

Records
Disposal
Authority

**General Practice
Education and
Training Limited**

Job no 2003/00283436

2 December 2003



NATIONAL
ARCHIVES
OF AUSTRALIA

© Commonwealth of Australia 2003

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the National Archives of Australia. Requests and inquiries concerning reproduction and rights should be directed to the Publications Manager, National Archives of Australia, PO Box 7425, Canberra Mail Centre ACT 2610, Australia.

CONTENTS

| | |
|--------------------------------------|----------|
| <u>INTRODUCTION</u> | 5 |
| Disposal authorisation | 5 |
| Purpose of this authority | 5 |
| Using this authority | 5 |
| Amendment of this authority | 6 |
| <u>CONTACT INFORMATION</u> | 6 |
| <u>AUTHORISATION</u> | 7 |
| <u>CLASSES</u> | 9 |
| CORPORATE MANAGEMENT | 9 |
| GENERAL PRACTICE VOCATIONAL TRAINING | 10 |

[This page left intentionally blank]

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 as 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

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
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 2003/00283436

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

The Chief Executive Officer
General Practice Education and Training
Limited
GPO Box 2914
CANBERRA ACT 2601

Purpose:

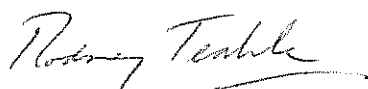
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

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



Rodney Teakle
Acting Director
Recordkeeping Implementation

Date of issue:
2 December 2003

Date of amendment:

Expiry date:

[This page left intentionally blank]

CORPORATE MANAGEMENT

The function of applying corporate level management strategies, plans and processes to meet regulatory requirements. Includes establishment and implementation of the company constitution and activities to meet legislative requirements such as those of the Corporations Act.

For corporate management not specifically relating to companies and/or corporations, use *STRATEGIC MANAGEMENT*.

Constitution Development

The activities involved in the development and establishment of the company's constitution. Includes revisions and amendments.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|---|
| 6371. | Records documenting the development and establishment of the company's constitution. Includes major drafts, revisions and amendments; supporting documentation and the final constitution. (Date range: 2001 -) | Retain as national archives |
| 6372 | Working papers documenting the development of the constitution. Includes comments and feedback. (Date range: 2001 -) | Destroy 10 years after implementation of constitution |
| 6373 | Copies of the company's constitution. (Date range: 2001 -) | Destroy when reference ceases |

Corporate Compliance

The activities involved in complying with statutory requirements relating to companies and corporations.

For compliance activities to meet legislation specifically relating to Commonwealth authorities and companies, use STRATEGIC MANAGEMENT – Compliance.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| 6374 | Records documenting company compliance with legislative requirements. (Date range: 2001 -) | Destroy 10 years after action completed |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Aboriginal Health Posts Funding

The activities involved in arranging for the payment of salaries to approved and accredited general practice training positions against the general practice registrar training pool.

| Entry | Description of Records | Disposal Action |
|--------------|---|---------------------------------------|
| 6375 | Records documenting approvals and arrangements for the payment of Aboriginal health posts funding. Includes notification of registrar accreditation and of eligibility for funding. (Date range 2001 -) | Destroy seven years after last action |

Accrediting

The activities associated with accrediting consortia that provide vocational training to general practitioners. Includes the accreditation of consortia effectiveness, program compliance, site compliance, and compliance effectiveness of supervisors and educators.

For assessment of consortia compliance with standards use – GENERAL PRACTICE VOCATIONAL TRAINING – Standards Implementation.

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6376 | Records documenting accrediting processes and outcomes. Includes supporting documentation such as reviews of consortia effectiveness, program compliance, etc. (Date range: 2001 -) | Destroy 7 years after next accreditation or termination of accreditation |
| 6377 | Accreditation certificates and other documentation providing consortia accreditation. (Date range: 2001 -) | Destroy 7 years after next accreditation or termination of accreditation |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

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 |
|--------------|--|------------------------------------|
| 6378 | Final version of addresses (presentations) delivered on significant matters e.g. announcing major new initiatives or addresses delivered at significant or important occasions. (Date range: 2001 -) | Retain as national archives |
| 6379 | Final version of other addresses delivered in the routine promotion of the company's roles and activities. (Date range: 2001 -) | Destroy 2 years after presentation |
| 6380 | Working papers documenting the development of addresses, including drafts. (Date range: 2001 -) | Destroy when reference ceases |

Advice

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

For formal submissions made by the company on Government matters, use GOVERNMENT RELATIONS – Submissions.

For the receipt of advice from an internal or external legal service provider use LEGAL SERVICES – Advice.

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6381 | Records documenting the receipt and provision of major or significant advice leading to the development of policy of a strategic nature on the general practice vocational training function; such as, advice on changes in the strategic relationships with training providers. (Date range: 2001 -) | Retain as national archives |
| 6382 | Records documenting the receipt and provision of other advice provided on the general practice vocational training function. (Date range: 2001 -) | Destroy 2 years after action completed |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Agreements

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

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6383 | Records documenting the establishment, maintenance and review of agreements. Includes final versions of agreements made for specific funding programs to support the general practice vocational training function. Includes supporting documentation. (Date range: 2001 -) | Destroy 7 years after expiry or other termination of agreement |

Appeals Handling

The activities involved in the handling of registrar selection appeals. Includes the handling of appeals against non-selection, appeals against the correctness of selection scores and placements.

| Entry | Description of Records | Disposal Action |
|--------------|--|------------------------------------|
| 6384 | Records documenting the processing of appeals. Includes advice to appellants. (Date range: 2001 -) | Destroy 10 years after last action |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

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.

| Entry | Description of Records | Disposal Action |
|--------------|---|---|
| 6385 | Final report of internal or external audits that require major or significant changes to company practices such as the complete revision of the policies relating to agreements with training providers. Includes recommendations and implementation plans. (Date range: 2001 -) | Destroy 10 years after action completed |
| 6386 | Final report of internal or external audits that do not require major or significant changes to company practices such as changes to a small number of procedures within a larger activity. Includes recommendations and implementation plans. (Date range: 2001 -) | Destroy 5 years after action completed |
| 6387 | Records documenting the planning and conduct of internal and external audits relating to the general practice vocational training function. Includes: <ul style="list-style-type: none">• liaison with auditing body• minutes of meetings• notes taken at opening and exit interviews• draft report• comments (Date range: 2001 -) | Destroy 3 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 |
|--------------|--|--|
| 6388 | Records documenting delegations and authorisation of power to company employees to authorise administrative action relating to the general practice vocational training function. (Date range: 2001 -) | Destroy 3 years after delegation expires |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Benchmarking

The activities associated with examining general practice education and training in overseas countries with a view to making improvements to service delivery, policy and processes.

For inclusion of improvements into vocational training standards, use GENERAL PRACTICE VOCATIONAL TRAINING – Framework Development.

For checking of consortia compliance with standards, use GENERAL PRACTICE VOCATIONAL TRAINING – Contracting-Out.

For implementation of general practice frameworks and standards, use GENERAL PRACTICE VOCATIONAL TRAINING – Standards Implementation.

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6389 | Records documenting benchmarking activity in support of the general practice vocational training function. Includes research, proposals, recommendations and review. (Date range: 2001 -) | Destroy 10 years after last action completed |

Committees

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

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6390 | Records of internal and external committees formed to consider matters relating to the general practice vocational training function. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers (Date range: 2001 -) | Destroy 5 years after action completed |
| 6391 | Working papers documenting the conduct and administration of committees which consider matters relating to the general practice vocational training function. (Date range: 2001 -) | Destroy when reference ceases |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as ISO 9000 series.

| Entry | Description of Records | Disposal Action |
|--------------|--|--|
| 6392 | Records documenting company compliance with mandatory or optional standards or with statutory requirements relating to the general practice vocational training function. (Date range: 2001 -) | Destroy 3 years after action completed |

Conference

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 managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting or FINANCIAL MANAGEMENT – Payments.

For the publication of proceedings and reports, use PUBLICATION.

| Entry | Description of Records | Disposal Action |
|--------------|--|--|
| 6393 | Records documenting arrangements for company conferences, including program development, arranging speakers, promotion, managing registrations, venue bookings, assessment and review. (Date range: 2001 -) | Destroy 3 years after action completed |
| 6394 | Participants' reports on conferences arranged by other organisations. (Date range: 2001 -) | Destroy 3 years after action completed |
| 6395 | Copies of unpublished proceedings, reports, speeches and papers from company conferences. Includes presentations by company staff. (Date range: 2001 -) | Destroy when reference ceases |
| 6396 | Records documenting the attendance of employees at conferences arranged by other organisations. Includes copies of published conference proceedings and official reports received at conferences arranged by other organisations. (Date range: 2001 -) | Destroy when reference ceases |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Consultation

The activities involved in seeking the views of external parties, including stakeholders. Includes requesting formal submissions, the holding of public enquiries and the seeking of feedback from the medical profession and consortia.

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6397 | Records documenting the outcome of consultation relating to major changes to policy and/or delivery of vocational training such as a change in strategic relationships with training providers. (Date range: 2001 -) | Retain as national archives |
| 6398 | Records documenting the outcome of other consultation in support of the general practice vocational training function. Includes submissions, records of public enquiries, reports and recommendations. (Date range: 2001 -) | Destroy 5 years after last action |
| 6399 | Records documenting administrative arrangements for consultation with external bodies. Includes requests for formal submissions. (Date range: 2001 -) | Destroy 3 years after completion of consultation process |

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 |
|--------------|--|---|
| 6400 | Records documenting contract negotiation and management relating to the general practice vocational training function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• draft contract• progress reports• performance review and evaluation reports (Date range:2001 -) | Destroy 7 years after completion or other termination of contract |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Evaluation

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

| Entry | Description of Records | Disposal Action |
|--------------|--|--|
| 6401 | Records documenting the evaluation of potential or existing programs and services supporting the general practice vocational training function. (Date range: 2001 -) | Destroy 5 years after action completed |

Framework Development

The activities involved in the development of frameworks and standards to support the provision of general practice education and training. Includes, for example, framework for the accreditation of consortia and the selection of registrars, testing of frameworks.

For research into improving standards of vocational training, use GENERAL PRACTICE VOCATIONAL TRAINING – Benchmarking.

For the implementation of new standards and frameworks, use GENERAL PRACTICE VOCATIONAL TRAINING – Standards Implementation.

| Entry | Description of Records | Disposal Action |
|--------------|---|---|
| 6402 | Master set of frameworks and standards supporting the general practice vocational training function. (Date range: 2001 -) | Retain as national archives |
| 6403 | Records documenting the development of frameworks and standards supporting the general practice vocational training function. Includes research documents, feedback, comments and testing. (Date range: 2001 -) | Destroy 3 years after implementation of new standard or framework |
| 6404 | Copies of standards and frameworks supporting the general practice vocational training function. (Date range: 2001 -) | Destroy when reference ceases |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

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.

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6405 | Records documenting the implementation of plans, policies, procedures and standards in support of the general practice vocational training function. (Date range: 2001 -) | Destroy 3 years after action completed |

Innovative Projects Assessment

The activities involved in the assessment of proposals from consortia and other interested bodies, for funding for innovative projects where assessment is based on non-core business, focusing on innovative projects that could be replicated nationally.

For the promotion of innovative projects, use PUBLICATION.

| Entry | Description of Records | Disposal Action |
|--------------|--|---|
| 6406 | Records documenting approvals and arrangements for funding for successful proposals. (Date range: 2001 -) | Destroy 7 years after completion of project |
| 6407 | Records documenting assessment of successful proposals for innovative projects. Includes recommendations. (Date range: 2001 -) | Destroy 5 years after completion of project |
| 6408 | Records documenting assessment of unsuccessful proposals for innovative projects. (Date range: 2001 -) | Destroy 3 years after last action |

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, and 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.

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6409 | Records documenting liaison activities undertaken with external bodies and groups. Includes collaboration on projects and exchange of information. (Date range: 2001 -) | Destroy 3 years after action completed |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Meetings

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

For meetings of the board of directors, use STRATEGIC MANAGEMENT – Committees.

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6410 | Final version of minutes and supporting documents tabled at meetings held to support the general practice vocational training function. Includes meetings with external agencies. (Date range: 2001 -) | Destroy 3 years after action completed |
| 6411 | Working papers documenting the conduct and administration of meetings held to support the general practice vocational training function. (Date range: 2001 -) | Destroy when reference ceases |

Planning

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

| Entry | Description of Records | Disposal Action |
|--------------|--|---|
| 6412 | Final version of company-wide general practice vocational training plans. (Date range: 2001 -) | Destroy 5 years after plan is superseded |
| 6413 | Final version of section or business unit general practice vocational training plans. Includes state, regional or overseas offices. (Date range: 2001 -) | Destroy 3 years after plan is superseded |
| 6414 | Working papers used in developing all general practice vocational training plans. Includes draft plans, reports analysing issues, and comments or other input. (Date range: 2001 -) | Destroy 1 year after adoption of the final plan |
| 6415 | Copies of general practice vocational training plans. (Date range: 2001 -) | Destroy when reference ceases |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

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 |
|--------------|---|--|
| 6416 | Records documenting the development and establishment of the company's policies relating to the strategic directions for general practice vocational training such as policy relating to strategic relationships with training providers. Includes: <ul style="list-style-type: none">• policy proposals• major drafts• final policy documents (Date range: 2001 -) | Retain as national archives |
| 6417 | Records documenting the development and establishment of operational policies relating to the company's general practice vocational training. Includes: <ul style="list-style-type: none">• policy proposals• major drafts• final policy documents (Date range: 2001 -) | Destroy 10 years after policy is superseded |
| 6418 | Working papers and records documenting comments relating to the development of general practice vocational training policies. Includes research papers and supporting reports. (Date range: 2001 -) | Destroy 3 years after promulgation of the new policy |
| 6419 | Copies of general practice vocational training policy documents. (Date range: 2001 -) | Destroy when reference ceases |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Procedures

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

| Entry | Description of Records | Disposal Action |
|--------------|---|--|
| 6420 | Master set of company manuals, handbooks, directives, etc detailing procedures supporting the general practice vocational training function. (Date range: 2001 -) | Destroy when procedures are superseded |
| 6421 | Records documenting the development of company procedures supporting the general practice vocational training function. (Date range: 2001 -) | Destroy 1 year after action completed |
| 6422 | Copies of manuals, handbooks, directives, etc. (Date range: 2001 -) | Destroy when reference ceases |

Promotional Material Development

The activities involved in the development of material to provide information relating to general practice education and training programs and activities. Includes development of drafts for consultation with the profession and for endorsement by the board of directors.

For production and dissemination of promotional material, use PUBLICATION – Production, and PUBLICATION – Distribution.

| Entry | Description of Records | Disposal Action |
|--------------|--|-----------------------------------|
| 6423 | Master copy of promotional material developed to support the general practice vocational training function. (Date range: 2001 -) | Destroy 5 years after last action |
| 6424 | Records documenting the development of promotional material to support the general practice vocational training function. Includes research, working papers, comments and drafts. (Date range: 2001 -) | Destroy 2 years after last action |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Registrar Selection

The activities involved in processing applications for acceptance into the general practice vocational training program. Includes the selection and allocation of training places for general practice registrars as well as notification of the outcome of the selection process.

For framework development for selection of registrars, use GENERAL PRACTICE VOCATIONAL TRAINING – Framework Development.

For procedures for the selection of registrars, use GENERAL PRACTICE VOCATIONAL TRAINING – Procedures.

For competitive selection of registrars for research and scholarship funding, use GENERAL PRACTICE VOCATIONAL TRAINING – Research and Scholarship Funding.

| Entry | Description of Records | Disposal Action |
|--------------|---|---|
| 6425 | Records documenting the selection process and outcome of successful applications for the general practice vocational training program. (Date range: 2001 -) | Destroy on registrar completion or other termination of program |
| 6426 | Records documenting the selection process of unsuccessful applications for the general practice vocational training program. (Date range: 2001 -) | Destroy 3 years after last action |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Reporting

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

For the provision of advice to Government, use GOVERNMENT RELATIONS – Advice.

For contributions to government inquiries, use GOVERNMENT RELATIONS – Inquiries.

For submissions to Cabinet, use GOVERNMENT RELATIONS – Submissions.

For preparation and publication of annual reports, use PUBLICATION – Drafting, and PUBLICATION – Production.

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

| Entry | Description of Records | Disposal Action |
|--------------|--|--|
| 6427 | Final version of formal internal reports and reports made to external agencies relating to the general practice vocational training function. (Date range: 2001 -) | Destroy 5 years after action completed |
| 6428 | Final version of periodic internal reports on general administrative matters relating to the general practice vocational training function. Includes summary reports and work progress reports. (Date range: 2001 -) | Destroy 3 years after action completed |
| 6429 | Working papers documenting the development of reports. (Date range: 2001 -) | Destroy 1 year after action completed |
| 6430 | Copies of general practice vocational training reports. (Date range: 2001 -) | Destroy when reference ceases |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Research and Scholarship Funding

The activities involved in funding research grants, scholarships, workshops, awards and academic posts for registrars in the training program. Includes the selection of registrars and approval for funding.

For initial selection into the vocational training program, use GENERAL PRACTICE VOCATIONAL TRAINING – Registrar Selection.

| Entry | Description of Records | Disposal Action |
|--------------|---|-----------------------------------|
| 6431 | Records documenting the assessment and approval of registrars to be awarded research grants, scholarships, places at workshops, academic posts, etc. (Date range: 2001 -) | Destroy 7 years after last action |

Risk Management

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

| Entry | Description of Records | Disposal Action |
|--------------|--|--|
| 6432 | Records documenting risk management relating to the general practice vocational training function. Includes documentation covering each stage of the process, treatment schedules and action plans. (Date range: 2001 -) | Destroy 7 years after next risk assessment |
| 6433 | Risk register relating to the general practice vocational training function. (Date range: 2001 -) | Destroy 7 years after the next risk assessment |

Standards Implementation

The activities involved in the implementation of general practice frameworks and standards to facilitate best practice in the provision of general practice education and training.

For assessment of consortia compliance with standards, use GENERAL PRACTICE VOCATIONAL TRAINING – Accrediting.

| Entry | Description of Records | Disposal Action |
|--------------|--|-----------------------------------|
| 6434 | Records documenting the implementation of standards and frameworks to support general practice vocational training. Includes planning and monitoring. (Date range: 2001 -) | Destroy 3 years after last action |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

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.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| 6435 | Simple signed contracts and agreements resulting from tenders and supporting records. (Date range: 2001 -) | Destroy 7 years after completion or other termination of contract |
| 6436 | Records documenting post-offer negotiations and due diligence checks. (Date range: 2001 -) | Destroy 7 years after tender process completed |
| 6437 | Records documenting the development and issue of tender documentation. (Date range: 2001 -) | Destroy 4 years after tender process completed |
| 6438 | 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. Includes tender submissions. (Date range: 2001 -) | Destroy 2 years after tender process completed |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Training and Workshops

The activities involved in the preparation and presentation of training to support the registrar training program. Includes the training of support personnel such as regional liaison officers, and special workshops awarded on a competitive basis to registrars.

| Entry | Description of Records | Disposal Action |
|--------------|--|---|
| 6439 | Records documenting administrative arrangements for training programs and workshops run by the company. (Date range: 2001 -) | Destroy 2 years after activity completed |
| 6440 | Master set of training material for training and workshops run by the company. Includes: <ul style="list-style-type: none">• programs• lecture notes• hand outs• films and videos (Date range: 2001 -) | Destroy when course is superseded |
| 6441 | Working papers documenting the development of training materials for training and workshops run by the company. (Date range: 2001 -) | Destroy 1 year after training material is produced. |
| 6442 | Records documenting evaluation of training courses and workshops. (Date range: 2001 -) | Destroy 7 years after completion |
| 6443 | Records documenting formal assessment of attendees. (Date range: 2001 -) | Destroy 7 years after last action |

GENERAL PRACTICE VOCATIONAL TRAINING

The function of providing high quality general practice vocational training at the regional level. Includes vertical integration of training and educational programs, the establishment of contracts with consortia, and accreditation of training programs. Also includes registrar selection, related promotional material, and research and implementation of specific programs to cover gaps in funding and delivery.

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

For visits to consortia to check compliance with conditions of contracts, use GENERAL PRACTICE VOCATIONAL TRAINING – Contracting-Out.

| Entry | Description of Records | Disposal Action |
|--------------|---|---|
| 6444 | Records documenting visits made by the Minister and other senior officers, both within Australia and overseas, in support of general practice vocational training. Includes: <ul style="list-style-type: none">• invitations• travel and accommodation arrangements• itineraries and programs• visit reports• letters of thanks (Date range: 2001 -) | Destroy 10 years after action completed |
| 6445 | Records documenting visits by other company employees to external bodies, including medical agencies and consortia. Includes visit reports. (Date range: 2001 -) | Destroy 2 years after last action |
