

Records Disposal
Authority

**Department of
Employment and
Workplace Relations**
Employment Services

Job no 2003/00330307

25 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 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 2003/00330307

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

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

The Secretary
Department of Employment and
Workplace Relations
GPO Box 9879
CANBERRA ACT 2601

Purpose:

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

Application:

Employment services 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

Date of Issue: 25 June 2003



Date of Amendment

Venetia Beale
Director
Recordkeeping Implementation

Expiry Date

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EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

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
5768	Final versions of addresses (presentations) made by the portfolio Minister or senior agency officers on major new initiatives in the delivery of employment services. (Date range 1946 –)	Retain as national archives
5769	Final versions of addresses (presentations) made by the portfolio Minister or senior agency officers on other matters relating to the delivery of employment services. (Date range 1946 –)	Destroy 20 years after action completed
5770	Final versions of addresses (presentations) given by other agency officers on the delivery of employment services. (Date range 1946 –)	Destroy 5 years after action completed
5771	Records documenting the development of all addresses concerning the delivery of employment services, including working papers and drafts. (Date range 1946 –)	Destroy 5 years after action completed

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Advice

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

For the management of Cabinet documents, use GOVERNMENT RELATIONS – Advice.

For the management of ministerial correspondence, use GOVERNMENT RELATIONS – Representations.

For the provision of internal or external legal advice, use LEGAL SERVICES – Advice.

Entry	Description of Records	Disposal Action
5772	Records documenting the research, consultation and preparation of responses to enquiries, and advice relating to the clarification of service delivery, including newsletters provided on the delivery of employment services. (Date range 1946 –)	Destroy 5 years after action completed
5773	Records documenting advice provided to job seekers about job opportunities, career information and guidance. Includes occupation size, weekly earnings, job prospects, gender breakdown and apprenticeships. (Date range 1946 –)	Destroy 3 months after last action

EMPLOYMENT SERVICES

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Agreements

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

For performance monitoring of agreements, use EMPLOYMENT SERVICES – Compliance Monitoring.

For the management of contracts resulting from a tendering process, use EMPLOYMENT SERVICES – Contracting-Out.

For contracts signed as the result of a tendering process, use EMPLOYMENT SERVICES – Tendering.

Entry	Description of Records	Disposal Action
5774	Signed agreements and contracts under seal and supporting records for the delivery of employment services (eg Indigenous employment programs) – Western Australia. (Date range 1969 –)	Destroy 20 years after expiry or other termination of agreement or contract
5775	Signed agreements and contracts under seal and supporting records for the delivery of employment services (eg Indigenous employment programs) – Victoria and South Australia. (Date range 1969 –)	Destroy 15 years after expiry or other termination of agreement or contract
5776	Signed agreements and contracts under seal and supporting records for the delivery of employment services (eg Indigenous employment programs) – New South Wales, Queensland, Tasmania, the Australian Capital Territory and the Northern Territory. (Date range 1969 –)	Destroy 12 years after expiry or other termination of agreement or contract
5777	Signed simple contracts, agreements and memoranda of understanding and supporting records for the delivery of employment services (eg Indigenous employment programs). (Date range 1969 –)	Destroy 7 years after expiry or other termination of agreement or contract

EMPLOYMENT SERVICES

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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.

Entry	Description of Records	Disposal Action
5778	Records documenting high level employment services committees with national responsibility for overseeing the effective delivery of a number of programs or projects (eg Employment Management Committee). Includes documents establishing the committee, reports, recommendations, and final versions of minutes. (Date range 1946 –)	Retain as national archives
5779	Records of committees established to consider matters relating to the implementation of a program or specific project and committees established to examine improvement for the delivery of specific program or project. Includes documents establishing the committee, reports, recommendations, and final versions of minutes. (Date range 1946 –)	Destroy 7 years after action completed
5780	Working papers documenting the conduct and administration of all committees which consider matters relating to the employment services function. Includes agenda, background papers, draft minutes, organising venues and notifying attendees. (Date range 1946 –)	Destroy 3 years after action completed

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

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Community and Voluntary Work Projects

The activities associated with assessing, approving and reviewing decisions on applications for voluntary and community work projects, including Work for the Dole projects.

For announcements of successful applications, use EMPLOYMENT SERVICES – Marketing.

For the provision of grants, use EMPLOYMENT SERVICES – Grants.

For the provision of advice and assistance to Indigenous job seekers, use EMPLOYMENT SERVICES – Indigenous Employment Support.

Entry	Description of Records	Disposal Action
5781	Records documenting the successful proposals for community and voluntary work funding. Includes receipt, assessment and notification to applicants, project work plans, proposals, outcomes, milestones, performance indicators and successful requests for review of a decision. (Date range 1977 –) <i>[For payments to providers, use FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 7 years after last action
5782	Records documenting unsuccessful project applications for community and voluntary work funding. Includes receipt, assessment and notification to unsuccessful applicants and unsuccessful requests for review of a decision. (Date range 1977 –)	Destroy 4 years after selection process is completed

Compliance Monitoring

The activities associated with checking for compliance with accountability, fiscal, legal, regulatory or quality standards or requirements of organisations, other than the agency, involved with employment support, employers and industry.

For the performance monitoring of contractors such as Job Network members, use EMPLOYMENT SERVICES – Contracting-Out.

For the investigation of fraudulent activities, use FINANCIAL MANAGEMENT – Fraud.

Entry	Description of Records	Disposal Action
5783	Records documenting the establishment of compliance checking processes, reports of outcomes, advice of suspected non-compliance and recommended action. (Date range 1969 –)	Destroy 7 years after last action

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

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 the printing and publication of agency conference proceedings and reports, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
5784	Records documenting proceedings and outcomes of national employment services conferences held to look at improving performance of the delivery of employment programs and projects. Includes final versions of minutes, reports and recommendations. (Date range 1946 –)	Destroy 10 years after action completed
5785	Records documenting proceedings and outcomes of local or regional conferences arranged to examine effective delivery of employment services. Includes final versions of minutes, reports and recommendations. (Date range 1946 –)	Destroy 3 years after action completed
5786	Working papers documenting the conduct and administration of all conferences that examine improving the delivery of employment services. Includes agenda, notice of meetings, arranging speakers, managing registrations, organising venues and draft minutes. (Date range 1946 –)	Destroy 2 years after action completed

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

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.

For the negotiation of contracts, use EMPLOYMENT SERVICES – Tendering.

For monitoring Indigenous employment program agreements, use EMPLOYMENT SERVICES – Compliance Monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5787	Records documenting contract completion activities, contract succession and transition processes required at the point of change of contractors. Includes continuity of service delivery through the contract change and correct management and transfer of clients to continuing service providers. (Date range 1994 –)	Destroy 7 years after completion or other termination of contract
5788	Records documenting the contract management processes relating to the delivery of the employment services, such as contract management plans, performance monitoring systems and service level agreements. Includes the evaluation and monitoring of contractors' performance against contract specifications. (Date range 1994 –)	Destroy 7 years after completion or other termination of contract

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

Education and Training

The activities associated with all aspects of program delivery training , relating to core functions and provided to business groups and organisations outside the Department.

For the training of agency personnel, use STAFF DEVELOPMENT – Training.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5789	Master set of training material provided for the delivery of employment service programs, including on-line tutorial, lecture notes and hand-outs. (Date range 1997 –)	Destroy 5 years after material is superseded
5790	Working papers documenting the development of training material for the delivery of employment services programs. (Date range 1997 –)	Destroy 3 years after last action
5791	Records documenting administrative arrangements supporting the conduct of training courses. Includes venue bookings and feedback from stakeholders. (Date range 1997 –)	Destroy 3 years after action completed

Evaluation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5792	Records documenting the evaluation of projects relating to the delivery of employment services. Includes the setting up, monitoring and management of the evaluation. (Date range 1969 –)	Destroy 7 years after last action

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

Grants

The activities associated with assessing applications for, and distribution and management of grants.

For payment of grants, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
5793	Records documenting successful applications for grant funding. Includes applications for community projects by non-profit community organisations (eg Green Reserve) and assistance with the establishment of small businesses (eg Indigenous small business fund). Includes successful appeals against decisions. (Date range 1977 –)	Destroy 7 years after action completed
5794	Records documenting the acquittal of grant funds. (Date range 1977 –)	Destroy 7 years after action completed
5795	Records documenting unsuccessful applications for grant funding. Includes application assessment, notification to unsuccessful applicants and unsuccessful appeals against decisions. (Date range 1977 –)	Destroy 2 years after action completed

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

Indigenous Employment Support

The activities associated with the provision of advice and assistance to Indigenous Australians looking for employment. Includes the provision of training and cadetships, and financial assistance to approved employers.

For formal evaluation reports (eg STEP), use EMPLOYMENT SERVICES – Evaluation.

For publicity campaigns and promotion of Indigenous employment programs, use EMPLOYMENT SERVICES – Marketing.

Entry	Description of Records	Disposal Action
5796	<p>Records documenting successful applications and proposals for placement on schemes or projects by or for unemployed Indigenous Australians. Includes training and employment projects, wage assistance, employment placement incentives, National Indigenous Cadetship Project (NICP) and Corporate Leaders for Indigenous Employment Project. (Date range 1969 –)</p> <p><i>[For records monitoring the contracts and agreements under Indigenous employment programs, use EMPLOYMENT SERVICES – Compliance Monitoring.</i></p> <p><i>For agreements involving Indigenous employment programs, use Employment Services – Agreements.]</i></p>	Destroy 7 years after date of last action or completion of project whichever is later
5797	<p>Records documenting the internal review of unsuccessful applications or requests for waiver of guidelines for Indigenous employment programs. Includes training and employment projects, wage assistance, employment placement incentives, National Indigenous Cadetship Project (NICP) and Corporate Leaders for Indigenous Employment Project. (Date range 1969 –)</p>	Destroy 5 years after action completed
5798	<p>Records documenting unsuccessful applications and proposals for placement on schemes or projects by or for unemployed Indigenous Australians. Includes training and employment projects, wage assistance, employment placement incentives, National Indigenous Cadetship Project (NICP) and Corporate Leaders for Indigenous Employment Project. (Date range 1969 –)</p>	Destroy 1 year after last action

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

Job Seeker Support

The activities associated with the provision of advice and assistance for people looking for employment, including job search, training, intensive assistance and Work for the Dole.

For job seekers interested in starting their own business, use EMPLOYMENT SERVICES – Self-Employment Programs.

For Indigenous job seekers, use EMPLOYMENT SERVICES – Indigenous Employment Support.

Entry	Description of Records	Disposal Action
5799	Records documenting accidents or incidents to job seekers participating in labour market programs such as Work for the Dole projects. (Date range 1945 –)	Destroy 10 years after last action
5800	Records documenting the processing of registered or assisted job seekers for community and voluntary work projects including Work for the Dole projects. (Date range 1945 –)	Destroy 7 years after last action
5801	Records documenting the processing of registered or assisted job seekers participating in special assistance programs including intensive assistance, transition to work, job search training and training credits. (Date range 1945 –)	Destroy 3 years after action completed
5802	Records documenting the processing of registered or assisted job seekers not participating in a special assistance program. Includes completion of forms, agreements and records of the job seekers matching history. (Date range 1945 –)	Destroy 12 months from date of last action on the job seeker's profile and resume
5803	Records documenting the initial processing of non-assisted job seekers including the preparation of profiles and resumes, and agreement to conditions of use of job searching and job matching systems. (Date range 1945 –)	Destroy 3 months after last action

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

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Job Vacancy Registration

The activities associated with the lodgement of job vacancies by employers on job advertisement Internet sites including JobSearch.

Entry	Description of Records	Disposal Action
5804	Records documenting the lodgement of job vacancies on the job matching Internet site by employers or providers where there is a matched vacancy with a job seeker who is participating in a program. (Date range 1998 –)	Destroy 2 years after action completed
5805	Records documenting the lodgement of job vacancies on the job matching Internet site by employers or providers where matching with eligible (in receipt of benefits) job seekers occurs and where these job seekers are not participating in a program. (Date range 1998 –)	Destroy 12 months from date of matching
5806	Records documenting the lodgement of job vacancies on the job matching Internet site by employers or providers where there is a match with a non-assisted job seeker. (Date range 1998 –)	Destroy 3 months from date of last action
5807	Records documenting the lodgement of job vacancies on the job matching Internet site by employers or providers where the vacancy is not matched to a job seeker. (Date range 1998 –)	Destroy 30 days after lodgement of vacancy

Liaison

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

Entry	Description of Records	Disposal Action
5808	Records documenting liaison activities with professional bodies or private sector organisations and community groups. Includes provision and receipt of information, invitations and arrangements for information sessions and feedback. (Date range 1946 –)	Destroy 5 years after action completed

EMPLOYMENT SERVICES

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For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

Licensing

The processes involved with the issue and regulation of licences formally permitting persons or organisations to provide employment services. Includes assessment of applicants, advising applicants of successful/unsuccessful application, issue of licences, appeals process, renewals, cancellations, revocations, suspensions and variations, and notification of changes affecting conditions for holding licences.

Entry	Description of Records	Disposal Action
5809	Records documenting the granting of licences, including application, assessment, issue of licences, licence renewals, variations to licence conditions and advice to licence holders. Includes cancellations, revocations and suspension of licences. (Date range 2003 –)	Destroy 7 years from date of completion or termination of licence
5810	Records documenting the application, assessment and advice to unsuccessful applicants for licences. Includes unsuccessful appeals against decisions. (Date range 2003 –)	Destroy 2 years after action completed

EMPLOYMENT SERVICES

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Marketing

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

Entry	Description of Records	Disposal Action
5811	Records documenting significant marketing campaigns for employment services programs and projects. Includes campaigns led by Ministers, and the recognition of participants and promotional events such as the Prime Minister's Work for the Dole Achievement Awards. (Date range 1946 –)	Retain as national archives
5812	Master set of media releases to launch new projects, including publicity, posters and pamphlets. (Date range 1946 –)	Retain as national archives
5813	Records documenting less significant marketing campaigns for employment services programs and projects. Includes campaigns led by departmental officers. (Date range 1946 –)	Destroy 5 years after action completed
5814	Records documenting the administrative arrangements for implementing marketing strategies and arranging events. Includes programs, invitations, arranging speakers, managing registrations, organising venues and arranging advertising. (Date range 1946 –)	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.

Entry	Description of Records	Disposal Action
5815	Final versions of minutes and supporting documents tabled at meetings held to support the employment services function. Includes meetings with external agencies. (Date range 1946 –)	Destroy 5 years after action completed
5816	Working papers documenting the conduct and administration of meetings held to support the employment services function. Includes draft agenda, final agenda and notices of meetings. (Date range 1946 –)	Destroy 2 years after action completed

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Planning

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

Entry	Description of Records	Disposal Action
5817	Final version of agency-wide employment services delivery plans. (Date range 1946 –)	Destroy 5 years after plan is superseded
5818	Final versions of employment services delivery plans at the business unit, state and regional office level. (Date range 1946 –)	Destroy 2 years after plan is superseded
5819	Working papers used to develop plans for the employment services function. Includes input into plans, comments received and drafts. (Date range 1946 –)	Destroy 2 years after action completed

Policy

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

Entry	Description of Records	Disposal Action
5820	Final policy documents or amended policy documents formulated for the purpose of implementing employment services activities. (Date range 1946 –)	Destroy 10 years after policy is superseded
5821	Records documenting research, consultation and the creation of draft policy documents in relation to the development or modification of policy formulated for the purpose of implementing employment services activities. (Date range 1946 –)	Destroy 5 years after policy is superseded

EMPLOYMENT SERVICES

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Procedures

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

Entry	Description of Records	Disposal Action
5822	Master set of procedures relating to the delivery of employment services programs or activities. (Date range 1946 –)	Destroy 5 years after procedure is superseded
5823	Records documenting the development of, or drafting of amendment, to procedures relating to the delivery of employment services programs or activities including research and consultation undertaken. (Date range 1946 –)	Destroy 2 years after action completed

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry	Description of Records	Disposal Action
5824	Records documenting public reaction and agency responses on the delivery of employment services. (Date range 1951 –)	Destroy 7 years after action completed
5825	Register of complaints about employment services. (Date range 1951 –)	Destroy 7 years after action completed

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Reporting

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

Entry	Description of Records	Disposal Action
5826	Final versions of unpublished, formal or periodic reports on the programs and activities within the employment services function. (Date range 1945 –)	Retain as national archives
5827	Final versions of unpublished, informal or ad hoc reports, on the programs and activities within the employment services function. (Date range 1945 –)	Destroy 5 years after action completed
5828	Working papers documenting the development of all reports including research, draft reports and comments, on the programs and activities within the employment services function. (Date range 1945 –)	Destroy 3 years after last action

Representatives

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

Entry	Description of Records	Disposal Action
5829	Records documenting the nomination, appointment, resignation and/or termination of departmental officers to employment service delivery bodies including Joint Steering Committees (JSC). (Date range 1946 –)	Destroy 5 years after termination of appointment

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

Risk management

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

Entry	Description of Records	Disposal Action
5830	Records documenting the development of risk management strategies and plans for the employment service programs and activities, including documentation covering each stage of the process, treatment schedules, action plans and the risk register. (Date range 1946 –)	Destroy 7 years after next risk assessment

Self-Employment Programs

The provision of assistance for those people interested in becoming self-employed and starting their own business. Includes programs to allow interested job seekers to undertake market research for business ideas to establish their own business as an alternative to seeking a job with an employer, and incentives for unemployed people to become self-supporting and independent of social security payments by starting their own business.

For the management of grant funding, use EMPLOYMENT SERVICES – Grants.

For Indigenous organisations interested in starting their own business, use EMPLOYMENT SERVICES – Grants.

Entry	Description of Records	Disposal Action
5831	Records documenting the processing of project business proposals from job seekers for assistance under self-employment program schemes, including the assessment of applications, the monitoring and mentoring of participants and records documenting the payment of fees to the providers of these services. (Date range 1984 –)	Destroy 7 years after action completed

Standards

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

Entry	Description of Records	Disposal Action
5832	Records documenting the implementation of industry standards and agency standards to support delivery of employment services programs and activities. (Date range 1946 –)	Destroy 7 years after standard is superseded

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use *EMPLOYMENT SERVICES*. Use other current disposal authorities as appropriate.

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.

For managing existing employment services contracts, use EMPLOYMENT SERVICES – Contracting-Out.

For agreements made with employers and Indigenous employees, use Employment Services – Agreements.

Entry	Description of Records	Disposal Action
5833	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: Western Australia. (Date range 1996 –)	Destroy 20 years after expiry or other termination of agreement or contract
5834	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: Victoria and South Australia. (Date range 1996 –)	Destroy 15 years after expiry or other termination of agreement or contract
5835	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: New South Wales, Queensland, Tasmania, the Northern Territory, and the Australian Capital Territory. (Date range 1996 –)	Destroy 12 years after expiry or other termination of agreement or contract
5836	Signed simple contracts and agreements and supporting records resulting from tenders. (Date range 1996 –)	Destroy 7 years after completion or other termination of contract
5837	Records documenting: the development of procurement plans, statement of requirement (SOR) or terms of reference (TOR) and appropriate request for offer (RFO); the release of the RFO to the market; the receipt and registration of tenders; the evaluation of tenders, including financial viability checks, examination of annual reports; negotiation, evaluation, recommendation reports, draft and final contract; and, maintenance of the contract register. (Date range 1996 –)	Destroy 7 years after tender process completed
5838	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 1996 –)	Destroy 4 years after tender process is completed or decision made not to continue with tender