed or 5 years after liability ceases whichever is the later
4305	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the scientific research function. (Date Range: 1916 - )	Destroy 3 years after action completed
4306	Working papers documenting the development of all reports. Includes drafts and comments received. (Date Range: 1916 - )	Destroy when reference ceases
4307	Copies (duplicates) of scientific research reports. (Date Range: 1916 - )	Destroy when reference ceases
4308	Responses to surveys carried out to support the scientific research function. (Date Range: 1916 - )	Destroy 3 years after action completed

## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### **Research Analysis**

The processes involved in assessment of research results to form conclusions. Includes hypotheses, formatting, manipulation and interrogation of data, drawing up of conclusions and the writing up of reports.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4309	Records documenting research analysis created as a result of scientific and technical investigation, for significant projects where the records are identified, complete, able to be interpreted and necessary to provide an understanding of the project. Projects may be significant if they, for example, are controversial, are the subject of extensive debate, arouse widespread scientific or other interest, involve the use of major new or innovative techniques, involve eminent researchers or have potential major adverse impacts on the environment, society or human health. (Date Range: 1916 - )	Retain as national archives
4310	Records documenting research analysis created as a result of scientific and technical investigation required for long term studies and observations. (Date Range: 1916 - )	Destroy when no longer required to support long term research needs
4311	Records documenting research analysis developed as a result of space tracking missions that are not considered to be major missions or missions of historic value, eg Hubble space craft, SETI. (Date Range: 1961 - )	Destroy 10 years after action completed
4312	Records documenting analysis made following other scientific and technical investigation and records that are not able to be identified or interpreted or are incomplete or are not necessary to provide an understanding of the project. (Date Range: 1916 - )	Destroy 5 years after publication of research or after project completed if no publication of research or 5 years after liability ceases whichever is the later
4313	Copies (ie duplicates) of papers and reports documenting analysis created in the course of scientific and technical investigations. (Date Range: 1916 - )	Destroy when reference ceases

## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### **Research Design**

The processes involved in the development of designing a methodology for scientific experimentation and observations. Includes the identification of existing research, the scope and steps to be taken, and gaining feedback and approval for the design.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4314	Records documenting research design created in support of scientific and technical investigation, for significant projects where the records are identified, complete, able to be interpreted and necessary to provide an understanding of the project. Projects may be significant if they, for example, are controversial, are the subject of extensive debate, arouse widespread scientific or other interest, involve the use of major new or innovative techniques, involve eminent researchers or have potential major adverse impacts on the environment, society or human health. (Date Range: 1916 - )	Retain as national archives
4315	Records documenting research design created in support of scientific and technical investigation required for long term studies and observations. (Date Range: 1916 - )	Destroy when no longer required to support long term research needs
4316	Records documenting research design for space tracking missions that are not considered to be major missions or missions of historic value, eg Hubble space craft, SETI. (Date Range: 1961 - )	Destroy 10 years after action completed
4317	Records documenting research design of other scientific or technical investigation and records that are not able to be identified or interpreted or are incomplete or are not necessary to provide an understanding of the project. (Date Range: 1916 - )	Destroy 5 years after publication of research or after project completed if no publication of research or 5 years after liability ceases whichever is the later
4318	Copies (ie duplicates) of papers and reports documenting research design created in the course of scientific and technical investigations. (Date Range: 1916 - )	Destroy when reference cease

## SCIENTIFIC RESEARCH

The function of undertaking original scientific investigations, experimentation and theoretical, innovative development or systematic work aimed at the creation of new knowledge, and application of this knowledge to new or improved practices, products or processes. Includes liaison between scientists, meetings to discuss technical issues and unpublished technical papers.

### **Science Liaison**

The activities associated with contact relating to scientific matters, between the organisation and professional associations, professionals in related fields, private sector organisations and government organisations. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4319	Records documenting liaison activities of significant scientific or historic value, undertaken with professional and scientific individuals and associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and the activities of a member of an organisation. Liaison activities of significant or historic value may include, for example, those that are controversial, the subject of extensive debate, or arouse widespread interest. (Date Range: 1916 - )	Retain as national archives
4320	Records documenting liaison activities that are not of significant scientific or historic value. (Date Range: 1916 - )	Destroy 5 years after last action

### **Standards**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4321	Records documenting the implementation of industry and agency standards to support the scientific research function. (Date Range: 1916 - )	Destroy 7 years after standard is implemented or in accordance with recordkeeping requirements prescribed by the standard
4322	Guidelines and other directions supporting the implementation of standards relating to the scientific research function. (Date Range: 1916 - )	Destroy when superseded



## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4323	Records documenting the provision of external advice by agency staff in support of the technical and consulting services function. (Date Range: 1920 - )	Destroy 10 years after action completed
4324	Records documenting the receipt and provision of internal advice by agency staff in support of the technical and consulting services function. (Date Range: 1920 - )	Destroy 1 year after action completed

### **Agreements**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4325	Final version of agreements with other organisations to provide technical and consulting services (eg memorandum of understanding). (Date Range: 1920 - )	Destroy 7 years after completion or other termination of agreement
4326	Records documenting negotiations, establishment, maintenance and review of agreements made in support of the technical and consulting services function. (Date Range: 1920 - )	Destroy 7 years after completion or other termination of agreement

## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4327	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy 5 years after action completed or in accordance with recordkeeping requirements prescribed by a standard or authority

### **Customer Service**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4328	Records documenting the general planning, monitoring and evaluation of customer services provided to clients. (Date Range: 1920 - )	Destroy 6 years after action completion
4329	Records documenting the development of service charters and directives relating to the provision of services to clients. (Date Range: 1920 - )	Destroy 6 years after action completed
4330	Records documenting the management of specific customer services delivered to clients. Includes planning, monitoring and evaluation of services. (Date Range: 1920 - )	Destroy 6 years after action completed

## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **Evaluation**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4331	Records documenting the evaluation of potential or existing projects, systems or services supporting the technical and consulting services function. (Date Range: 1920 - )	Destroy 7 years after evaluation completed
4332	Working papers. (Date Range: 1920 - )	Destroy 7 years after evaluation completed

### **Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4333	Records documenting the development and establishment of policies relating to the technical and consulting services function. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final policy documents. Includes pricing policy. (Date Range: 1920 - )	Destroy 5 years after policy is superseded
4334	Records documenting comments made on the development of policies relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy 1 year after promulgation of the new policy
4335	Working papers documenting the development and establishment of all policies relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy 1 year after the promulgation of the new policy
4336	Copies of policy documents and supporting papers. (Date Range: 1920 - )	Destroy when reference ceases

## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **Procedures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4337	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the technical and consulting services function. (Date Range: 1920 - )	Destroy 5 years after procedures are superseded
4338	Records documenting the development of agency procedures supporting the technical and consulting services function. (Date Range: 1920 - )	Destroy 1 year after action completed
4339	Copies of manuals, handbooks, directives etc supporting the technical and consulting services function. (Date Range: 1920 - )	Destroy when reference ceases
4340	Operating manuals and instructions for equipment or technology from external organisations relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy when reference ceases or transfer to new owner on disposal of equipment or technology

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## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **Reporting**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4341	Final copies of formal internal reports and reports made to external organisations relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy 7 years after action completed
4342	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the technical and consulting services function. Includes summary reports, work progress reports and production reports. (Date Range: 1920 - )	Destroy 3 years after action completed
4343	Responses to surveys of other agencies relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy 3 years after action completed
4344	Working papers documenting the development of all reports relating to the technical and consulting services function. Includes drafts and comments received. (Date Range: 1920 - )	Destroy 3 years after action completed
4345	Copies of reports relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy when reference ceases

## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **Standards**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4346	Records documenting the implementation of industry and agency standards to support the technical and consulting services function. (Date Range: 1920 - )	Destroy 7 years after standard is implemented or in accordance with recordkeeping requirements prescribed by the standard
4347	Guidelines and other directions supporting the implementation of standards relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy when superseded

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## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **Technical Services**

Technical activities undertaken on request that provide a range of services including testing, diagnosis, measurement, sample analysis, etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4348	Records documenting the testing and calibrating process carried out pursuant to legislation (including the National Measurement Act 1960), including original data from calibrations and calibration reports which are of significant or high scientific value or of historical significance. (Date Range: 1920 - )	Retain permanently in agency
4349	Other records documenting the testing and calibrating process carried out pursuant to legislation (including the National Measurement Act 1960), including original data from calibrations and calibration reports. Note: Before destruction, every effort should be made to contact the client to determine whether or not instruments are still in use. If instruments are still in use, records should be retained a further 5 years at which point the clients should be contacted again to determine whether the instruments are still in use. This cycle should be repeated for as long as the client is contactable and the instruments remain in use. (Date Range: 1920 - )	Destroy 15 years after date of last calibration
4350	Records documenting the management of specific technical services provided to clients. Includes results and reports of tests, measurements, analyses etc. (Date Range: 1920 - )	Destroy 3 years after action completed

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## TECHNICAL AND CONSULTING SERVICES

The function of providing external clients with technical services such as calibration, testing, analysis, assessment, and consulting services where existing knowledge is used to provide professional and technical advice. No original research is required and no intellectual property developed. Includes technical training courses and workshops offered externally.

For original research and experimentation carried out on a consultancy basis, use SCIENTIFIC RESEARCH.

### **Technical Training**

The activities associated with offering technical courses and workshops to external clients.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4351	Records documenting the development, implementation and presentation of information sessions and training programs relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy 10 years after action completed
4352	Records documenting administrative arrangements of technical training and information sessions relating to the technical and consulting services function. (Date Range: 1920 - )	Destroy 2 years after action completed
4353	Master set of training material. Includes: <ul style="list-style-type: none"> <li>• programs</li> <li>• lecture notes</li> <li>• handouts</li> <li>• films and videos</li> </ul> (Date Range: 1920 - )	Destroy when course is superseded or when training material no longer relevant

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## TRUST FUNDS MANAGEMENT

The function of managing trust funds established by legislation (including the Science and Industry Endowment Act 1920) or by other means, within the terms of trusts established to support research and administered by the Agency. Includes the awarding of fellowships, studentships and grants in aid of research.

For the establishment and maintenance of trust funds, use FINANCIAL MANAGEMENT – Treasury Management.

### ***Applications and Nominations***

The processes involved in considering applications and nominations for grants and fellowships.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4354	Records documenting successful applications for funding from a trust fund, where the grant is significant, unusual, sets a precedent or is part of long term assistance. (Date Range: 1920 - )	Destroy 10 years after cessation of the trust fund
4355	Records documenting other successful applications for funding from a trust fund. (Date Range: 1920 - )	Destroy 10 years after action completed
4356	Records documenting unsuccessful applications made for funding from a trust fund. (Date Range: 1920 - )	Destroy 6 years after action completed

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## TRUST FUNDS MANAGEMENT

The function of managing trust funds established by legislation (including the Science and Industry Endowment Act 1920) or by other means, within the terms of trusts established to support research and administered by the Agency. Includes the awarding of fellowships, studentships and grants in aid of research.

For the establishment and maintenance of trust funds, use FINANCIAL MANAGEMENT – Treasury Management.

### **Committees**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4357	Records of internal and external committees formed to consider matters relating to the trust funds management function. Includes: <ul style="list-style-type: none"> <li>• documents establishment of the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers</li> </ul> (Date Range: 1920 - )	Destroy 7 years after cessation of trust fund
4358	Working papers documenting the conduct and administration of committees which consider matters relating to the management of trust funds. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul> (Date Range: 1920 - )	Destroy when reference ceases

## TRUST FUNDS MANAGEMENT

The function of managing trust funds established by legislation (including the Science and Industry Endowment Act 1920) or by other means, within the terms of trusts established to support research and administered by the Agency. Includes the awarding of fellowships, studentships and grants in aid of research.

For the establishment and maintenance of trust funds, use FINANCIAL MANAGEMENT – Treasury Management.

### **Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4359	Records documenting the development and establishment of policy relating to the management of trust funds. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents</li> </ul> (Date Range: 1920 - )	Retain as national archives
4360	Records documenting comments made on the development of policy relating to the management of trust funds. (Date Range: 1920 - )	Destroy 3 years after promulgation of the new policy
4361	Working papers documenting the development of policies relating to the management of trust funds. (Date Range: 1920 - )	Destroy 3 years after promulgation of the new policy
4362	Copies of policy documents and supporting papers relating to the management of trust funds. (Date Range: 1920 - )	Destroy when reference ceases

## TRUST FUNDS MANAGEMENT

The function of managing trust funds established by legislation (including the Science and Industry Endowment Act 1920) or by other means, within the terms of trusts established to support research and administered by the Agency. Includes the awarding of fellowships, studentships and grants in aid of research.

For the establishment and maintenance of trust funds, use FINANCIAL MANAGEMENT – Treasury Management.

### **Procedures**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4363	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the trust funds management function. (Date Range: 1920 - )	Destroy 5 years after procedures are superseded
4364	Records documenting the development of agency procedures supporting the trust funds management function. (Date Range: 1920 - )	Destroy 1 year after action completed
4365	Copies of manuals, handbooks, directives etc supporting the trust funds management function. (Date Range: 1920 - )	Destroy when reference ceases

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## TRUST FUNDS MANAGEMENT

The function of managing trust funds established by legislation (including the Science and Industry Endowment Act 1920) or by other means, within the terms of trusts established to support research and administered by the Agency. Includes the awarding of fellowships, studentships and grants in aid of research.

For the establishment and maintenance of trust funds, use FINANCIAL MANAGEMENT – Treasury Management.

### **Reporting**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4366	Final version of formal internal reports and reports made to external agencies in relation to the trust funds management function. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date Range: 1920 - )	Destroy 7 years after action completed
4367	Final versions of periodic reports on administrative matters used to monitor and document recurring activities to support the trust funds management function. Includes the collection and reporting of research information. (Date Range: 1920 - )	Destroy 7 years after action completed
4368	Working papers documenting the development of all reports supporting the trust funds management function. Includes drafts and comments received. (Date Range: 1920 - )	Destroy 2 years after action completed
4369	Copies of trust funds management reports. (Date Range: 1920 - )	Destroy when reference cease
4370	Responses to surveys carried out to support the trust funds management function. (Date Range: 1920 - )	Destroy 3 years after action completed