

**Records Disposal  
Authority**

**National Childcare  
Accreditation Council**

**Job no 2003/00218091**

**5 June 2003**



**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 the 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

Parkes ACT 2600

PO Box 7425

Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

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

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 2003/00218091

**AUTHORISATION**

**RECORDS DISPOSAL AUTHORITY**

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

Ms Denise Taylor  
Chief Executive Officer  
National Childcare Accreditation Council  
Level 3, 418a Elizabeth Street  
SURRY HILLS NSW 2010

**Purpose:**

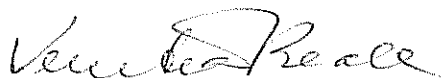
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF  
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF  
*THE ARCHIVES ACT 1983*

**Application:**

All functional records

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

**Authorising Officer**  
National Archives of Australia



Venetia Beale

Director

Recordkeeping Implementation

**Date of issue:**  
5 June 2003

**Date of amendment:**

**Expiry date:**

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## ACCREDITATION

The function of assessing the quality of practices in child care services and awarding accreditation in compliance with standards. Includes registration of services as part of eligibility for financial assistance. Also includes resolving complaints about child care services; the development, evaluation and promotion of accreditation programs and policies eg. the Quality Improvement and Accreditation System and Family Day Care Quality Assurance; and advice and liaison on quality child care matters.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### *Addresses (presentations)*

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5556	Final version of addresses delivered to support or promote the accreditation function. [Date range: 1992 - ]	Destroy 10 years after action completed
5557	Working papers documenting the development of addresses, including drafts. [Date range: 1992 - ]	Destroy after presentation has been delivered

### *Advice*

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>
5558	Records documenting advice provided to the Minister, Council or other agencies. [Date range: 1994 - ]	Destroy 7 years after action completed
5559	Records documenting general advice received from or given to child care professionals, child care services, licensing authorities, resource and training agencies and families relating to the accreditation function. [Date range: 1994 - ]	Destroy 3 years after action completed

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### *Appeals (accreditation)*

The activities associated with appeals against accreditation decisions by child care service providers. Includes the provision of documents to the authority conducting the appeal hearing, evaluation of the authority's appeal decision and notification to the child care service of the Council's final accreditation decision.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5560	Records documenting appeals by child care service providers against an accreditation decision. [Date range: 1994 - ]	Destroy 7 years after appeal completed

### *Arrangements (travel)*

The activities involved in arranging for a journey or a visit. Includes travel by validators and moderators as part of the quality accreditation system process or for training purposes, and travel by Council members to meetings. Includes preparing and distributing travel itineraries.

*For travel arrangements relating to training, use EXAMINERS - Examiner Training.*

*For payment of allowances to examiners, use EXAMINERS - Allowances Management.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5561	Records detailing arrangements carried out to support the accreditation function. Includes arrangements for validator and moderator travel. [Date range: 1994 - ]	Destroy when travel is completed

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### Assessment

The activities associated with managing a service's participation, compliance and progress with the quality child care accreditation program. Includes assessment of self-study reports and validation visit documentation, production of ratings and accreditation recommendation. Excludes registration.

*For arranging review visits to child care services, use ACCREDITATION - Arrangements (travel).*

*For registration of services, use ACCREDITATION - Registration.*

*For child care services lodging appeals against accreditation decisions, use ACCREDITATION - Appeals (accreditation).*

*For reporting services to the Commonwealth Department or Minister, use ACCREDITATION - Compliance (compulsory reporting).*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5562	Records documenting the assessment of child care services against quality assurance systems. Includes: <ul style="list-style-type: none"> <li>• self-study report</li> <li>• validation report</li> <li>• moderation report</li> <li>• notification of decision.</li> </ul> [Date range: 1994 - ]	Destroy 5 years after accreditation decision completed
5563	Records documenting general correspondence such as reminder notices. [Date range: 1994 - ]	Destroy 1 year after action completed
5564	Records documenting validation surveys conducted by child care services against quality assurance systems. [Date range: 1994 - ]	Destroy 6 months after accreditation decision completed
5565	Register of accredited service providers. [Date range: 1994 - ]	Destroy when superseded

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For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5566	Records of internal and external committees formed to consider matters relating to the accreditation function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul> [Date range: 1992 - ]	Destroy 5 years after action completed
5567	Working papers documenting the conduct and administration of committees that consider matters relating to the accreditation function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul> [Date range: 1992 - ]	Destroy 3 years after action completed

## ACCREDITATION

The function of assessing the quality of practices in child care services and awarding accreditation in compliance with standards. Includes registration of services as part of eligibility for financial assistance. Also includes resolving complaints about child care services; the development, evaluation and promotion of accreditation programs and policies eg. the Quality Improvement and Accreditation System and Family Day Care Quality Assurance; and advice and liaison on quality child care matters.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### Complaints

The activities associated with managing and resolving complaints about validators and the practices of child care services involved participating in quality assurance systems.

*For complaints by a service about an accreditation decision, use ACCREDITATION - Appeals (accreditation).*

*For complaints monitoring, use ACCREDITATION - Evaluation Management.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5568	Records documenting complaints about quality assurance systems. [Date range: 1994 - ]	Destroy 5 years after complaint resolved
5569	Records documenting complaints against child care services not related to child protection or licensing issues. [Date range: 1994 - ]	Destroy 5 years after complaint resolved
5570	Records documenting complaints relating to child protection issues or identified licensing breaches. Includes substantiated and unsubstantiated complaints. [Date range: 1994 - ]	Destroy 5 years after complaint resolved

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### Compliance (compulsory reporting)

The activities associated with complying with legislative or other compulsory reporting requirements. Includes the reporting of non-complying or non-progressing child care services.

*For reporting to the Commonwealth department, Minister or State/Territory agencies, use ACCREDITATION - Reporting.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5571	Records documenting compulsory reporting of child care service providers to the Commonwealth department responsible for children's services. Includes service providers that are not registered to participate, that are not complying or who have failed to make satisfactory progress in the quality assurance systems. [Date range: 1994 - ]	Destroy 10 years after action completed

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For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### Conferences

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

For creation/preparation of speeches, use ACCREDITATION - Addresses (presentations).

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5572	Copies of unpublished proceedings, reports, speeches and papers from conferences organised by the agency. Includes presentations by agency staff. [Date range: 1994 - ]	Destroy 15 years after conference
5573	Records documenting arrangements for conferences organised by the agency, including program development, arranging speakers, managing registrations and venue bookings. [Date range: 1994 - ]	Destroy 1 year after conference
5574	Records documenting the attendance of staff at conferences arranged by other organisations. [Date range: 1994 - ]	Destroy 1 year after conference
5575	Reports assessing the conduct of conferences organised by the agency. [Date range: 1994 - ]	Destroy 1 year after conference

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### 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>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5576	Records documenting contract management relating to the accreditation 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: 1994 - ]	Destroy 1 year after completion or other termination of contract

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For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### Enquiries

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5577	Records documenting the handling of public enquiries about the accreditation function that are linked to a participating child care service. [Date range: 1994 - ]	Destroy 5 years after action completed
5578	Records documenting the handling of general enquiries about the accreditation function that are not linked to a participating child care service. [Date range: 1994 - ]	Destroy 1 year after action completed

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### Evaluation Management

The activities involved in managing the analysis of potential or existing child care services, procedures, products and information. Includes ongoing monitoring. Also includes recommendations and advice resulting from these activities.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5579	Records documenting the evaluation and ongoing monitoring of accreditation programs and services. [Date range: 1991 - ]	Destroy 5 years after action completed

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For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### 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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5580	Records documenting the implementation of plans, policies and procedures developed to support the accreditation function. [Date range: 1993 - ]	Destroy 2 years after action completed
5581	Records documenting the implementation of quality assurance systems. [Date range: 1993 - ]	Destroy 2 years after action completed

### Meetings

The activities associated with adhoc 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5582	Final version of minutes and supporting documents tabled at meetings held to support the accreditation function. Includes meetings with external agencies. [Date range: 1992 - ]	Destroy 1 year after action completed
5583	Working papers documenting the conduct and administration of meetings held to support the accreditation function. Includes agenda, notices of meetings and draft minutes. [Date range: 1992 - ]	Destroy when minutes are finalised



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For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### 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>
5584	Final version of accreditation plans. [Date range: 1991 - ]	Destroy 5 years after plan implemented
5585	Working papers used to develop all accreditation plans. Includes draft plans, reports analysing issues, and stakeholder comments. [Date range: 1991 - ]	Destroy after plan implemented
5586	Copies of accreditation plans. [Date range: 1991 - ]	Destroy when reference ceases

### Policy

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5587	Records documenting the development and establishment of the agency's accreditation 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: 1991 - ]	Retain as national archives
5588	Records documenting external comments made on the development of accreditation policies. [Date range: 1991 - ]	Destroy 1 year after policy is promulgated

## ACCREDITATION

The function of assessing the quality of practices in child care services and awarding accreditation in compliance with standards. Includes registration of services as part of eligibility for financial assistance. Also includes resolving complaints about child care services; the development, evaluation and promotion of accreditation programs and policies eg. the Quality Improvement and Accreditation System and Family Day Care Quality Assurance; and advice and liaison on quality child care matters.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### *Policy – Continued*

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5589	Working papers documenting the development of all accreditation policies. [Date range: 1991 - ]	Destroy after policy is promulgated
5590	Copies of policy documents and supporting papers. [Date range: 1991 - ]	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>
5591	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the accreditation function. [Date range: 1993 - ]	Destroy when procedures are superseded
5592	Records documenting the development of agency procedures supporting the accreditation function. [Date range: 1993 - ]	Destroy when procedures are superseded
5593	Copies of manuals, handbooks, directives etc. [Date range: 1993 - ]	Destroy when reference ceases

## ACCREDITATION

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For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### Promotion

The activities associated with promoting child care quality assurance systems and the roles of examiners. Includes development and delivery of community awareness strategies.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5594	Records documenting the development of strategies for the promotion of quality child care accreditation programs. [Date range: 1992 - ]	Destroy 1 year after strategy superseded
5595	Records documenting the promotion of quality child care accreditation programs. Includes arrangements for promotional campaigns. [Date range: 1992 - ]	Destroy 3 years after action completed

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### Quality Standards

The activities associated with developing and setting benchmarks, performance measures and standards for quality in child care services.

*For assessing compliance of services with quality standards, use ACCREDITATION - Assessment.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5596	Master copy of benchmarks, performance measures and standards for quality in child care services. [Date range: 1992 - ]	Retain as national archives
5597	Records documenting the development of benchmarks, performance measures and standards for quality in child care services. [Date range: 1992 - ]	Destroy 1 year after standard is superseded
5598	Records documenting external comments in relation to the development of standards for quality in child care services. [Date range: 1992 - ]	Destroy 1 year after standard is promulgated
5599	Working papers documenting the development of standards. [Date range: 1992 - ]	Destroy 1 year after standard is promulgated

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## ACCREDITATION

The function of assessing the quality of practices in child care services and awarding accreditation in compliance with standards. Includes registration of services as part of eligibility for financial assistance. Also includes resolving complaints about child care services; the development, evaluation and promotion of accreditation programs and policies eg. the Quality Improvement and Accreditation System and Family Day Care Quality Assurance; and advice and liaison on quality child care matters.

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### Registration

The activities associated with the registration of child care services. Includes registration of new services, annual registrations and change of ownership/sponsorship.

*For reporting of services' non-compliance with registration, use ACCREDITATION - Compliance (Compulsory Reporting).*

*For registration payments, including invoices, use FINANCIAL MANAGEMENT - Accounting.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5600	Records documenting the registration of child care service providers for participation in quality accreditation programs. [Date range: 1994 - ]	Destroy 1 year after closure of child care service

### 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>
5601	Records documenting the development of significant reports on the scope and conduct of the accreditation function, such as reports to the Minister on the need for a national accreditation system for child care centres. Includes major drafts and final report. [Date range: 1991 - ]	Retain as national archives
5602	Final version of formal internal reports and reports made to external agencies relating to the accreditation function. [Date range: 1991 - ]	Destroy 3 years after action completed
5603	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the accreditation function. Includes the collection and reporting of statistical information relating to visits. [Date range: 1991 - ]	Destroy 3 years after action completed

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For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### Reporting – Continued

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5604	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1991 - ]	Destroy when report is finalised
5605	Copies of reports relating to the accreditation function. [Date range: 1991 - ]	Destroy when reference ceases

### 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5606	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: 1994 - ]	Destroy 7 years after completion or other termination of contract
5607	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: 1994 - ]	Destroy 7 years after tender process completed
5608	Records documenting post-offer negotiations and due diligence checks. [Date range: 1994 - ]	Destroy 7 years after tender process completed
5609	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1994 - ]	Destroy 1 year after tender process completed or decision made not to continue with tender

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The function of assessing the quality of practices in child care services and awarding accreditation in compliance with standards. Includes registration of services as part of eligibility for financial assistance. Also includes resolving complaints about child care services; the development, evaluation and promotion of accreditation programs and policies eg. the Quality Improvement and Accreditation System and Family Day Care Quality Assurance; and advice and liaison on quality child care matters.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submissions to, external reviews related to Accreditation, use GOVERNMENT RELATIONS - Inquiries.

### *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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5610	Tender register. [Date range: 1994 - ]	Destroy 7 years after tender registered
5611	Signed contracts under seal resulting from tenders and supporting records (New South Wales). [Date range: 1994 - ]	Destroy 12 years after completion or other termination of contract
5612	Signed simple contracts and agreements resulting from tenders and supporting records. [Date range: 1994 - ]	Destroy 7 years after completion or other termination of contract
5613	Contract register. [Date range: 1994 - ]	Destroy 7 years after termination of contract registered

## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### **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>
5614	Records documenting general advice given or received relating to the examiners function. [Date range: 1993 - ]	Destroy 1 year after action completed

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### **Allowances Management**

The activities involved in managing the payment of travel, meal, accommodation and other allowances paid to Council members and Examiners incurred in the course of attendance at meetings, training or for accreditation work purposes.

*For payment of sitting fees or reimbursement of wages of work replacement staff, use EXAMINERS - Remuneration.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5615	Records documenting the payment of allowances to examiners, eg. validators and moderators. Includes meals, accommodation and other allowances. [Date range: 1994 - ]	Destroy 7 years after payment

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### **Arrangements (travel)**

The activities involved in arranging for a journey or a visit. Includes travel by validators and moderators as part of the quality accreditation system process or for training purposes, and travel by Council members to meetings. Includes preparing and distributing travel itineraries.

*For payment of allowances, use EXAMINERS - Allowances Management.*

*For payment of remuneration, use EXAMINERS - Remuneration.*

*For travel by validators and moderators for accreditation work, use ACCREDITATION - Arrangements (travel).*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5616	Records detailing travel arrangements carried out to support the examiners function. Includes arrangements for examiners travel, eg. for validators and moderators. [Date range: 1994 - ]	Destroy when travel is completed

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## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5617	Records of internal and external committees formed to consider matters relating to the examiners function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• agenda</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: 1994 - ]	Destroy 3 years after action completed
5618	Working papers documenting the conduct and administration of committees that consider matters relating to the examiners function. Includes draft minutes. [Date range: 1994 - ]	Destroy when minutes are finalised

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### Complaints

The activities associated with managing and resolving complaints about validators and the practices of child care services involved participating in quality assurance systems.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5619	Records documenting complaints about examiners, eg. validators and moderators. [Date range: 1994 - ]	Destroy 2 years after complaint resolved

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### Evaluation Management

The activities involved in managing the analysis of potential or existing child care services, procedures, products and information. Includes ongoing monitoring. Also includes recommendations and advice resulting from these activities.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5620	Records documenting the evaluation and ongoing monitoring of examiners programs and services. [Date range: 1994 - ]	Destroy 5 years after action completed

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## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### *Examiner Appeals*

The activities involved in the process of appeals by examiners against agency decisions. Includes appeals by examiner applicants who fail training and appeals by examiners who are stood aside.

*For appeals against accreditation decisions, use ACCREDITATION - Appeals (accreditation).*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5621	Records documenting appeals where the original decision is upheld. [Date range: 1994 - ]	Destroy 3 years after action completed
5622	Records documenting appeals where the original decision is modified. [Date range: 1994 - ]	Destroy 2 years after action completed

### *Examiner Appointments*

The activities involved in appointing or contracting people to be examiners eg. validators and moderators, after successful assessment training. Includes preparing and issuing letter advising training has been successfully completed and competency demonstrated, and asking validators and moderators to sign and return documents handed out during training eg. moderator's contract, Code of Conduct and Competency Standards, etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5623	Records documenting the appointment of persons as examiners, eg. validators and moderators. Includes letters of appointment or advising successful completion of training, and contract. [Date range: 1994 - ]	Destroy 2 years after termination of appointment or contract
5624	Working papers documenting conditions of service relating to examiners, eg. validators and moderators. [Date range: 1994 - ]	Destroy 2 years after termination of appointment or contract

## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### *Examiner Management*

The process of managing the performance of examiners eg. validators and moderators. Includes support and performance feedback.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5625	Records documenting the management of agency performance management schemes. [Date range: 1994 - ]	Destroy 3 years after action completed
5626	Records documenting the performance of individual examiners, eg. validators and moderators. Includes copies of visit evaluation forms and moderator feedback for validators. [Date range: 1994 - ]	Destroy 2 years after termination of appointment or contract

### *Examiner Recruitment*

The process of recruiting examiners eg. validators and moderators, which includes advertising, receiving applications, checking referee's reports and qualifications, and culling.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5627	Records documenting the recruitment of examiners, eg. validators and moderators. Includes advertising, selection criteria and recruitment guidelines. [Date range: 1994 - ]	Destroy 5 years after action completed
5628	Records documenting applications received for examiner positions, eg. validators and moderators where the applicant has met the criteria and is referred for training. Includes applications and referee reports. [Date range: 1994 - ]	Destroy 2 years after termination of appointment or contract if applicant passed training and was appointed or 6 months after training if applicant failed and was not appointed
5629	Records documenting applications received for examiner positions, eg. validators and moderators where the applicant has not met the criteria. Includes applications and referee reports. [Date range: 1994 - ]	Destroy 1 year after application received

## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### *Examiner Separations*

The activities associated with managing the resignation, withdrawal or standing aside of examiners eg. validators and moderators.

*For dealing with complaints against examiners, use EXAMINERS - Complaints.*

*For monitoring reasons for withdrawal, use EXAMINERS - Evaluation Management.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5630	Records documenting the separation of examiners eg. moderators and validators. Includes resignation, withdrawal and standing aside. [Date range: 1994 - ]	Destroy 2 years after termination of appointment or contract

### *Examiner Standards*

The activities associated with developing and setting benchmarks, performance measures and standards for examiners.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5631	Master copy of benchmarks, performance measures and standards for examiners. [Date range: 1994 - ]	Destroy 10 years after standard is superseded
5632	Records documenting the development of benchmarks, performance measures and standards for examiners. [Date range: 1994 - ]	Destroy when standard is promulgated
5633	Records documenting external comments in relation to the development of standards. [Date range: 1994 - ]	Destroy when standard is promulgated
5634	Working papers documenting the development of standards. [Date range: 1994 - ]	Destroy when standard is promulgated

## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### *Examiner Training*

The activities associated with developing, organising and conducting the training of examiners eg. validators and moderators. Includes assessment of participants' performance during training. Also includes training prior to undertaking accreditation work and refresher update training.

*For letters notifying applicants of successful completion of training, use EXAMINERS - Examiner Appointments.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5635	Master set of training material for examiner training courses eg. validator and moderator training. Includes programs, lecture notes, hand-outs, films and videos. [Date range: 1994 - ]	Destroy 1 year after training superseded
5636	Working papers documenting the development of training material and programs for examiner training courses. [Date range: 1994 - ]	Destroy 1 year after training material finalised
5637	Records documenting evaluation of training courses. Includes course evaluations completed by participants after attending courses. [Date range: 1994 - ]	Destroy 5 years after training
5638	Records detailing administrative arrangements for training courses. Includes registration application forms, venue bookings, and catering. [Date range: 1994 - ]	Destroy after delivery of training
5639	Records documenting the assessment of successful participants at completion of training. Includes assessment results. [Date range: 1994 - ]	Destroy 2 years after termination of appointment or contract
5640	Records documenting the assessment of unsuccessful participants at completion of training. Includes assessment results. [Date range: 1994 - ]	Destroy 6 months after unsuccessful assessment

## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### Grievances

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5641	Records documenting the formal grievances lodged by an examiner, eg. a validator or moderator. Includes notes of negotiation and discussion, and reports. [Date range: 1994 - ]	Destroy 2 years after grievance resolved

### 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>
5642	Final version of plans relating to examiners function. [Date range: 1993 - ]	Destroy 2 years after plan is superseded
5643	Working papers used to develop plans relating to the examiners function. Includes draft plans and reports analysing issues. [Date range: 1993 - ]	Destroy after plan implemented
5644	Copies of plans relating to the examiners function. [Date range: 1993 - ]	Destroy when reference ceases

## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### Policy

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5645	Records documenting the development and establishment of examiners 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>• final policy documents.</li> </ul> [Date range: 1993 - ]	Destroy 5 years after policy is superseded
5646	Records documenting external comments made on the development of examiners policies. [Date range: 1993 - ]	Destroy 1 year after policy is promulgated
5647	Working papers documenting the development of all examiners policies. [Date range: 1993 - ]	Destroy after policy is promulgated
5648	Copies of policy documents and supporting papers. [Date range: 1993 - ]	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>
5649	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the examiners function. [Date range: 1993 - ]	Destroy when procedures are superseded
5650	Records documenting the development of procedures supporting the examiners function. [Date range: 1993 - ]	Destroy when procedures are superseded
5651	Copies of manuals, handbooks, directives etc. [Date range: 1994 - ]	Destroy when reference ceases

## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### **Promotion**

The activities associated with promoting child care quality assurance systems and the roles of examiners. Includes development and delivery of community awareness strategies.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5652	Records documenting the development of promotion strategies supporting the examiners function. [Date range: 1993 - ]	Destroy 1 year after standard superseded
5653	Records documenting the promotion of the examiners function. Includes arrangements for promotional campaigns. [Date range: 1993 - ]	Destroy 3 years after action completed

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### **Remuneration**

The process of managing the payment of sitting fees to Council members and the payment of examiners or their employers, in accordance with requirements. Includes remuneration of Council members for attendance at Council meetings and remuneration of validators and moderators or their employers for attendance at validator or moderator training and for accreditation system work undertaken eg. validation visits or moderation sessions.

*For payment of travel, meal and other allowances, use EXAMINERS - Allowances Management.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5654	Records documenting the payment of fees for examiners, eg. validators and moderators. Includes training, validation visits and moderation sessions. [Date range: 1993 - ]	Destroy 7 years after payment

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## EXAMINERS

The function of appointing, training, assessing and managing accreditation examiners eg. validators and moderators.

For the quality system activities undertaken by examiners, use ACCREDITATION.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

### *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><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5655	Final version of reports relating to the examiners function. [Date range: 1993 - ]	Destroy 5 years after action completed
5656	Working papers documenting the development of reports. Includes drafts and comments received. [Date range: 1993 - ]	Destroy when report is finalised
5657	Copies of reports relating to the examiners function. [Date range: 1993 - ]	Destroy when reference ceases

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## GOVERNANCE

The function of administering and managing the Council and its appointed members. The Chairperson and the Council members are appointed by the Commonwealth Minister responsible for child care services. Includes managing Council Meetings and the Annual General Meeting and complying with statutory regulations in relation to incorporation.

For activities relating to budgeting, including funding agreements with the Commonwealth Department, use FINANCIAL 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>
5658	Records documenting advice given or received relating to the governance function. Includes departmental advice received concerning legal issues and copies of legal advice. [Date Range: 1993 – ]	Destroy 10 years after action completed
5659	Records documenting advice concerning Council membership. Includes Council member appointments, resignations and terminations. [Date Range: 1992 – ]	Destroy 10 years after action completed
5660	Records documenting advice received concerning remuneration and payment of allowances for Council members. [Date Range: 1993 – ]	Destroy 5 years after advice received

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### **Allowances Management**

The activities involved in managing the payment of travel, meal, accommodation and other allowances paid to Council members and Examiners incurred in the course of attendance at meetings, training or for accreditation work purposes.

*For payment of sitting fees, use GOVERNANCE - Remuneration.*

*For advice from the Remuneration Tribunal concerning allowances of Council Members, use GOVERNANCE - Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5661	Records documenting the payment of allowances to Council members. Includes travel, meals, accommodation and other allowances. [Date Range: 1993 – ]	Destroy 7 years after payment

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## GOVERNANCE

The function of administering and managing the Council and its appointed members. The Chairperson and the Council members are appointed by the Commonwealth Minister responsible for child care services. Includes managing Council Meetings and the Annual General Meeting and complying with statutory regulations in relation to incorporation.

For activities relating to budgeting, including funding agreements with the Commonwealth Department, use FINANCIAL MANAGEMENT.

### *Arrangements (travel)*

The activities involved in arranging for a journey or a visit. Includes travel by validators and moderators as part of the quality accreditation system process or for training purposes, and travel by Council members to meetings. Includes preparing and distributing travel itineraries.

*For payment of allowances to Council members, use GOVERNANCE - Allowances Management.*

*For payment of remuneration to Council members, use GOVERNANCE - Remuneration.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5662	Records detailing travel arrangements carried out to support the governance function. Includes arrangements for travel of council members. [Date Range: 1993 – ]	Destroy when travel is 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>
5663	Final internal and external audit reports relating to the governance function. [Date Range: 1993 – ]	Destroy 5 years after action completed
5664	Records documenting the planning and conduct of internal and external audits relating to the governance function. Includes: <ul style="list-style-type: none"> <li>• liaison with the auditor</li> <li>• minutes of meetings</li> <li>• draft reports.</li> </ul> [Date Range: 1993 – ]	Destroy when report is finalised

## GOVERNANCE

The function of administering and managing the Council and its appointed members. The Chairperson and the Council members are appointed by the Commonwealth Minister responsible for child care services. Includes managing Council Meetings and the Annual General Meeting and complying with statutory regulations in relation to incorporation.

For activities relating to budgeting, including funding agreements with the Commonwealth Department, use FINANCIAL MANAGEMENT.

### 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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5665	Records of internal and external committees formed to consider matters relating to the governance function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul> [Date Range: 1992 – ]	Destroy 5 years after action completed
5666	Working papers documenting the conduct and administration of committees that consider matters relating to the governance function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul> [Date Range: 1992 – ]	Destroy when minutes are finalised

## GOVERNANCE

The function of administering and managing the Council and its appointed members. The Chairperson and the Council members are appointed by the Commonwealth Minister responsible for child care services. Includes managing Council Meetings and the Annual General Meeting and complying with statutory regulations in relation to incorporation.

For activities relating to budgeting, including funding agreements with the Commonwealth Department, use FINANCIAL MANAGEMENT.

### **Compliance (incorporation)**

The activities associated with incorporation. Includes complying with legislative or other compulsory reporting requirements.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5667	Records documenting the incorporation of the agency. Includes development and amendments to the Rules and the Certificate of Incorporation. [Date Range: 1992 – ]	Retain as national archives
5668	Register of Council Members. [Date Range: 1992 – ]	Destroy 2 years after the incorporated association ceases to exist
5669	Records documenting compulsory reporting relating to incorporation. Includes applications and notices made under legislative requirements. [Date Range: 1992 – ]	Destroy 7 years after action completed

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### **Council Meetings**

The activities associated with managing Council meetings and the Annual General Meeting. Includes arrangements, minute-taking, and preparation and distribution of notices, agenda, business papers, minutes and reports.

*For meetings held between the Chairperson (and/or Council members) and the Chief Executive Officer and Support Unit staff in relation to quality system child care matters - use ACCREDITATION - Meetings.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5670	Final version of minutes and supporting documents tabled at meetings held to support the governance function. Includes meetings with external agencies. [Date Range: 1993 – ]	Retain as national archives
5671	Working papers documenting the conduct and administration of meetings held to support the governance function. Includes agenda, notices of meetings and draft minutes. [Date Range: 1993 – ]	Destroy when minutes are finalised

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## GOVERNANCE

The function of administering and managing the Council and its appointed members. The Chairperson and the Council members are appointed by the Commonwealth Minister responsible for child care services. Includes managing Council Meetings and the Annual General Meeting and complying with statutory regulations in relation to incorporation.

For activities relating to budgeting, including funding agreements with the Commonwealth Department, use FINANCIAL MANAGEMENT.

### Meetings

The activities associated with adhoc 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5672	Final version of minutes and supporting documents tabled at meetings held to support the governance function. Includes meetings with external agencies. [Date Range: 1992 – ]	Destroy 5 years after action completed
5673	Working papers documenting the conduct and administration of meetings held to support the governance function. Includes agenda, notices of meetings and draft minutes. [Date Range: 1992 – ]	Destroy when minutes are finalised

### 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>
5674	Final version of agency strategic or corporate plans. [Date Range: 1991 – ]	Retain as national archives
5675	Final version of governance plans. [Date Range: 1991 – ]	Destroy 1 year after plan is superseded
5676	Working papers used to develop all governance plans. Includes draft plans, reports analysing issues, and comments received. [Date Range: 1991 – ]	Destroy when final plan is completed
5677	Copies of governance plans. [Date Range: 1991 – ]	Destroy when reference ceases

## GOVERNANCE

The function of administering and managing the Council and its appointed members. The Chairperson and the Council members are appointed by the Commonwealth Minister responsible for child care services. Includes managing Council Meetings and the Annual General Meeting and complying with statutory regulations in relation to incorporation.

For activities relating to budgeting, including funding agreements with the Commonwealth Department, use FINANCIAL 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>
5678	Records documenting the development and establishment of the agency's governance 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: 1992 – ]	Destroy 7 years after policy is superseded
5679	Working papers documenting the development of governance policies. [Date Range: 1992 – ]	Destroy after policy is promulgated
5680	Copies of policy documents and supporting papers. [Date Range: 1992 – ]	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>
5681	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the governance function. [Date Range: 1992 – ]	Destroy when procedures are superseded
5682	Records documenting the development of agency procedures supporting the governance function. [Date Range: 1992 – ]	Destroy when procedures are superseded
5683	Copies of manuals, handbooks, directives etc. [Date Range: 1992 – ]	Destroy when reference ceases

## GOVERNANCE

The function of administering and managing the Council and its appointed members. The Chairperson and the Council members are appointed by the Commonwealth Minister responsible for child care services. Includes managing Council Meetings and the Annual General Meeting and complying with statutory regulations in relation to incorporation.

For activities relating to budgeting, including funding agreements with the Commonwealth Department, use FINANCIAL MANAGEMENT.

### **Remuneration**

The process of managing the payment of sitting fees to Council members and the payment of examiners or their employers, in accordance with requirements. Includes remuneration of Council members for attendance at Council meetings and remuneration of validators and moderators or their employers for attendance at validator or moderator training and for accreditation system work undertaken eg. validation visits or moderation sessions.

For advice from the Remuneration Tribunal concerning remuneration of Council Members, use GOVERNANCE - Advice.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5684	Records documenting the payment of sitting fees for Council members. [Date Range: 1993 – ]	Destroy 7 years after payment

### **Reporting**

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

For reporting required because of incorporation, use GOVERNANCE - Compliance (incorporation).

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5685	Final versions of reports relating to the governance function. [Date Range: 1992 – ]	Destroy 5 years after action completed
5686	Working papers documenting the development of all reports. Includes drafts and comments received. [Date Range: 1992 – ]	Destroy when report is finalised
5687	Copies of reports relating to the governance function. [Date Range: 1992 – ]	Destroy when reference ceases