

**Records Disposal
Authority**

**Department of the
Prime Minister and
Cabinet**

Job no 2002/05022293

5 November 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 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.

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

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

Using this authority

This authority covers records controlled by the agency and applies only to the records or classes of records described in the authority.

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

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

There are minimum retention periods set down in this authority. The agency may extend the retention period if it considers that there is an administrative need to do so. Where an agency

identifies a substantially longer administrative requirement for keeping the records, they should reassess the documentation supporting the original retention decision and contact the National Archives to discuss the need for change.

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

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

Layout of the authority

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

Amendment and variation to 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
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre
ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

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

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

RDA Job No 2002/05022293

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of the Prime Minister &
Cabinet
3-5 National Circuit
BARTON ACT 2600

Purpose:

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

Application:

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



Kathryn Swan
Acting Director
Recordkeeping Implementation

Date of issue:
5 November 2002

Date of amendment:

Expiry date:

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GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Addresses (Presentations)

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

Entry	Description of Records	Disposal Action
4479	Final versions of addresses made by senior agency officers at major public occasions. (Date Range: 1901 -)	Retain as national archives
4480	Final versions of addresses presented by other agency staff at government occasions. (Date Range: 1901 -)	Destroy 6 years after action completed
4481	Final versions of other addresses delivered in the routine promotion of the department's activities. (Date Range: 1901 -)	Destroy 2 years after action completed
4482	Working papers documenting the development of addresses, including drafts. (Date Range: 1901 -)	Destroy 1 year after action completed

Advice

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

Entry	Description of Records	Disposal Action
4483	Advice provided by the agency to the Prime Minister, Ministers Assisting the Prime Minister, Ministerial Committees, the Secretary, Commonwealth, State and local government agencies or other high level bodies on significant coordination issues, controversial public issues, issues with far reaching implications for whole-of-government or cross portfolio administration, issues with far reaching social, economic or international implications, issues concerning key government initiatives etc. Includes precedent cases, receipt and presentation of gifts to mark historical occasions and successful nominations for honours and awards in the Australian Honours system. (Date Range: 1901 -)	Retain as national archives

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Advice – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4484	Working papers documenting the development of advice provided by the agency to the Prime Minister, Ministers Assisting the Prime Minister, Ministerial Committees, the Secretary, Commonwealth, State and local government agencies or other high level bodies on significant coordination issues, controversial public issues, issues with far reaching implications for whole-of-government or cross portfolio administration, issues with far reaching social, economic or international implications, issues concerning key government initiatives etc. Includes precedent cases, receipt and presentation of gifts to mark historical occasions and successful nominations for honours and awards. (Date Range: 1901 -)	Retain as national archives
4485	Advice provided by the agency to the Prime Minister, Ministers Assisting the Prime Minister, Ministerial Committees, the Secretary, Commonwealth, State and local government agencies or other bodies on less important coordination issues, non-controversial issues, issues with no implications for whole-of-government administration, issues with no far reaching social, economic or international implications etc. Includes advice on: <ul style="list-style-type: none"> • parliamentary motions • tabling of reports and papers to parliament • Ministerial overseas travel • Ministerial absences • Ministerial staffing • Ministerial gifts presented and received • advice to other government agencies • nominations for honours and awards that are unsuccessful. (Date Range: 1901 -)	Destroy 10 years after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Advice - Continued

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

Entry	Description of Records	Disposal Action
4486	<p>Working papers documenting the development of advice by the agency to the Prime Minister, Ministers Assisting the Prime Minister, Ministerial Committees, the Secretary, Commonwealth, State and local government agencies or other bodies on less important coordination issues, non-controversial issues, issues with no implications for whole-of-government administration, issues with no far reaching social, economic or international implications etc. Includes advice on:</p> <ul style="list-style-type: none"> • parliamentary motions • tabling of reports and papers to parliament • Ministerial overseas travel • Ministerial absences • Ministerial staffing • Ministerial gifts presented and received • advice to other government agencies. <p>(Date Range: 1901 -)</p>	Destroy 10 years after action completed
4487	<p>Advice provided to the agency by the Prime Minister, Ministers Assisting the Prime Minister, Ministerial Committees, the Secretary, Commonwealth, State and local government agencies or other high level bodies on significant coordination issues, controversial public issues, issues with far reaching implications for whole-of-government or cross portfolio administration, issues with far reaching social, economic or international implications, issues concerning key government initiatives etc. Includes precedent cases, receipt and presentation of gifts to mark historical occasions, and successful nominations for honours and awards in the Australian Honours system.</p> <p>(Date Range: 1901 -)</p>	Retain as national archives
4488	<p>Advice provided to the agency by the Prime Minister, Ministers Assisting the Prime Minister, Ministerial Committees, the Secretary, Commonwealth, State and local government agencies or other bodies on less important coordination issues, non-controversial issues, issues with no implications for whole-of-government administration, issues with no far reaching social, economic or international implications etc. Includes advice on:</p> <ul style="list-style-type: none"> • parliamentary motions • tabling of reports and papers to parliament • Ministerial overseas travel • Ministerial absences • Ministerial staffing • Ministerial gifts presented and received • advice to other government agencies. <p>(Date Range: 1901 -)</p>	Destroy 10 years after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing of informal advice and discussions, and collaborating on projects that are not joint ventures.

For liaison with professional organizations and community organizations, see GOVERNMENT COORDINATION – Liaison.

For joint ventures with other agencies use GOVERNMENT COORDINATION – Joint Ventures.

Entry	Description of Records	Disposal Action
4489	Records documenting agency liaison activities undertaken with Commonwealth, State and/or local government organisations in order to assist in the coordination of government administration between the organisation, other Commonwealth agencies and state and local government agencies. Includes collaboration on projects and exchange of information. (Date Range: 1901 -)	Destroy 5 years after action completed

Arrangements

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

Entry	Description of Records	Disposal Action
4490	Records documenting arrangements for a journey or trip. Includes arrangements for obtaining official passports and visas. (Date Range: 1901 -)	Destroy 2 years after action completed

Authorisation

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

Entry	Description of Records	Disposal Action
4491	Records delegating power to PM&C departmental staff to authorise administrative action relating to the government coordination function. Includes authorisations to organisations and individuals to use national symbols. (Date Range: 1901 -)	Destroy 10 years after delegation is superseded or expires
4492	Authorisations by PM&C departmental staff for administrative actions relating to the government coordination function. Includes authorisations to organisations and individuals to use national symbols. (Date Range: 1901 -)	Destroy 7 years after authorisation is superseded or expires

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Ceremonies

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

Entry	Description of Records	Disposal Action
4493	Records incorporating programs, invitations, guest lists and photographs relating to ceremonies held to mark special occasions, including swearing in ceremonies, opening ceremonies, state funerals etc. Includes oaths of office. (Date Range: 1901 -)	Retain as national archives
4494	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes catering, venue bookings and entertainment. (Date Range: 1901 -)	Destroy 10 years after action completed
4495	Records documenting all arrangements for ceremonies of lesser significance. Includes catering, venue bookings and entertainment. (Date Range: 1901 -)	Destroy 10 years after action completed

Committees

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

Entry	Description of Records	Disposal Action
4496	Records of external high-level inter-government (both State/Territory/local and overseas) or inter-agency committees and/or task forces formed to assist in the coordination of government administration, where PM&C provides the Secretariat, is the Commonwealth's main representative, or plays a significant role, including Premiers Conferences, Loan Council meetings and Council of Australian Governments (COAG) meetings. Includes: documents establishing the committee or task force; final versions of agendas and minutes; reports; recommendations; supporting documents such as briefing papers; and discussion papers. (Date Range: 1901 -)	Retain as national archives

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Committees - Continued

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

Entry	Description of Records Disposal Action	
4497	Records of other external inter-government (both State/Territory/local and overseas) or inter-agency committees and/or task forces formed to assist in the coordination of government administration, where PM&C does not provide the secretariat, is not the Commonwealth's main representative and plays only a minor role. Includes: documents establishing the committee or task force; appointment of members; minutes; supporting documents such as briefing papers; and discussion papers. (Date Range: 1901 -)	Destroy 10 years after action completed
4498	Records of internal committees and/or task forces formed to consider significant matters on controversial issues with far-reaching implications relating to the government coordination function. Includes: documents establishing the committee or task force; final versions of agendas and minutes; reports; recommendations; supporting documents such as briefing papers; and discussion papers. (Date Range: 1901 -)	Retain as national archives
4499	Records of internal committees and/or task forces formed to consider specific non-controversial matters with no far-reaching implications relating to the government coordination function. Includes: documents establishing the committee or task force; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers. (Date Range: 1901 -)	Destroy 10 years after action completed
4500	Working papers documenting the conduct and administration of all committees and/or task forces which consider matters relating to the government coordination function. Includes: agenda; notices of minutes; and draft minutes. (Date Range: 1901 -)	Destroy 1 year after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Conferences

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

Entry	Description of Records	Disposal Action
4501	Records documenting arrangements for departmental conferences held to assist in the coordination of government administration, including program development, arranging speakers, promotion, managing registrations and venue bookings. (Date Range: 1901 -)	Destroy 3 years after action completed
4502	Reports assessing the conduct of departmental conferences held to assist in the coordination of government administration. (Date Range: 1901 -)	Destroy 3 years after action completed
4503	Copies of unpublished proceedings, reports, speeches and papers from departmental conferences held to assist in the coordination of government administration. Includes presentations by agency staff. (Date Range: 1901 -)	Destroy 1 year after action completed
4504	Departmental participants' reports concerning conferences arranged by other organisations in relation to the coordination of government administration. (Date Range: 1901 -)	Destroy 3 years after action completed
4505	Records documenting the attendance of departmental staff at conferences relating to the coordination of government administration arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material. (Date Range: 1901 -)	Destroy 1 year after action completed
4506	Copies of published conference proceedings and official reports received at conferences in relation to the coordination of government administration arranged by other organisations. (Date Range: 1901 -)	Destroy 1 year after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Contracting – out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
4507	Records documenting the management of contracts that involve major controversy (including involvement of the Commonwealth Ombudsman to resolve disputes) between the contractor and the agency. (Date Range: 1941 -)	Destroy 15 years after dispute resolved and/or action completed
4508	Reports documenting the management of contracts that do not involve major controversy between the contractor and the agency. (Date Range: 1941 -)	Destroy 7 years after action completed

Evaluation

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

Entry	Description of Records	Disposal Action
4509	Records documenting the evaluation of potential or existing programs, items of equipment, systems or services in relation to the coordination of government administration. (Date Range: 1901 -)	Destroy 5 years after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Exhibitions

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

Entry	Description of Records	Disposal Action
4510	Records documenting the mounting of displays in relation to the coordination of government administration. Includes exhibition brief and design, and arrangements for setting up a display. (Date Range: 1981 -)	Destroy 3 years after action completed

Functions (social)

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

For social functions associated with visits by guests of the Australian government (*including the Royal Family, foreign heads of government and representatives of foreign governments*), use GOVERNMENT COORDINATION – Official Visits.

Entry	Description of Records	Disposal Action
4511	Records documenting the organisation of official or formal social occasions. Includes venue bookings, guest lists, invitations and catering. (Date Range: 1981 -)	Destroy 2 years after action completed

Grant Allocation

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

Entry	Description of Records	Disposal Action
4512	Records documenting successful applications made by external organisations for grant funding. (Date Range: 1984 -)	Destroy 7 years after action completed
4513	Records documenting unsuccessful applications made by external organisations for grant funding. (Date Range: 1984 -)	Destroy 2 years after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Implementation

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

Entry	Description of Records	Disposal Action
4514	Records documenting the implementation of plans, policies, strategies, procedures and/or instructions to support the government coordination function that impact on whole-of-government or cross portfolio administration with far reaching social, economic or international implications. Includes monitoring the implementation activities. (Date Range: 1901 -)	Retain as national archives
4515	Records documenting the implementation of other plans, policies, strategies, procedures and instructions to support the government coordination function that have little or no impact on whole-of-government or cross portfolio administration with no far reaching social, economic or international implications. Includes monitoring the implementation activities. (Date Range: 1901 -)	Destroy 5 years after action completed
4516	Working papers documenting the development of the implementation of all plans, policies, strategies, procedures and instructions to support the government coordination function. (Date Range: 1901 -)	Destroy 5 years after action completed

Joint Ventures

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

Entry	Description of Records	Disposal Action
4517	Final signed version of joint venture agreements or contracts of major significance to the department and the Commonwealth. (Date Range: 1901 -)	Retain as national archives
4518	Working papers relating to the establishment, negotiations and management of joint venture agreements or contracts of major significance. (Date Range: 1901 -)	Retain as national archives

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Joint Ventures - Continued

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

Entry	Description of Records	Disposal Action
4519	Final versions of joint venture agreements or contracts of minor significance to the department and the Commonwealth. (Date Range: 1901 -)	Destroy 7 years after completion or other termination of agreement or contract
4520	Working papers relating to the establishment, negotiations and management of joint venture agreements or contracts of minor significance. (Date Range: 1901 -)	Destroy 7 years after completion or other termination of agreement or contract

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with other Commonwealth/State/local government agencies see GOVERNMENT COORDINATION – Agency Liaison.

Entry	Description of Records	Disposal Action
4521	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchange of information. (Date Range: 1901 -)	Destroy 3 years after action completed

Maintenance

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

Entry	Description of Records	Disposal Action
4522	Records documenting the maintenance of flags of the countries of the world and other flags. (Date Range: 1901 -)	Destroy 7 year after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Media Relations

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

Entry	Description of Records	Disposal Action
4523	Master set of media releases in the Prime Minister's name or Minister Assisting the Prime Minister's name and transcripts of interviews. (Date Range: 1941 -)	Retain as national archives
4524	Records documenting administrative arrangements with the media associated with the coordination of government administration. Includes the issuing of media releases in the Prime Minister's name or Minister Assisting the Prime Minister's name, organising media interviews, and providing information and assistance to support media coverage. (Date Range: 1941 -)	Destroy 3 years after action completed
4525	Copies of media items specifically relating to the Prime Minister or Minister Assisting the Prime Minister. Includes news cuttings, transcripts and electronic items. (Date Range: 1941 -)	Destroy 1 year after action completed

Meetings

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

Entry	Description of Records	Disposal Action
4526	Final version of agenda, minutes and supporting documents tabled at meetings held to support the government coordination function. Includes meetings with external agencies. (Date Range: 1901 -)	Destroy 10 years after action completed
4527	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of meetings held to support the government coordination function. Includes meetings with external agencies. (Date Range: 1901 -)	Destroy 1 year after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Official Visits

The activities involved in coordinating visits to Australia by guests of the Commonwealth government. Includes visits by the Royal Family, foreign heads of government and representatives of foreign governments. Includes arrangements for visits overseas by the Prime Minister.

For social functions conducted by the organisation to enhance its internal and external relationships (excluding functions associated with visits by guests of the Australian Government) use GOVERNMENT COORDINATION – Functions (social).

Entry	Description of Records	Disposal Action
4528	Records documenting visits to Australia by the Royal Family, foreign Heads of State, Heads of Government and other leading dignitaries, including the Secretary-General of the United Nations. Includes records of organising and managing official or formal social occasions. (Date Range: 1901 -)	Retain as national archives
4529	Records documenting visits to Australia by other guests of the government, including Ministers of foreign governments. Includes records of organising and managing official or formal social occasions. (Date Range: 1901 -)	Destroy 20 years after action completed
4530	Records documenting private/transit visits or cancelled guest of government visits. (Date Range: 1901 -)	Destroy 10 years after action completed
4531	Records documenting overseas visits by the Prime Minister. (Date Range: 1901 -)	Retain as national archives

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Planning

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

Entry	Description of Records	Disposal Action
4532	Final versions of plans that impact on whole-of-government or cross portfolio administration, or support major government initiatives or policies, or support Commonwealth involvement in major national or international events. Includes plans that support high-level guest of government visits; national or international conferences or meetings; and major sporting events. (Date Range: 1901 -)	Retain as national archives
4533	Final version of plans that support less important government initiatives, policies or events that have little or no impact on whole-of-government or cross portfolio administration. (Date Range: 1901 -)	Destroy 6 years after plan is superseded
4534	Working papers (draft plans, working reports, internal agency comments) used to develop all plans. (Date Range: 1901 -)	Destroy 1 year after adoption of final plan

Policy

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

Entry	Description of Records	Disposal Action
4535	Records documenting the development and establishment of major government policies that impact on whole-of-government or cross portfolio administration and/or have far reaching social, economic or international implications. Includes: policy proposals; research papers; results of consultations; supporting reports; major drafts; final policy documents; national policy statements; working papers; comments made on such policies. (Date Range: 1901 -)	Retain as national archives

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Policy - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4536	Records documenting the development and establishment of minor or routine government policies that have little or no impact on whole-of-government or cross portfolio administration and/or have no far reaching social, economic or international implications. Includes: policy proposals; research papers; results of consultations; supporting reports; major drafts; final policy documents; working papers; comments made on such policies. (Date Range: 1901 -)	Destroy 3 years after promulgation of new policy
4537	Copies of policy documents and supporting papers. (Date Range: 1901 -)	Destroy after action completed

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4538	Master set of departmental manuals, handbooks, directives etc detailing procedures supporting the government coordination function. (Date Range: 1901 -)	Destroy when procedures are superseded
4539	Records documenting the development of agency procedures supporting the government coordination function. (Date Range: 1901 -)	Destroy 1 year after production of procedures
4540	Copies of manuals, handbooks, directives etc. (Date Range: 1901 -)	Destroy after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Reporting

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

Entry	Description of Records	Disposal Action
4541	Final version of formal reports to the Prime Minister, formal internal reports and reports made to external agencies relating to the government coordination function. (Date Range: 1901 -)	Retain as national archives
4542	Working papers documenting the development of reports to the Prime Minister, formal internal reports and reports made to external agencies relating to the government coordination function. (Date Range: 1901 -)	Retain as national archives
4543	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the government coordination function. Includes work progress reports against business and work plans, and unit level performance reporting. (Date Range: 1901 -)	Destroy 7 years after action completed
4544	Working papers documenting the development of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the government coordination function. Includes work progress reports against business and work plans and unit level performance reporting. (Date Range: 1901 -)	Destroy 2 years after action completed
4545	Responses to requests for comments on reports of external agencies relating to the government coordination function. (Date Range: 1901 -)	Destroy 3 years after action completed
4546	Copies of reports associated with the government coordination function. (Date Range: 1901 -)	Destroy after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

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, literatures searches etc.

Entry	Description of Records	Disposal Action
4547	Records documenting major detailed research carried out to support the government coordination function that impact on whole-of-government or cross portfolio administration and/or with far reaching social, economic or international implications. (Date Range: 1901 -)	Destroy 7 years after action completed
4548	Records documenting routine research carried out to support the government coordination function with little or no impact on whole-of-government or cross portfolio administration and/or with no far reaching social, economic or international implications. (Date Range: 1901 -)	Destroy 1 year after action completed

Reviewing

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

Entry	Description of Records	Disposal Action
4549	Records documenting high level reviews of governmental or departmental programs and operations relating to the government coordination function on controversial public issues, issues with far reaching implications for whole-of-government or cross portfolio administration, issues with far reaching social, economic and international implications etc. Includes documents establishing the review, final report and action plan. (Date Range: 1901 -)	Retain as national archives
4550	Records documenting routine reviews of governmental and departmental programs and operations relating to the government coordination function on non-controversial public issues, with no far reaching social, economic and international implications etc. Includes documents establishing the review, final report and action plan. (Date Range: 1901 -)	Destroy 10 years after action completed
4551	Working papers documenting all reviews of governmental and departmental programs and operations relating to the government coordination function. (Date Range: 1901 -)	Destroy 2 years after action completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Submissions

The preparation and submission of a formal statement (report, statistics etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

Entry	Description of Records	Disposal Action
4552	Submissions (other than Cabinet submissions) made to the Prime Minister, Ministers Assisting the Prime Minister, portfolio Ministers, Ministerial Committees and other government bodies, and high level working papers documenting the development of the submissions, on issues relating to the government coordination function, concerning controversial issues with far reaching social, economic and international implications. (Date Range: 1901 -)	Retain as national archives
4553	Other working papers documenting the development of submissions (other than Cabinet submissions) relating to controversial issues. (Date Range: 1901 -)	Destroy 15 years after action completed
4554	Submissions (other than Cabinet submissions) made to the Prime Minister, Ministers Assisting the Prime Minister, portfolio Ministers, Ministerial Committees and other government bodies, and related working papers, on issues relating to the government coordination function, concerning matters of lesser importance with no far reaching social, economic and international implications. (Date Range: 1901 -)	Destroy 10 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
4555	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract. (Date Range: 1941 -)	Destroy 7 years after tender process completed
4556	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date Range: 1941 -)	Destroy 7 years after tender process completed

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies, official ceremonies and visits, national symbols, honours and awards, and government communications. Includes providing policy advice, arranging and coordinating social functions, and drawing up, issuing and assessing tenders.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
4557	Records documenting post-offer negotiations and due diligence checks. (Date Range: 1941 -)	Destroy 7 years after tender process completed
4558	Records of unsuccessful tenders or where there has been no suitable tender or where the tendering process has discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date Range: 1941 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
4559	Tender register. (Date Range: 1941 -)	Destroy 7 years after last entry
4560	Signed contracts under seal resulting from tenders, and supporting records: Australian Capital Territory, New South Wales, Queensland, Tasmania, Northern Territory. (Date Range: 1941 -)	Destroy 12 years after completion or other termination of Contract
4561	Signed contracts under seal resulting from tenders, and supporting records: Western Australia. (Date Range: 1941 -)	Destroy 20 years after completion or other termination of contract
4562	Signed contracts under seal resulting from tenders, and supporting records: Victoria, South Australia. (Date Range: 1941 -)	Destroy 15 years after completion or other termination of contract
4563	Signed simple contracts and agreements resulting from tenders, and supporting records. (Date Range: 1941 -)	Destroy 7 years after contract completed or other termination of contract
4564	Contract register. (Date Range: 1941 -)	Destroy 7 years after last entry

OFFICIAL ESTABLISHMENTS MANAGEMENT

The function of managing Official Establishments and advising the Prime Minister of the day on the maintenance and restoration of the official residences consistent with their status as part of the National Estate, drawing upon guidance from the Official Establishments Trust. Covers management oversight of The Lodge and Kirribilli House, including staffing, administration, repairs, maintenance and restoration requirements of the residences.

Acquisition

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

Entry	Description of Records	Disposal Action
4565	Records documenting the acquisition of property and other items for the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy 12 years after action completed

Advice

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

Entry	Description of Records	Disposal Action
4566	Records documenting the receipt and provision of advice on the management of the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy 20 years after action completed

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing of informal advice and discussions, and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
4567	Records documenting specific agency relationship activities with other governmental agencies supporting the Official Establishments Management function. (Date Range: 1920 -)	Destroy 5 years after action completed

Allowances

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

Entry	Description of Records	Disposal Action
4568	Records documenting the activities involved in arranging and managing money paid to the domestic staff of the Prime Minister's Official Residences in addition to salary to cover expenses incurred in the course of employment. (Date Range: 1920 -)	Destroy 7 years after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artifacts.

For routine maintenance and repair work on the Prime Minister's Official Residences, use OFFICIAL ESTABLISHMENTS MANAGEMENT – Maintenance.

Entry	Description of Records	Disposal Action
4569	Records documenting activities involved in the preservation, protection, maintenance, restoration and enhancement of the Prime Minister's Official Residences. (Date Range: 1920 -)	Retain as national archives
4570	Working papers documenting activities involved in the preservation, protection, maintenance, restoration and enhancement of the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy 20 years after action completed

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
4571	Records documenting the management of contracts that involve major litigation or complaint (including involvement of the Commonwealth Ombudsman to resolve disputes), between the contractor and the agency. (Date Range: 1920 -)	Destroy 15 years after dispute resolved and/or action completed
4572	Records documenting the management of contracts that do not involve major controversy between the contractor and the agency. (Date Range: 1920 -)	Destroy 10 years after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

Entry	Description of Records	Disposal Action
4573	Records documenting investigations by the agency or an external authority into misconduct where allegations are proved to be unfounded and the employee has requested the retention of the records. (Date Range: 1920 -)	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later, or when requested by employee
4574	Records documenting investigations of misconduct by the agency or an external authority, which result in disciplinary action being taken. (Date Range: 1920 -)	Destroy 15 years after action completed
4575	Records documenting investigations into misconduct that are investigated by the agency or an external authority where allegations are proved to be unfounded and the employee has not requested the retention of the records. (Date Range: 1920 -)	Destroy 5 years after action completed
4576	Records documenting allegations into misconduct where no follow-up investigation is made (i.e. where allegations are proved to be frivolous or vexatious). (Date Range: 1920 -)	Destroy 18 months after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Employment conditions

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

Entry	Description of Records	Disposal Action
4577	Records documenting the activities associated with managing the appointment and general conditions of employment for ongoing domestic staff of the Prime Minister's Official Residences under the Members of Parliament (Staff) Act 1984. (Date Range: 1920 -)	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
4578	Records documenting the activities associated with managing the appointment and general conditions of employment for non-ongoing (temporary) domestic staff of the Prime Minister's Official Residences under the Members of Parliament (Staff) Act 1984. (Date Range: 1920 -)	Destroy 7 years after termination of appointment

Enterprise Bargaining

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

Entry	Description of Records	Disposal Action
4579	Records documenting negotiation, establishment and implementation of Certified Agreements made under the terms of the Workplace Relations Act 1996. Includes:- <ul style="list-style-type: none"> • final agreed records of negotiations with staff and trade union representatives • records certifying the conduct of the staff ballot • high level liaison with the Commonwealth's lead agency • Ministerial approval • records documenting lodgement with the Australian Industrial Registry • certified copy of final agreement • minutes of Workplace Relations Committee meetings considering issues relating to the development of certified agreements. (Date Range: 1996 -)	Retain as national archives

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Enterprise Bargaining – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4580	Records documenting negotiations, establishment and implementation of other industrial relations agreements (for example Enterprise Bargaining Agreements made under the Industrial Relations Act 1988). (Date Range: 1996 -)	Retain as national archives
4581	Working papers documenting negotiation, establishment and implementation of Certified Agreements made under the terms of the Workplace Relations Act 1966. Includes: <ul style="list-style-type: none"> • drafts of minutes of meetings and negotiations • routine communications with and between staff and their representatives • drafts of the certified agreement • low level liaison with the Commonwealth's lead agency. (Date Range: 1996 -)	Destroy 5 years after action completed

Fit-outs

The process of establishing or refurbishing a workplace. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

For routine maintenance and repair work on the Prime Minister's official residences, use OFFICIAL ESTABLISHMENTS MANAGEMENT – Maintenance.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4582	Records documenting fit-outs of the Prime Minister's Official Residences. Includes justification, notification of intent and assessment of obligations regarding the residences. (Date Range: 1920 -)	Retain as national archives
4583	Working papers documenting fit-outs of the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy 20 years after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

Entry	Description of Records	Disposal Action
4584	Records documenting domestic staff grievances and complaints. Includes records documenting liaison with domestic staff of the Prime Minister's Official Residences, their trade union representatives and the department. (Date Range: 1920 -)	Destroy 10 years after last action

Leave

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

Entry	Description of Records	Disposal Action
4585	Consolidated leave history records. (Date Range: 1920 -)	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
4586	Records documenting long service leave, parental leave, military leave and leave without pay exceeding 5 days in any one calendar year (i.e. leave used to calculate entitlements for superannuation or long service leave). (Date Range: 1920 -)	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
4587	Records documenting all other leave (with or without pay). Includes: sick leave (including war service sick leave), recreation leave, special and personal leave, study leave, jury service, and Defence training leave. (Date Range: 1920 -)	Destroy 7 years after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with other Commonwealth/State/local government agencies, use OFFICIAL ESTABLISHMENTS MANAGEMENT – Agency Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4588	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups supporting the Official Establishments Management function. Includes collaboration on projects and exchange of information. (Date Range: 1920 -)	Destroy 5 years after action completed

Maintenance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4589	Records documenting repairs made to the Prime Minister's Official Residences after a disaster (including fire, flood etc). (Date Range: 1920 -)	Retain as national archives
4590	Records documenting repair work carried out on the Prime Minister's Official Residences (sometimes referred to as the maintenance history of a building). (Date Range: 1920 -)	Retain as national archives
4591	Records documenting the management of repairs and maintenance programs in relation to the Prime Minister's Official Residences. (Date Range: 1920 -)	Retain as national archives
4592	Records documenting the removal and disposal of hazardous materials and/or waste (including asbestos) from the fabric of the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy 75 years after removal of hazardous materials
4593	Records documenting the monitoring of building management systems or energy management systems in relation to the Prime Minister's Official Residences.. (Date Range: 1920 -)	Destroy 10 years after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Maintenance - Continued

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

Entry	Description of Records	Disposal Action
4594	Records documenting routine upkeep, repair and maintenance activities (for example cleaning, painting, pest control, grounds maintenance and electrical maintenance) in relation to the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy 10 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
4595	Final version of records documenting meetings held to support the Official Establishments Management function, including meetings with the Prime Minister and/or spouse of the Prime Minister, the Prime Minister's Office, senior PM&C advisers and external organisations. Includes: <ul style="list-style-type: none"> • agenda • minutes • supporting documents tabled at meetings • working papers • notices of meetings • discussion notes. (Date Range: 1920 -)	Retain as national archives
4596	Final version of records documenting routine internal agency meetings held to support the Official Establishments Management function. Includes: <ul style="list-style-type: none"> • agenda • minutes • supporting documents tabled at meetings. (Date Range: 1920 -)	Destroy 20 years after action completed
4597	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of all meetings held to support the Official Establishments Management function. Excludes meetings with the Prime Minister and/or spouse of the Prime Minister, the Prime Minister's Office, senior PM&C advisers and external organisations. (Date Range: 1920 -)	Destroy one year after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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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.

Entry	Description of Records	Disposal Action
4598	Records documenting the management of performance management schemes at the Prime Minister's Official Residences. (Date Range: 1998 -)	Destroy 5 years after action completed
4599	Performance agreements with individual members of the domestic staff of the Prime Minister's Official Residences. Includes final version of agreement, notes from meetings with staff members, and assessment and review reports. (Date Range: 1998 -)	Destroy 2 years after agreement is superseded
4600	Records documenting the conferring of awards (including honours) on the domestic staff and/or teams of the Prime Minister's Official Residences in recognition of achievements. (Date Range: 1998 -)	Destroy 10 years after action completed

Planning

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

Entry	Description of Records	Disposal Action
4601	Final version of plans to support the management of the Prime Minister's Official Residences. (Date Range: 1920 -)	Retain as national archives
4602	Working papers (draft plans, working reports, internal agency comments) used to develop property management plans for the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy 3 years after plan is finalised
4603	Duplicate copies of all property management plans for the Prime Minister's Official Residences. (Date Range: 1920 -)	Destroy after action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions in the Public Service Notices, and the handling of applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

Entry	Description of Records	Disposal Action
4604	Records documenting the filling of vacancies. Includes both permanent and temporary staff of the Prime Minister's Official Residences. Includes advertisements, applications, referee reports, interview reports, gazette notices and notifications to unsuccessful applicants. (Date Range: 1920 -)	Destroy 10 years after recruitment has been finalised
4605	Records documenting the management of unsolicited applications. (Date Range: 1920 -)	Destroy 5 years after action completed

Reporting

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

Entry	Description of Records	Disposal Action
4606	Final version of any formal report that is completed in support of the Official Establishments Management function. (Date Range: 1920 -)	Retain as national archives
4607	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Official Establishments Management function. (Date Range: 1920 -)	Destroy 3 years after action completed
4608	Working papers used for the preparation reports in support of the Official Establishments Management function. Includes drafts, notes and comments. (Date Range: 1920 -)	Destroy after last action completed

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Salaries

The process of managing the payment of salaries to personnel.

Entry	Description of Records	Disposal Action
4609	Records documenting the payment of salaries to domestic staff employed at the Prime Minister's Official Residences. Includes: taxation declaration records, group certificates, payroll deduction authorities, records relating to recovery of overpayments, deductions to satisfy a judgement debt, and employee pay history records. (Date Range: 1920 -)	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
4610	Records documenting superannuation deductions. (Date Range: 1920 -)	Destroy 7 years after termination of employment with the Prime Minister's Official Residences
4611	Records documenting the management of special salary packaging arrangements. Includes Fringe Benefit Tax (FBT) arrangements. (Date Range: 1920 -)	Destroy 7 years after action completed

Separations

The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel. Excludes transfers.

Entry	Description of Records	Disposal Action
4612	Records documenting the separation of ongoing domestic staff at the Prime Minister's Official Residences. Includes retirements, resignations, voluntary redundancies, dismissal, death, and retrenchment. (Date Range; 1920 -)	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
4613	Records documenting the termination of non-ongoing domestic staff before the completion of a specified term of employment. (Date Range: 1920 -)	Destroy 7 years after termination

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Standards

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

Entry	Description of Records	Disposal Action
4614	Records documenting the implementation of industry standards to support the Official Establishments Management function. (Date Range: 1920 -)	Destroy 7 years after standards are superseded

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
4615	Signed contracts under seal resulting from tenders and supporting records. (Date Range: 1920 -)	Destroy 20 years after completion or other termination of contract
4616	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract. (Date Range: 1920 -)	Destroy 7 years after tender process completed
4617	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date Range: 1920 -)	Destroy 7 years after tender process completed
4618	Records documenting post-offer negotiations and due diligence checks. (Date Range: 1920 -)	Destroy 7 years after tender process completed
4619	Tender register. (Date Range: 1920 -)	Destroy 7 years after last entry
4620	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1920 -)	Destroy 7 years after contract completed or other termination of contract

OFFICIAL ESTABLISHMENTS MANAGEMENT

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Tendering – Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4621	Records of unsuccessful tenders or where there has been no suitable tender or where the tendering process has discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date Range: 1920 -)	Destroy 5 years after tender process completed or decision made not to continue with tender process
4622	Contract register. (Date Range: 1920 -)	Destroy 7 years after last entry

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4623	Records of visits, including open days, to the Prime Minister's Official Residences, and visits by staff of the Official Residences to other organisations. Includes: <ul style="list-style-type: none"> • visit notifications (in and out) • itineraries • organisation information material. (Date Range: 1920 -)	Destroy 10 years after completion of visit