

Records
Disposal
Authority

**Australian
Competition &
Consumer
Commission**

Job no 2003/00349230

31 October 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

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 2003/00349230

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

The Chairperson
Australian Competition & Consumer
Commission
470 Northbourne Avenue
Dickson ACT 2602

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

Date of issue:
31 October 2003



Venetia Beale
Director
Recordkeeping Implementation

Date of amendment:

Expiry date:

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ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Access Code Development

The activities involved in the development of access codes, ie standards, terms and conditions and rules for access to essential infrastructure facilities. Includes participation in access code development by an external party.

Entry	Description of Records	Disposal Action
5962	Master copy of access code. (Date range: 1997 –)	Retain as national archives
5963	Working papers and drafts documenting the development of access codes. Includes public submissions and consultation documentation. (Date range: 1997 –)	Destroy 5 years after last action

Access Code Endorsement

The activity of approving access codes developed by a prescribed industry body or association. Includes assessing applications and the registration of the codes.

For public inquiries prior to endorsement, use ACCESS REGULATION – Consultation.

Entry	Description of Records	Disposal Action
5964	Public register of access codes. (Date range: 1995 –)	Retain as national archives
5965	Records documenting the assessment of an access code. Includes copy of proposed access code. (Date range: 1995 –)	Destroy 5 years after last action
5966	Copies of agency notifications of access code endorsement or refusal. (Date range: 1995 –)	Destroy 2 years after last action

ACCESS REGULATION

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Access Determinations

The activities involved in providing a determination to an access dispute. Includes preparation and exposure of draft determinations and final determinations, including terms and conditions relating to providers and to third parties. Also includes revocations of interim determinations and variations to terms and conditions.

Entry	Description of Records	Disposal Action
5967	Records documenting access determinations that become part of the public register. Includes reasons for making the determination. (Date range: 1995 –)	Retain as national archives
5968	Records documenting access determinations that do not become part of the public register. Includes reasons for making the determination. (Date range: 1995 –)	Destroy 15 years after last action
5969	Records documenting the processes involved in the management of access disputes. Includes: <ul style="list-style-type: none">• draft determinations• variations• records documenting withdrawals (Date range: 1995 –)	Destroy 7 years after last action

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
5971	Final version of addresses made by the portfolio Minister or senior agency officers at major functions in support of the access regulation function. (Date range: 1995 –) <i>[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS – Addresses.]</i>	Retain as national archives
5972	Final versions of other address delivered in support of the access regulation function. (Date range: 1995 –)	Destroy 5 years after last presentation
5973	Working papers documenting the development of address supporting the access regulation function. (Date range: 1995 –)	Destroy when reference ceases

ACCESS REGULATION

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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 legal advice, use LEGAL SERVICES – Advice.

Entry	Description of Records	Disposal Action
5974	Records documenting advice to complainants on civil and private legal action. (Date range: 1995 –)	Destroy 10 years after action completed
5975	Records documenting the receipt and provision of other advice on access regulation issues. (Date range: 1995 –)	Destroy 10 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
5976	Final version of agreements relating to the access regulation function and supporting documentation. (Date range: 1995 –)	Destroy 10 years after expiry or other termination of agreement
5977	Records documenting the negotiations, establishment, maintenance and review of agreements. (Date range: 1995 –)	Destroy 10 years after expiry or other termination of agreement

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Appeals Briefings

The activities involved in preparing briefings, in response to appeals lodged with a higher authority, against a decision made by the commission.

Entry	Description of Records	Disposal Action
5978	Records documenting appeal briefings prepared to support cases before a higher authority against a decision or order where the agency is a major participant in negotiations where precedents are set. (Date range: 1995 –)	Retain as national archives
5979	Records documenting appeal briefings prepared to support cases before a higher authority against a decision or order where the agency is a major participant in negotiations and which do not set precedents. (Date range: 1995 –)	Destroy 15 years after action completed
5980	Records documenting briefings where the commission has had little or no input into the negotiations. (Date range: 1995 –)	Destroy when reference ceases

Arbitration Proceedings

The activities of organising and conducting hearings for the resolution of access disputes between parties.

Entry	Description of Records	Disposal Action
5981	Records documenting proceedings that become part of a public register. Includes the seeking of expert advice, directions not to divulge information, findings and recommendations. Also includes decisions to terminate a hearing. (Date range: 1995 –)	Retain permanently in agency
5982	Records documenting the proceedings that do not become part of a public register. Includes the seeking of expert advice, directions not to divulge information, findings and recommendations. Also includes decisions to terminate a hearing. (Date range: 1995 –)	Destroy 15 years after last action
5983	Records detailing the apportioning and recovery of costs associated with the conduct of arbitration proceedings. (Date range: 1995 –)	Destroy 7 years after last action

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Arbitration Proceedings – Continued

The activities of organising and conducting hearings for the resolution of access disputes between parties.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5984	Records documenting arrangements for the proceedings. Includes notification of dispute, constitution of the commission, arrangements for proceedings and requests for the acquisition of documents and evidence. Also includes arrangements for both public and private proceedings. (Date range: 1995 –)	Destroy 5 years after last action

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5985	Final internal and external audit reports relating to the access regulation function. (Date range: 1995 –)	Destroy 5 years after action completed
5986	Records documenting the planning and conduct of internal and external audits relating to the access regulation function. (Date range: 1995 –)	Destroy 5 years after action completed

ACCESS REGULATION

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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, agendas etc.

Entry	Description of Records	Disposal Action
5987	Records of high-level inter-government or inter-agency committees supporting the access regulation function, where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1995 –)	Retain as national archives
5988	Records of high-level internal committees supporting the access regulation function. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1995 –)	Retain as national archives
5989	Records of external inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: <ul style="list-style-type: none">• documents establishing the committee• minutes• recommendations• supporting documents such as briefing papers and discussion papers (Date range: 1995 –)	Destroy 10 years after action completed
5990	Working papers documenting the administrative arrangements made for the conduct of external high-level committees. (Date range: 1995 –)	Destroy 5 years after action completed
5991	Records of other (ie not high-level) internal agency committees formed to consider matters relating to the access regulation function. (Date range: 1995 –)	Destroy 3 years after action completed

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Committees – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5992	Working papers documenting administrative arrangements made for the conduct of external inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and only plays a minor role. (Date range: 1995 –)	Destroy 2 years after action completed
5993	Working papers documenting the conduct and administration of internal committees formed to consider matters relating to the access regulation function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1995 –)	Destroy when reference ceases

Complaints, Information and Inquiries

The activity of handling information received through complaints, alerts or inquiries in relation to business practices that may result in breaches of trade practices legislation. Includes receiving, recording and assessing the information and making decisions regarding further actions as appropriate.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5995	Records documenting complaints that require enforcement action. (Date range: 1995 –)	Destroy 15 years after action completed
5996	Records documenting complaints that do not result in enforcement action. (Date range: 1995 –)	Destroy 6 years after action completed

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Compliance Monitoring

The activity of ensuring by administrative processes, that the business sector is complying with all its competition and consumer obligations under trade practices legislation. Includes compliance with product standards.

Entry	Description of Records	Disposal Action
5997	Records documenting the findings of compliance monitoring resulting in enforcement action. Includes: <ul style="list-style-type: none">• working papers• reports• recommendations and referrals for further action (Date range: 1995 –)	Destroy 15 years after issue finalised
5998	Records documenting the findings of compliance monitoring that do not require enforcement action. Includes: <ul style="list-style-type: none">• working papers• reports• recommendations and referrals for further action (Date range: 1995 –)	Destroy 5 years after issue finalised

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 conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for a resolution, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

Entry	Description of Records	Disposal Action
5999	Records documenting arrangements for agency conferences including program development, arranging speakers, promotion, managing registrations and venue bookings. Includes reports. (Date range: 1995 –)	Destroy 3 years after action completed
6000	Unpublished proceedings, reports, speeches and papers. (Date range: 1995 –)	Destroy when reference ceases
6001	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range: 1995 –)	Destroy when reference ceases

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Conferencing

The activities involved in arranging formal conferences, in compliance with trade practices requirements, to allow interested parties to put their case on a matter that is before the commission for resolution. Includes, for example, a conference held before the Commission revokes a notification or a conference relating to unsafe and banned goods.

For arranging or attending a regular conference, use COMPETITION AND CONSUMER PROTECTION – Conferences.

Entry	Description of Records	Disposal Action
6002	Records documenting outcome and directions resulting from the conference that become part of the public register. (Date range: 1997 –)	Retain as national archives
6003	Records documenting outcome and directions resulting from the conference that do not become part of the public register. (Date range: 1997 –)	Destroy 15 years after last action
6004	Records documenting directions requiring parties to attend conference. (Date range: 1997 –)	Destroy 2 years after last action
6005	Records documenting the conference proceedings. Includes working papers and supporting documentation. (Date range: 1997 –)	Destroy 2 years after last action

Consultation

The activity of seeking stakeholders' views including requesting formal submissions. Includes the holding of public inquiries, for example those held in relation to a declared service under the telecommunications legislation.

For consultation relating to arbitration, use ACCESS REGULATION – Arbitration Proceedings.

Entry	Description of Records	Disposal Action
6006	Reports and recommendations resulting from the consultation process. (Date range: 1995 –)	Destroy 10 years after last action
6007	Records documenting the consultation process. Includes promotion and distribution of proposals for comment, and responses to submissions received. (Date range: 1995 –)	Destroy 5 years after last action
6008	Submissions relating to access regulation received in response to consultation process. Includes records documenting oral input from public forums. (Date range: 1995 –)	Destroy 5 years after last action

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Contract Registration

The activity of receiving and considering for registration contracts and agreements for access to declared services. Includes deregistration.

Entry	Description of Records	Disposal Action
6009	Public register of contracts. Includes any supporting documentation that becomes part of the public register. (Date range: 1995 –)	Retain permanently in agency
6010	Other records (ie those that do not form part of the public register) documenting the processes involved in assessment of contracts including the receipt of applications, decision not to register and publication of decision. (Date range: 1995 –)	Destroy 5 years after last action

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
6011	Records documenting contract management relating to the access regulation function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports (Date range: 1995 –)	Destroy 7 years after completion or other termination of contract

Declared Services

The activity of asserting by written instrument, that a specified eligible service is a declared service under the provisions of the trade practices legislation. Includes declaring services in relation to telecommunications and airports.

For consultation with stakeholders, use ACCESS REGULATION – Consultation.

Entry	Description of Records	Disposal Action
6012	Public register of declared services, including declarations no longer in use. (Date range: 1995 –)	Retain as national archives
6013	Records documenting agency processes involved in the declaring of a service. Includes: <ul style="list-style-type: none">• working papers• proposals• records documenting assessments and authorisations (Date range: 1995 –)	Destroy 15 years after last action

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Evaluation

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

Entry	Description of Records	Disposal Action
6014	Records documenting the evaluation and ongoing monitoring of access regulation programs and services. (Date range: 1995 –)	Destroy 5 years after action completed

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
6015	Records documenting liaison activities undertaken with professional organisations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range: 1995 –)	Destroy 3 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
6016	Final version of minutes and supporting documents tabled at meetings relating to the access regulation function. Includes meetings with external agencies. (Date range: 1995 –)	Destroy 3 years after action completed
6017	Working papers documenting the conduct and administration of meetings held to support the access regulation function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1995 –)	Destroy when reference ceases

ACCESS REGULATION

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Negotiation Directions

The activities involved in providing negotiation directions to parties involved in access negotiation activities.

Entry	Description of Records	Disposal Action
6018	Negotiation directions and records documenting the processes involved in making negotiation directions. Includes: <ul style="list-style-type: none">• requests• assessments• formulation of guidelines (Date range: 1999 –)	Destroy 5 years after action completed

Planning

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

Entry	Description of Records	Disposal Action
6019	Final version of agency wide access regulation plans. (Date range: 1995 –)	Destroy 5 years after plan is superseded
6020	Final version of a section or business unit's plans relating to the access regulation function, including state, regional and overseas offices. (Date range: 1995 –)	Destroy 3 years after plan is superseded
6021	Working papers used to develop all access regulation plans. Includes: <ul style="list-style-type: none">• draft plans• reports analysing issues• comments received from other areas of the agency (Date range: 1995 –)	Destroy 1 year after adoption of the final plan

ACCESS REGULATION

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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
6022	Records documenting the development, establishment and precedents of national level access regulation policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents• national policy statements (Date range: 1995 –)	Retain as national archives
6023	Records documenting the development and establishment of operating policies supporting the access regulation function. (Date range: 1995 –)	Destroy 5 years after policy is superseded
6024	Working papers and comments relating to the development of all access regulation policies. (Date range: 1995 –)	Destroy 3 years after promulgation of the new policy

Procedures

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

Entry	Description of Records	Disposal Action
6025	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the access regulation function. (Date range: 1995 –)	Destroy when procedures are superseded
6026	Records documenting the development of agency procedures supporting the access regulation function. (Date range: 1995 –)	Destroy 1 year after production of procedures

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

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
6027	Final version of internal formal reports and reports made to external agencies relating to the access regulation function. (Date range: 1995 –)	Destroy 5 years after action completed
6028	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the access regulation function. Includes the collection and reporting of statistical information. (Date range: 1995 –)	Destroy 3 years after action completed
6029	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1995 –)	Destroy when reference ceases

Research

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

Entry	Description of Records	Disposal Action
6030	Records documenting detailed research carried out to support the access regulation function. (Date range: 1995 –)	Destroy 5 years after action completed
6031	Records documenting routine research carried out to support the access regulation function. (Date range: 1995 –)	Destroy when reference ceases
6032	Draft comments and working papers documenting research carried out to support the access regulation function. (Date range: 1995 –)	Destroy when reference ceases

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Reviewing

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

Entry	Description of Records	Disposal Action
6033	Records documenting a review of agency programs and operations supporting the access regulation function. Includes: <ul style="list-style-type: none">• documents establishing reviews• final reports• action plans (Date range: 1995 –)	Destroy 5 years after action completed
6034	Working papers documenting a review of agency programs and operations supporting the access regulation function. (Date range: 1995 –)	Destroy 2 years after last action completed

Risk Management

The process involving the 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
6035	Records documenting risk management relating to the access regulation function. Includes: <ul style="list-style-type: none">• documentation covering each stage of the process• treatment schedules• action plans (Date range: 1995 –)	Destroy 7 years after next risk assessment
6036	Risk register relating to the access regulation function. (Date range: 1995 –)	Destroy 7 years after next risk assessment

Standards Setting

The activity of setting standards, rules and guidelines applicable to the business community. Includes the development and notification of recordkeeping rules. Includes participating in a standards committee established by another body such as Standards Australia and commenting on codes developed by industry and standards associations. Also includes revision of, or participation in revision of, existing standards.

Entry	Description of Records	Disposal Action
6037	Records documenting the development, review and distribution of industry and agency standards to support the access regulation function. (Date range: 1995 –)	Destroy 7 years after standard superseded

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Standards Setting – Continued

The activity of setting standards, rules and guidelines applicable to the business community. Includes the development and notification of recordkeeping rules. Includes participating in a standards committee established by another body such as Standards Australia and commenting on codes developed by industry and standards associations. Also includes revision of, or participation in revision of, existing standards.

Entry	Description of Records	Disposal Action
6038	Records documenting directions to an external agency for the development of standards. (Date range: 1995 –)	Destroy 7 years after last action

Submissions

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

Entry	Description of Records	Disposal Action
6039	Records documenting the preparation of agency submissions. (Date range: 1995 –)	Destroy 3 years after action completed

Tendering

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

Entry	Description of Records	Disposal Action
6040	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposal• expressions of interest• request for tender• draft contracts (Date range: 1995 –)	Destroy 7 years after tender process completed
6041	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices (Date range: 1995 –)	Destroy 7 years after tender process completed

ACCESS REGULATION

The function of ensuring that businesses have access to the services of essential infrastructure facilities including gas pipelines, electricity transmission wires, rail tracks and some airport facilities. Includes developing access codes and responding to appeals lodged to a higher authority. Also includes participation in various consultative groups, advising on access principles, seeking of public submissions, assessing and accepting undertakings, and making determinations.

Tendering – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6042	Records documenting post-offer negotiations and due diligence checks. (Date range: 1995 –)	Destroy 7 years after tender process completed
6043	Tender register. (Date range: 1995 –)	Destroy 7 years after last entry
6044	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1995 –)	Destroy 7 years after completion or other termination of contract
6045	Contract register. (Date range: 1995 –)	Destroy 7 years after last entry
6046	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1995 –)	Destroy 2 years after tender process completed or decision is made not to continue with tender

Undertakings

The activity of handling undertakings made by providers of goods and services. Includes authorising and registering undertakings. Also includes the assessment of terms and conditions, authorisations, withdrawals of undertakings and variations to terms and conditions.

For undertakings resulting in litigation, use INVESTIGATIONS AND LEGAL ENFORCEMENT.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6047	Public register of undertakings. (Date range: 1995 –)	Retain as national archives
6048	Other records, which do not form part of the public register, documenting the assessment and negotiation of undertakings. (Date range: 1995 –)	Destroy 15 years after action completed

COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretariat services to the commission.

Agreements

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

Entry	Description of Records	Disposal Action
6049	Master version of individual contracts for employment of members of the commission. (Date range: 1965 –)	Destroy 75 years after date of birth of member or 7 years after last action, whichever is the later
6050	Records documenting the negotiations, establishment, maintenance and review of other agreements. (Date range: 1965 –)	Destroy 10 years after expiry or other termination of agreement
6051	Final versions of other agreements. (Date range: 1965 –)	Destroy 7 years after expiry or other termination of agreement

Allowances for Commissioners

The activities involved in arranging and managing money, in addition to salaries, paid to cover expenses incurred in carrying out the business of the commission. Includes arrangements for allowances for the chairman, commissioners and associate commissioners.

Entry	Description of Records	Disposal Action
6052	Records documenting arrangements for payment of allowances for the chairman, commissioners and associate commissioners. (Date range: 1965 –)	Destroy 7 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
6053	Records documenting delegations of powers to members or agency staff to authorise administrative action. Includes instrument of delegation. (Date range: 1965 –)	Destroy 7 years after delegation superseded
6054	Records documenting authorisations for administrative actions. Includes signed document giving authorisation. (Date range: 1965 –)	Destroy 7 years after authorisation superseded

COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretariat services to the commission.

Commission Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of people appointed by the commission as official representatives of the commission.

Entry	Description of Records	Disposal Action
6055	Records documenting the nomination, appointment and resignation from and/or termination of commission representatives. (Date range: 1965 –)	Destroy 5 years after last action

Commissioner Appointments

The activities involved in the formal appointment of the chairman, commissioners and associate members. Includes terms and conditions of appointment.

Entry	Description of Records	Disposal Action
6056	Master copies of the Governor-General's instrument of appointment of the chairman. (Date range: 1965 –)	Retain as national archives
6057	Master copy of instrument of appointment of commissioners. (Date range: 1965 –)	Destroy 75 years after date of birth of the commissioner or 7 years after last action, whichever is the later
6058	Master copy of instrument of appointment of associate members. (Date range: 1965 –)	Destroy 75 years after date of birth of the associate member or 7 years after last action, whichever is the later

Disclosures

The activity of disclosure of pecuniary interests that could conflict with the proper performance of duties.

Entry	Description of Records	Disposal Action
6059	Records documenting pecuniary interests of the chairman. (Date range: 1965 –)	Destroy 7 years after retirement or other separation of chairman
6060	Records documenting disclosures of other commissioners and associate members. (Date range: 1965 –)	Destroy 7 years after retirement or other separation of the commissioner or associate member

COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretariat services to the commission.

Leave Arrangements

The activities involved in authorising and administering leave for members of the commission. Includes arrangements for recreation leave and leave of absence.

Entry	Description of Records	Disposal Action
6061	Consolidated leave history records of the chairman and members of the commission. Includes all records required for the calculation of entitlements for superannuation and long service leave. (Date range: 1965 –)	Destroy 75 years after date of birth of chairman or member or 7 years after last action whichever is the later
6062	Records documenting entitlements and approvals for leave for the chairman and members of the commission. (Date range: 1965 –)	Destroy 7 years after last action

Remuneration for Commissioners

The activity of managing the payment of salaries to members of the commission.

Entry	Description of Records	Disposal Action
6063	Records documenting arrangements for payment of remuneration entitlements for commissioners. (Date range: 1965 –) <i>[For records documenting payments, use FINANCIAL MANAGEMENT.]</i>	Destroy 75 years after date of birth of chairman or member or 7 years after last action whichever is the later
6064	Records documenting superannuation deductions. (Date range: 1965 –)	Destroy 75 years after date of birth of member or 7 years after last action whichever is the later
6065	Records documenting special salary packaging arrangements. Includes fringe benefit tax arrangements. (Date range: 1965 –)	Destroy 7 years after action completed

COMMISSION ADMINISTRATION

The function of managing the appointments and ongoing personnel arrangements of commissioners, including the chairman and associate members of the commission. Includes salaries and leave arrangements, travel arrangements and allowances and all separation arrangements. Also includes secretariat services to the commission.

Secretariat Services

The activities involved in providing administrative services to the commission. Includes meeting arrangements, agenda, papers and minutes, travel arrangements, etc.

Entry	Description of Records	Disposal Action
6066	Records documenting commission meetings. Includes: <ul style="list-style-type: none">• final version of agenda• minutes• reports and recommendations• supporting documents such as briefing papers (Date range: 1965 –)	Retain as national archives
6067	Records documenting administrative arrangements for the holding of commission meetings. (Date range: 1965 –)	Destroy 2 years after action completed

Separations

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

Entry	Description of Records	Disposal Action
6068	Records documenting separations of the chairman and members of the commission. (Date range: 1965 –)	Destroy 75 years after date of birth of chairman or member or 7 years after last action whichever is the later

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Advice

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

For legal advice, use *LEGAL SERVICES – Advice*.

Entry	Description of Records	Disposal Action
6069	Records documenting advice to complainants on civil or private legal action. (Date range: 1965 –)	Destroy 10 years after action completed
6070	Records documenting the receipt and provision of other advice provided in relation to the competition and consumer protection function. (Date range: 1965 –)	Destroy 10 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
6071	Final version of agreements relating to the competition and consumer protection function and supporting documents. (Date range: 1965 –)	Destroy 10 years after expiry or other termination of agreement
6072	Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1965 –)	Destroy 10 years after expiry or other termination of agreement

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Appeals Briefings

The activities involved in preparing briefings, in response to appeals lodged with a higher authority, against a decision made by the commission.

Entry	Description of Records	Disposal Action
6073	Records documenting briefings prepared for appeals made to the central arbitration or determining body against a decision or an order where the agency is a major participant in negotiations. (Date range: 1965 –)	Retain as national archives
6074	Records documenting briefings for appeals against a decision or an order where the agency had little or no input to the decision. (Date range: 1965 –)	Destroy 2 years after action completed

Applications for Authorisations

The activities involved in processing applications for authorisations that provide immunity from action for being in breach of trade practices legislation. Includes the making of determinations for authorisations, revocations and substitutions. Also includes processing of exemption orders in relation to anti-competitive conduct.

For conferences relating to determining applications for authorisation, use *COMPETITION AND CONSUMER PROTECTION – Conferencing*.

Entry	Description of Records	Disposal Action
6079	Register for applications for authorisation including minor variations and substitutions. Includes: <ul style="list-style-type: none">• applications or proposals draft• determinations• summary of reasons• records of conferences and any related certificates• record of oral submissions• determination and statement of reasons• advice to applicant (Date range: 1974 –)	Retain as national archives
6081	Register of exemption orders. (Date range: 1974 –)	Retain as national archives
6083	Working papers relating to the processing of authorisations and exemption orders. (Date range: 1974 –)	Destroy 15 years after action completed

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

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
6075	Final internal and external audit reports relating to the competition and consumer protection function. (Date range: 1965 –)	Destroy 5 years after action completed
6076	Records documenting the planning and conduct of internal and external audits relating to the competition and consumer protection function. (Date range: 1965 –)	Destroy 5 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
6077	Records documenting delegations of powers to a member of the commission or to agency staff to authorise administrative action relating to the competition and consumer protection function. Includes instrument of delegation. (Date range: 1965 –)	Destroy 7 years after delegation superseded or expired
6078	Records documenting authorisations for administrative actions relating to the competition and consumer protection function. Includes signed document giving authorisation. (Date range: 1965 –)	Destroy 7 years after authorisation superseded or expired

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Certification Trade Marks

The activities involved in processing applications for the approval of certification trade marks, and the processing of applications for their use under the provisions of trade mark legislation.

Entry	Description of Records	Disposal Action
6084	Records documenting the approval and registration of certification trademarks. Includes rules governing the use of certification trade marks, and amendments to the rules. (Date range: 1995 –)	Destroy 5 years after deregistration of certification trade mark
6085	Records documenting the assignment of certification trademarks. (Date range: 1995 –)	Destroy 5 years after termination of approved use of certification trade mark

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, agendas etc.

Entry	Description of Records	Disposal Action
6086	Records of high-level inter-government or inter-agency committees where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1965 –)	Retain as national archives
6087	Records of high-level internal committees supporting the competition and consumer function. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1965 –)	Retain as national archives

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Committees – Continued

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

Entry	Description of Records	Disposal Action
6088	Records of other (ie not high-level), inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: <ul style="list-style-type: none">• documents establishing the committee• minutes• recommendations• supporting documents such as briefing papers and discussion papers (Date range: 1965 –)	Destroy 10 years after action completed
6089	Working papers documenting the administrative arrangements made for the conduct of high-level inter-government or inter-agency committees. (Date range: 1965 –)	Destroy 5 years after action completed
6090	Records of other (ie not high-level) internal agency committees formed to consider matters relating to the competition and consumer protection function. (Date range: 1965 –)	Destroy 3 years after action completed
6091	Working papers documenting administrative arrangements made for the conduct of other (ie not high-level), inter-governmental and inter-agency committees. (Date range: 1965 –)	Destroy 2 years after action completed
6092	Working papers documenting the conduct and administration of internal committees formed to consider matters relating to the competition and consumer protection function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1965 –)	Destroy when reference ceases

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Complaints, Information and Inquiries

The activity of handling information received through complaints, alerts or inquiries in relation to business practices that may result in breaches of trade practices legislation. Includes receiving, recording and assessing the information received and making decisions regarding further action as appropriate.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6093	Records documenting complaints that require enforcement action, including monitoring and surveillance resulting in enforcement. (Date range: 1965 –)	Destroy 15 years after action completed
6094	Records documenting complaints that do not result in enforcement action. (Date range: 1965 –)	Destroy 6 years after action completed

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6095	Records documenting agency compliance with mandatory or optional standards or statutory requirements relating to the competition and consumer protection function. (Date range: 1965 –)	Destroy 7 years after action completed

Compliance Monitoring

The activity of ensuring by administrative processes, that the business sector is complying with all its competition and consumer obligations under trade practices legislation. Includes compliance with product standards.

For monitoring of prices, use *COMPETITION AND CONSUMER PROTECTION – Monitoring and Surveillance*.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6096	Final reports of compliance monitoring resulting in enforcement or litigation. Includes recommendations for further action. (Date range: 1965 –)	Destroy 15 years after last action
6097	Final reports of compliance monitoring not resulting in enforcement or litigation. (Date range: 1965 –)	Destroy 6 years after last action

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Compliance Monitoring – Continued

The activity of ensuring by administrative processes, that the business sector is complying with all its competition and consumer obligations under trade practices legislation. Includes compliance with product standards.

For monitoring of prices, use *COMPETITION AND CONSUMER PROTECTION – Monitoring and Surveillance*.

Entry	Description of Records	Disposal Action
6098	Working papers and copies of reports relating to compliance monitoring activities. (Date range: 1965 –)	Destroy 5 years after last action

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 those conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for resolution, use *COMPETITION AND CONSUMER PROTECTION – Conferencing*.

Entry	Description of Records	Disposal Action
6099	Records documenting arrangements for agency conferences including program development, arranging speakers, promotion, managing registrations and venue bookings. Includes reports. (Date range: 1965 –)	Destroy 3 years after action completed
6100	Unpublished proceedings, reports, speeches and papers. (Date range: 1965 –) [For the publication of proceedings use <i>PUBLICATION</i> .]	Destroy when reference ceases
6101	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range: 1965 –)	Destroy when reference ceases

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Conferencing

The activities involved in arranging formal conferences, in compliance with trade practices requirements, to allow interested parties to put their case on a matter that is before the commission for resolution. Includes, for example, a conference held before the commission revokes a notification or a conference relating to unsafe and banned goods.

For arranging or attending a regular conference, use *COMPETITION AND CONSUMER PROTECTION – Conferences*.

Entry	Description of Records	Disposal Action
6102	Records documenting conferences that form part of a public register. (Date range: 1974 –)	Retain as national archives
6103	Records documenting conferences that do not form part of a public register. (Date range: 1974 –)	Destroy 15 years after last action

Consultation

The activity of seeking stakeholders' views including requesting formal submissions. Includes the holding of public inquiries, for example those held in relation to a declared service under the telecommunications legislation.

For consultation relating to arbitration, use *ACCESS REGULATIONS – Arbitration Proceedings*.

Entry	Description of Records	Disposal Action
6104	Reports and recommendations resulting from the consultation process. (Date range: 1965 –)	Destroy 10 years after last action
6105	Records documenting the consultation process. Includes promotion and distribution of proposals for comment, and responses to submissions received. (Date range: 1965 –)	Destroy 5 years after last action
6106	Submissions relating to competition and consumer protection, received in response to consultation process. Includes records documenting oral input from public forums. (Date range: 1965 –)	Destroy 5 years after last action

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

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
6107	Records documenting contract management relating to the competition and consumer protection function. Includes minutes of meetings with main stakeholders, and performance evaluation reports. (Date range: 1965 –)	Destroy 7 years after completion or other termination of contract

Evaluation

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

Entry	Description of Records	Disposal Action
6108	Records documenting the evaluation and ongoing monitoring of competition and consumer protection programs and services. (Date range: 1965 –)	Destroy 5 years after action completed

Issuing Notices

The activity of issuing notices in relation to possible or perceived breaches of trade practices legislation. Includes anti-competitive conduct and advisory notices and price exploitation notices. Also includes varying and revocation of notices.

Entry	Description of Records	Disposal Action
6109	Records documenting the assessment of issues relating to anti-competitive conduct and the issuing of competition notices that form part of a public register. Includes: <ul style="list-style-type: none">• issuing of notices• variations• revoking of notices (Date range: 1997 –)	Retain as national archives
6110	Records documenting the assessment of issues relating to anti-competitive conduct and the issuing of competition notices that do not form part of a public register. Includes: <ul style="list-style-type: none">• issuing of notices• variations• revoking of notices (Date range: 1997 –)	Destroy 2 years after matter finalised

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

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
6111	Records documenting liaison activities undertaken with professional organisations, private sector organisations and community groups. Includes collaboration on projects and exchange of information. (Date range: 1965 –)	Destroy 3 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
6112	Final version of minutes and supporting documents tabled at meetings to support the competition and consumer protection function. Includes meetings with external agencies. (Date range: 1965 –)	Destroy 3 years after action completed
6113	Working papers documenting the conduct and administration of meetings held to support the competition and consumer protection function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1965 –)	Destroy when reference ceases

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Mergers

The activities involved in handling merger matters (including joint ventures) arising from agency monitoring of industry or by referrals to the agency. Includes the assessment of proposals to ensure that organisations comply with the trade practices legislation, policy and standards, and the issuing of authorisations.

For undertakings made as a result of merger investigations, use *COMPETITION AND CONSUMER PROTECTION – Undertakings*.

Entry	Description of Records	Disposal Action
6114	Records documenting mergers, which generate litigation, legislative or regulatory amendment or significant public controversy or interest. (Date range: 1974 –)	Retain as national archives
6115	Public register of mergers and acquisitions. (Date range: 1974 –)	Retain as national archives
6116	Records documenting mergers investigated and not permitted to proceed as a result of adverse findings, which do not generate litigation, legislative or regulatory amendment or significant public controversy or interest. (Date range: 1974 –)	Destroy 20 years after action completed
6117	Records documenting mergers investigated and permitted to proceed or to proceed with conditions, which do not generate litigation, legislative or regulatory amendment or significant public controversy or interest. (Date range: 1974 –)	Destroy 15 years after action completed
6118	Records documenting other mergers which do not precede or where the outcome is unknown. (Date range: 1974 –)	Destroy 10 years after action completed

Monitoring and Surveillance

The activity of examining the prices of selected goods and services. Includes national price surveys, public compliance commitments and price index statistical series.

Entry	Description of Records	Disposal Action
6119	Records documenting the monitoring of prices in cases that proceed to a public inquiry. (Date range: 1974 –)	Retain permanently in agency
6120	Records documenting the monitoring of prices in cases that do not proceed to a public inquiry. (Date range: 1974 –)	Destroy 10 years after action completed

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Notifications

The activities involved in processing notifications that provide immunity from action for being in breach of trade practices legislation. Includes the making of decisions for notifications, revocations and substitutions.

Entry	Description of Records	Disposal Action
6080	Register of notifications of ongoing or long-term arrangements, ie for longer than one year. Includes: <ul style="list-style-type: none">• notices and documents given to the commission (including notices relating to voluntary industry codes)• notices given by the commission (including drafts and summaries)• records of conferences• records of oral submissions made to the commission• particulars of permits and recommendations made by the commission• advice to applicant (Date range: 1974 –)	Retain as national archives
6082	Register of notifications of short-term arrangements, ie for less than one year. Includes: <ul style="list-style-type: none">• notices and documents given to the commission (including notices relating to voluntary industry codes)• notices given by the commission (including drafts and summaries)• records of conferences• records of oral submissions made to the commission• particulars of permits and recommendations made by the commission• advice to applicant (Date range: 1974 –)	Retain permanently in agency
6365	Working papers relating to the processing of notifications. (Date range: 1974 –)	Destroy 15 years after action completed

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

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
6121	Final version of agency wide competition and consumer protection plans. (Date range: 1965 –)	Destroy 5 years after plan is superseded
6122	Final version of a section or business unit's plans relating to the competition and consumer protection function, including state, regional and overseas offices. (Date range: 1965 –)	Destroy 3 years after plan is superseded
6123	Working papers used to develop all competition and consumer protection plans. Includes: <ul style="list-style-type: none">• draft plans• reports analysing issues• comments received from other areas of the agency (Date range: 1965 –)	Destroy 1 year after adoption of final plan

Policy

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

Entry	Description of Records	Disposal Action
6124	Records documenting the development, establishment and precedents of national level competition and consumer protection policies. Includes: <ul style="list-style-type: none">• policy proposals• research• results of consultations• supporting reports• major drafts• final policy documents• national policy statements (Date range: 1965 –)	Retain as national archives
6125	Records documenting the development and establishment of internal operating policies supporting the competition and consumer protection function. (Date range: 1965 –)	Destroy 5 years after policy superseded
6366	Working papers and comments relating to the development of all competition and consumer protection policies. (Date range: 1965 –)	Destroy 3 years after promulgation of the new policy

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Procedures

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

Entry	Description of Records	Disposal Action
6126	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the competition and consumer protection function. (Date range: 1965 –)	Destroy when procedures are superseded
6127	Records documenting the development of agency procedures supporting the competition and consumer protection function. (Date range: 1965 –)	Destroy 1 year after production of procedures

Product Safety Registration

The activities involved in registering details relating to unsafe goods and compulsory recall orders and notifications made to the Minister.

For conferences to allow interested parties to put their case, use *COMPETITION AND CONSUMER PROTECTION – Conferencing*.

For testing of goods against standards, use *COMPETITION AND CONSUMER PROTECTION – Compliance Monitoring*.

Entry	Description of Records	Disposal Action
6128	Public register documenting unsafe goods and compulsory recall orders and notifications made to the Minister. (Date range: 1986 –)	Retain as national archives
6129	Records documenting recommendations on unsafe goods and recall orders and notifications made to the Minister and not placed on the public register. (Date range: 1986 –)	Destroy 15 years after action completed

Referral

The activities involved in the referring of a complaint or other matter to another officer or branch or to another agency, for action.

Entry	Description of Records	Disposal Action
6130	Records documenting the referral of complaints or information and inquiries to another branch or agency. (Date range: 1965 –)	Destroy when reference ceases

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

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
6131	Final versions of internal formal reports and reports made to external agencies relating to the competition and consumer protection function. (Date range: 1965 –)	Destroy 5 years after action completed
6132	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the competition and consumer protection function. Includes the collection and reporting of statistical information. (Date range: 1965 –)	Destroy 3 years after action completed
6133	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1965 –)	Destroy when reference ceases

Research

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

Entry	Description of Records	Disposal Action
6134	Records documenting detailed research carried out to support the competition and consumer protection function. (Date range: 1974 –)	Destroy 5 years after action completed
6135	Records documenting routine research carried out to support the competition and consumer protection function. (Date range: 1974 –)	Destroy when reference ceases
6136	Draft comments and working papers documenting research carried out to support the competition and consumer protection function. (Date range: 1974 –)	Destroy when reference ceases

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Reviewing

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

Entry	Description of Records	Disposal Action
6137	Records documenting a review of programs and services supporting the competition and consumer protection function. Includes: <ul style="list-style-type: none">• documents establishing reviews• final reports• action plans (Date range: 1965 –)	Destroy 5 years after action completed
6138	Working papers documenting a review of agency programs and operations supporting the competition and consumer protection function. (Date range: 1965 –)	Destroy 2 years after action completed

Risk Management

The process involving the 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
6139	Records documenting risk management relating to the competition and consumer protection function. Includes: <ul style="list-style-type: none">• documentation covering each stage of the process• treatment schedules• action plans (Date range: 1965 –)	Destroy 7 years after next risk assessment
6140	Competition and consumer protection risk register. (Date range: 1965 –)	Destroy 7 years after next risk assessment

Standards Setting

The activity of setting standards, rules and guidelines applicable to the business community. Includes the development and notification of recordkeeping rules. Includes participating in a standards committee established by another body such as Standards Australia and commenting on codes developed by industry and standards associations. Also includes revision of, or participation in revision of, existing standards.

Entry	Description of Records	Disposal Action
6141	Records documenting the development and establishment of industry and agency standards to support the competition and consumer protection function. (Date range: 1986 –)	Destroy 7 years after action completed

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Statutory Directions

The activity of giving directions or consulting with other regulatory authorities on matters relating to trade practices. This is in conformity with the exercise of powers given to the agency under specific industry legislation. Includes revocations and variations to directions.

Entry	Description of Records	Disposal Action
6142	Statutory directions placed on public register. Includes variations. (Date range: 1997 –)	Retain as national archives
6143	Statutory directions not placed on public register. Includes variations. (Date range: 1997 –)	Destroy 15 years after last action
6144	Records documenting the monitoring of requirements of direction. (Date range: 1997 –)	Destroy 15 years after last action

Tariff Filing

The activity of receiving information about service charges in response to a tariff filing direction. Includes, for example, charges information from carriage service providers.

For the issuing of tariff filing directions, use *COMPETITION AND CONSUMER PROTECTION – Statutory Directions*.

Entry	Description of Records	Disposal Action
6145	Records documenting service charges information received in response to a tariff filing direction. Includes reports and recommendations made in response to proposed charges. (Date range: 1997 –)	Retain as national archives

Tendering

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

Entry	Description of Records	Disposal Action
6146	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposal• expressions of interest• request for tender• draft contracts (Date range: 1965 –)	Destroy 7 years after tender process completed

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Tendering – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6147	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices (Date range: 1965 –)	Destroy 7 years after tender process completed
6148	Records documenting post-offer negotiations and due diligence checks. (Date range: 1965 –)	Destroy 7 years after tender process completed
6149	Tender register. (Date range: 1965 –)	Destroy 7 years after last entry
6150	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1965 –)	Destroy 7 years after completion or other termination of contract
6151	Contract register. (Date range: 1965 –)	Destroy 7 years after last entry
6152	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notifications of outcome• reports on debriefing sessions (Date range: 1965 –)	Destroy 2 years after tender process completed or decision is made not to continue with tender

COMPETITION AND CONSUMER PROTECTION

The function of protecting consumers (household and business) from anti-competitive and unfair market practice, by ensuring industry compliance with trade practices legislation and associated state or territory legislation. Includes management of mergers, acquisitions, authorisations and notifications, monitoring of product safety, prices (including price exploitation relating to tax initiatives), and false, misleading or deceptive conduct (including misleading advertising).

For legal actions concerning potential breaches of legislation, use *INVESTIGATION AND LEGAL ENFORCEMENT*.

Undertakings

The activity of handling undertakings made by providers of goods and services. Includes authorising and registering undertakings. Also includes the assessment of terms and conditions, authorisations, withdrawals of undertakings and variations to terms and conditions.

For undertakings resulting in litigation, use *INVESTIGATIONS AND LEGAL ENFORCEMENT*

Entry	Description of Records	Disposal Action
6153	Public register of undertakings. (Date range: 1992 –)	Retain as national archives
6154	Working papers documenting activity relating to the handling of undertakings. (Date range: 1992 –)	Destroy 15 years after action completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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
6155	Final version of addresses made by the Minister or senior agency officers at major functions. (Date range: 1965 –) <i>[For addresses delivered by the Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS – Addresses.]</i>	Retain as national archives
6156	Final versions of other addresses delivered in the routine promotion of the agency's service or products. (Date range: 1965 –)	Destroy 2 years after last presentation
6157	Working papers documenting the development of addresses, including drafts. (Date range: 1965 –)	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 legal advice, use LEGAL SERVICES – Advice.

Entry	Description of Records	Disposal Action
6158	Records documenting the receipt and provision of advice relating to the education and information function. Includes advice relating to standards of goods and services. (Date range: 1965 –)	Destroy 5 years after action completed
6159	Working papers relating to the provision and receipt of advice in relation to the education and information services function. (Date range: 1965 –)	Destroy 2 years after action completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Agreements

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

Entry	Description of Records	Disposal Action
6160	Final version of agreements relating to the education and information services function and supporting documentation. (Date range: 1965 –)	Destroy 10 years after expiry of agreement
6161	Records relating to the negotiations, establishment, maintenance and review of agreements. (Date range: 1965 –)	Destroy 10 years after expiry of agreement

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
6162	Final internal and external audit reports relating to the education and information services function. (Date range: 1965 –)	Destroy 5 years after action completed
6163	Records documenting the planning and conduct of internal and external audits relating to the education and information services 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 and other working papers (Date range: 1965 –)	Destroy 2 years after action completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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, agendas etc.

Entry	Description of Records	Disposal Action
6164	Records of high-level inter-government or inter-agency committees, supporting the education and information services function, where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1965 –)	Retain as national archives
6165	Records of high-level internal committees supporting the education and information services function. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1965 –)	Retain as national archives
6166	Records of external inter-government or inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: <ul style="list-style-type: none">• documents establishing the committee• minutes• recommendations• supporting documents such as briefing papers and discussion papers (Date range: 1965 –)	Destroy 10 years after action completed
6167	Working papers documenting the administrative arrangements made for the conduct of external high-level committees. (Date range: 1965 –)	Destroy 5 years after action completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Committees – Continued

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

Entry	Description of Records	Disposal Action
6168	Records of other (ie not high-level) internal agency committees formed to consider matters relating to the education and information services function. (Date range: 1965 –)	Destroy 3 years after action completed
6169	Working papers documenting administrative arrangements made for the conduct of external inter-governmental and inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. (Date range: 1965 –)	Destroy 2 years after action completed
6170	Working papers documenting the conduct and administration of internal committees formed to consider matters relating to the education and information services function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1965 –)	Destroy when reference ceases

Compliance

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

Entry	Description of Records	Disposal Action
6171	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the education and information services function. (Date range: 1965 –)	Destroy 7 years after action completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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 those conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for a resolution, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

Entry	Description of Records	Disposal Action
6172	Records documenting arrangements for agency conferences relating to the education and information services function. Includes: <ul style="list-style-type: none">• arrangements for speakers• promotion• registrations• venue and catering• evaluation reports (Date range: 1965 –)	Destroy 3 years after action completed
6173	Unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by agency staff. (Date range: 1965 –)	Destroy when reference ceases
6174	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range: 1965 –)	Destroy when reference ceases

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
6175	Records documenting contract management relating to the education and information services function. Includes minutes of meetings with main stakeholders, and performance evaluations. (Date range: 1965 –)	Destroy 7 years after completion or other termination of contract

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

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
6176	Records documenting the evaluation and ongoing monitoring of the education and information services programs and services. Includes surveys. (Date range: 1965 –)	Destroy 5 years after action completed

Information Development

The activities involved in the preparation of educational and information material and programs. Includes development of material for presentation at training sessions and material to be published on the web site.

For the activities involved in preparing material for publication, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
6177	Records document the development of information products. Includes: <ul style="list-style-type: none">• guides to standards and legislative requirements• brochures• documentation prepared for the website (Date range: 1965 –)	Destroy 5 years after action completed

Joint Ventures

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

Entry	Description of Records	Disposal Action
6178	Records documenting the management of joint ventures undertaken to support the education and information services function. (Date range: 1974 –)	Destroy 7 years after termination of arrangement
6179	Final versions of simple signed joint venture agreements, contracts and memorandums of understanding relating to the education and information services function. (Date range: 1974 –)	Destroy 7 years after completion or other termination of contract

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Joint Ventures – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6180	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts. (Date range: 1974 –)	Destroy 7 years after completion or other termination of agreement or contract

Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6181	Records documenting liaison activities undertaken with external bodies such as professional associations, business and community associations. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range: 1965 –)	Destroy 3 years after action completed

Media Relations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6182	Master set of agency media releases relating to the education and information services function. (Date range: 1974 –)	Retain as national archives
6183	Records documenting administrative arrangements with the media. Includes the drafting and issuing of media releases, organising interviews and providing information and assistance to support media coverage of an event or promotion of the agency's services and products. (Date range: 1974 –)	Destroy 2 years after action completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Media Relations – Continued

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

Entry	Description of Records	Disposal Action
6184	Copies of media items specifically relating to the agency's operations. Includes press clippings, transcripts and electronic items. (Date range: 1974 –)	Destroy when reference ceases

Meetings

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

Entry	Description of Records	Disposal Action
6185	Final versions of minutes and supporting documents tabled at meetings held to support the education and information services function. Includes meetings with external agencies. (Date range: 1965 –)	Destroy 3 years after action completed
6186	Working papers documenting the conduct and administration of meetings held to support the education and information services function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1965 –)	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
6187	Final version of agency wide education and information services plans. (Date range: 1965 –)	Destroy 5 years after plan is superseded
6188	Final versions of a section or business unit's plans for programs and services relating to the education and information services. Includes plans for state, regional and overseas offices. (Date range: 1965 –)	Destroy 3 years after plan is superseded

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Planning – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6189	Working papers, comments, drafts etc. documenting the development of plans relating to the education and information services function. Includes: <ul style="list-style-type: none">• draft plans• reports analysing issues• comments received from other areas of the agency (Date range: 1965 –)	Destroy 1 year 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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6190	Records documenting the development, establishment and precedents of national level education and information services policies. Includes: <ul style="list-style-type: none">• policy proposals• research• results of consultations• supporting reports• major drafts• final policy documents• national policy statements (Date range: 1965 –)	Retain as national archives
6191	Records documenting the development and establishment of internal operating policies supporting the education and information services function. (Date range: 1965 –)	Destroy 5 years after policy superseded
6367	Working papers and comments relating to the development of all education and information services policies. (Date range: 1965 –)	Destroy 3 years after promulgation of the new policy

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Procedures

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

Entry	Description of Records	Disposal Action
6192	Master sets of agency manuals, handbooks, directives etc. detailing procedures supporting the education and information services function. (Date range: 1965 –)	Destroy when procedures are superseded
6193	Records documenting the development of procedures supporting the education and information services function. (Date range: 1965 –)	Destroy 1 year after production of procedures

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
6194	Final copies of formal internal reports and reports made to external agencies relating to the education and information services function. (Date range: 1965 –)	Destroy 5 years after action completed
6195	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the education and information services function. Includes cumulative summary reports and work progress reports. (Date range: 1965 –)	Destroy 3 years after action completed
6196	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1965 –)	Destroy 1 year after action completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Research

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

Entry	Description of Records	Disposal Action
6197	Records documenting research carried out to support the education and information services function. Includes research findings. (Date range: 1965 –)	Destroy 5 years after action completed

Reviewing

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

Entry	Description of Records	Disposal Action
6198	Records documenting reviews of programs and operations supporting the education and information services function. Includes: <ul style="list-style-type: none">• documents establishing reviews• final reports• action plans (Date range: 1965 –)	Destroy 5 years after action completed
6199	Other working papers documenting a review of programs and operations supporting the education and information services function. (Date range: 1965 –)	Destroy 2 years after action completed

Tendering

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

Entry	Description of Records	Disposal Action
6200	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposal• expressions of interest• request for tender• draft contracts (Date range: 1965 –)	Destroy 7 years after tender process completed

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Tendering – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6201	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices (Date range: 1965 –)	Destroy 7 years after tender process completed
6202	Records documenting post-offer negotiations and due diligence checks. (Date range: 1965 –)	Destroy 7 years after tender process completed
6203	Tender register. (Date range: 1965 –)	Destroy 7 years after last entry
6204	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1965 –)	Destroy 7 years after completion or other termination of contract
6205	Contract register. (Date range: 1965 –)	Destroy 7 years after last entry
6206	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing session (Date range: 1965 –)	Destroy 2 years after tender process completed or decision is made not to continue with tender

EDUCATION AND INFORMATION SERVICES

The function of providing trade practices information and guidance to the general community and persons engaged in trade or commerce with the purpose of minimising the need for enforcement and litigation. Includes programs and activities to increase the knowledge of rights and obligations under legislation (including the *Trade Practices Act 1974*), programs and activities to increase public understanding of the commission's role, policies, and procedures, as well as promoting public awareness of competition and consumer protection law and utility regulation issues.

Training Presentations

The activities involved in arranging and presenting training sessions, seminars and forums to promote knowledge of roles, responsibilities and rights relating to trade practices.

For the preparation of in-house training material, use EDUCATION AND INFORMATION SERVICES – Information Development.

For the preparation of international training material, use INTERNATIONAL RELATIONS – Training Material Development.

Entry	Description of Records	Disposal Action
6207	Master set of training materials for sessions supporting the agency's roles and responsibilities relating to the education and information services function. Includes: <ul style="list-style-type: none">• programs• lecture notes• hand-outs• films and videos (Date range: 1995 –)	Destroy when course is superseded or when training material is no longer relevant
6208	Records documenting administrative arrangements supporting the presentation of training sessions supporting the education and information services function. (Date range: 1995 –)	Destroy 2 years after action completed
6209	Working papers documenting the development of training material for sessions run by the agency. (Date range: 1995 –)	Destroy 1 year after last action

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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
6210	Final version of addresses made by the Portfolio Minister or senior agency officers at major functions that support the international relations function. (Date range 1965 –) <i>[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS – Addresses.]</i>	Retain as national archives
6211	Final versions of other addresses delivered in support of the international relations function. (Date range 1965 –)	Destroy 5 years after last presentation
6212	Working papers documenting the development of addresses including drafts. (Date range 1965 –)	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 legal advice, use LEGAL SERVICES – Advice.

Entry	Description of Records	Disposal Action
6213	Records documenting the receipt and provision of advice provided in relation to the international relations function. Includes advice provided by consultants. (Date range 1974 –) <i>[For legal interpretations on trade practices legislation, use LEGAL SERVICES – Advice.]</i>	Destroy 5 years after action completed

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Agreements

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

Entry	Description of Records	Disposal Action
6214	Final version of agreements relating to the international relations function. (Date range 1965 –)	Destroy 10 years after expiry of agreement
6215	Records relating to the negotiations, establishment, maintenance and review of agreements. (Date range 1965 –)	Destroy 10 years after expiry of agreement

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
6216	Records documenting delegations of powers to agency staff to authorise administrative action relating to the international relations function. Includes instrument of delegation. (Date range 1965 –)	Destroy 7 years after delegation superseded
6217	Records documenting authorisations for administrative actions relating to the international relations function. Includes signed document giving authorisation. (Date range 1965 –)	Destroy 7 years after authorisation superseded

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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
6218	Records of high-level inter-government or inter-agency committees where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range 1965 –)	Retain as national archives
6219	Records of high-level internal committees supporting the international relations function. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1965 –)	Retain as national archives
6220	Working papers documenting the administrative arrangements made for the conduct of high-level external committees. (Date range 1965 –)	Destroy 7 years after action completed
6221	Records of other external inter-government and inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: <ul style="list-style-type: none">• documents establishing the committee• minutes• recommendations• supporting documents such as briefing and discussion papers (Date range 1965 –)	Destroy 5 years after action completed

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Committees – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6222	Records of other (ie not high-level) internal agency committees formed to consider matters relating to the international relations function. (Date range 1965 –)	Destroy 3 years after action completed
6223	Working papers documenting administrative arrangements made for the conduct of other external inter-government and inter-agency committees. (Date range 1965 –)	Destroy 2 years after action completed
6224	Working papers documenting the conduct and administration of internal committees that consider matters relating to the international relations function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range 1965 –)	Destroy when reference ceases

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6225	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the international relations function. (Date range 1965 –)	Destroy 7 years after action completed

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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 those conferences arranged by the commission to allow interested parties to put their view on a matter before the commission for a resolution, use COMPETITION AND CONSUMER PROTECTION – Conferencing.

Entry	Description of Records	Disposal Action
6226	Unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by staff. (Date range 1965 –)	Destroy 7 years after last action
6227	Records documenting arrangements for agency conferences relating to the international relations function. Includes the arrangements for speakers, promotion, registrations, venue and catering and evaluation reports. (Date range 1965 –)	Destroy 3 years after action completed
6228	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, conference promotion material, published conference proceedings and official reports. Also includes participants' reports. (Date range 1965 –)	Destroy when reference ceases

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
6229	Records documenting contract management relating to international relations. Includes minutes of meetings with main stakeholders, and performance and evaluation reports. (Date range 1965 –)	Destroy 7 years after completion or other termination of contract

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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
6230	Formal evaluation reports of international relations programs and services. (Date range 1974 –)	Destroy 5 years after action completed
6231	Records documenting the evaluation and ongoing monitoring of the international relations programs and services. Includes surveys. (Date range 1974 –)	Destroy 5 years after action completed

Exchange Programs and Internships

The activities involved in exchange programs for the purpose of increasing and sharing technical information, regimes and practices relating to fair-trading and consumer protection.

Entry	Description of Records	Disposal Action
6232	Records documenting the administration of exchange programs and internships. Includes: <ul style="list-style-type: none">• applications for placement• arrangements• monitoring and progress reports• certification of involvement• completion records (Date range 1990 –)	Destroy 10 years after action completed
6233	Records documenting unsuccessful applications. (Date range 1990 –)	Destroy 2 years after action completed

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Joint Ventures

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

Entry	Description of Records	Disposal Action
6234	Records documenting the management of joint ventures undertaken to support the international relations function. (Date range 1965 –)	Destroy 7 years after termination of arrangement
6235	Final versions of signed simple contracts, joint venture agreements and memoranda of understanding, relating to the international relations function. (Date range 1965 –)	Destroy 7 years after completion or other termination of contract etc
6236	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts. (Date range 1965 –)	Destroy 7 years after completion or other termination of agreement or contract

Liaison

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

Entry	Description of Records	Disposal Action
6237	Records documenting liaison activities undertaken with international professional associations and business community associations. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range 1965 –)	Destroy 3 years after action completed

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Meetings

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

Entry	Description of Records	Disposal Action
6238	Final versions of minutes and supporting documents tabled at meetings held to support the international relations function. Includes meetings with external agencies. (Date range 1965 –)	Destroy 3 years after action completed
6239	Working papers documenting the conduct and administration of meetings held to support the international relations function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range 1965 –)	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
6240	Final versions of plans for programs and services relating to the international relations function. (Date range 1965 –)	Destroy 5 years after plan is superseded
6241	Working papers, comments, drafts, etc, documenting the development of plans relating to the international relations function. (Date range 1965 –)	Destroy 1 year after action completed

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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
6242	Records documenting the development and establishment of international relations policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents• national policy statements (Date range 1978 –)	Retain as national archives
6243	Records documenting the development and establishment of operating policies supporting the international relations function. (Date range 1978 –)	Destroy 5 years after policy superseded
6244	Working papers and comments relating to the development of all international relations policies. (Date range 1978 –)	Destroy 3 years after promulgation of new policy

Procedures

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

Entry	Description of Records	Disposal Action
6245	Master sets of agency manuals, handbooks, directives etc. detailing procedures supporting the international relations function. (Date range 1978 –)	Destroy when procedures are superseded
6246	Records documenting the development of the procedures supporting the international relations function. (Date range 1978 –)	Destroy 1 year after production of procedures

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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
6247	Final version of formal internal reports and reports made to external agencies relating to the international relations function. (Date range 1969 –)	Destroy 5 years after action completed
6248	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the international relations function. Includes cumulative summary reports and work progress reports. (Date range 1969 –)	Destroy 3 years after action completed
6249	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range 1969 –)	Destroy 1 year after action completed

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
6250	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in support of the international relations function. (Date range 1974 –)	Destroy 3 years after last action

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Research

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

Entry	Description of Records	Disposal Action
6251	Records documenting detailed research carried out to support the international relations function. (Date range 1974 –)	Destroy 5 years after action completed
6252	Records documenting routine research carried out to support the international relations function. (Date range 1974 –)	Destroy when reference ceases

Reviewing

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

Entry	Description of Records	Disposal Action
6253	Reports documenting reviews of programs and operations supporting the international relations function. Includes: <ul style="list-style-type: none">• documents establishing reviews• final reports• action plans (Date range 1974 –)	Destroy 5 years after action completed
6254	Working papers documenting a review of programs and operations supporting the international relations function. (Date range 1974 –)	Destroy 2 years after action completed

Technical Assistance

The activities associated with providing assistance to economies in transition in the development of competition and consumer protection regimes. Includes assistance with investigations and enforcement matters, capacity building and the establishment of a resources network.

Entry	Description of Records	Disposal Action
6255	Records documenting the provision of technical assistance provided in relation to the international relations function. (Date range 1974 –)	Destroy 5 years after action ceases
6256	Records documenting evaluation of assistance projects, reports and recommendations. (Date range 1974 –)	Destroy 5 years after last action

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Tendering

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

Entry	Description of Records	Disposal Action
6257	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposal• expressions of interest• request for tender• draft contracts (Date range 1965 –)	Destroy 7 years after tender process completed
6258	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices (Date range 1965 –)	Destroy 7 years after tender process completed
6259	Records documenting post-offer negotiations and due diligence checks. (Date range 1965 –)	Destroy 7 years after tender process completed
6260	Tender register. (Date range 1965 –)	Destroy 7 years after last entry
6261	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range 1965 –)	Destroy 7 years after completion or other termination of contract
6262	Contract register. (Date range 1965 –)	Destroy 7 years after last entry
6263	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range 1965 –)	Destroy 2 years after tender process completed or decision is made not to continue with tender

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

Training Material Development

The activities involved in the preparation of training material. Includes hand-out material, cheat sheets, etc.

For presentation of training sessions, use INTERNATIONAL RELATIONS – Training Presentations.

Entry	Description of Records	Disposal Action
6264	Master set of training material for courses run by the agency in support of the international relations function. Includes: <ul style="list-style-type: none">• programs• lecture notes• course material• hand-outs (Date range 1987 –)	Destroy when course is superseded
6265	Working papers documenting development of training material. (Date range 1987 –)	Destroy when reference ceases

Training Presentations

The activities involved in arranging and presenting training sessions, seminars and forums to promote knowledge of roles, responsibilities and rights relating to trade practices.

For the preparation of in-house training material, use EDUCATION AND INFORMATION SERVICES – Information Development.

For the preparation of international training material, use INTERNATIONAL RELATIONS – Training Material Development.

Entry	Description of Records	Disposal Action
6266	Records documenting the administration of specific study schemes. (Date range 1987 –)	Destroy 7 years after action completed
6267	Records documenting assessment of attendees. (Date range 1987 –)	Destroy 7 years after action completed
6268	Records documenting the administration of training programs relating to the international relations function. (Date range 1987 –)	Destroy 5 years after action completed
6269	Records documenting the assessment of training. Includes course evaluations made by attendees. (Date range 1987 –)	Destroy 3 years after action completed
6270	Records documenting arrangements for training. Includes room bookings and catering arrangements. (Date range 1987 –)	Destroy 2 years after last action

INTERNATIONAL RELATIONS

The function of facilitating agreements between countries, liaison and cooperation with international agencies (including Asia-Pacific Economic Cooperation group, World Trade Organization, and the Organisation for Economic Co-operation and Development), technical assistance, training and support in development of legislation, engagement in competition and consumer protection matters, bilateral agreements, international training seminars, consultancies in capacity building, involvement in development of a common set of competition principles and effective competition regimes.

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 services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Entry	Description of Records	Disposal Action
6271	Records documenting arrangements for visits or tours to the agency by international visitors. (Date range 1974 –)	Destroy 5 years after last action
6272	Records documenting visits by staff to international agencies. Includes visit reports. (Date range 1974 –)	Destroy 5 years after last action

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Advice

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

For legal advice, use *LEGAL SERVICES – Advice*.

Entry	Description of Records	Disposal Action
6273	Records documenting the receipt and provision of advice provided in relation to investigation and legal enforcement. (Date range: 1965 –)	Destroy 10 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
6274	Final version of agreements relating to investigation and legal enforcement and supporting documents (Date range: 1965 –)	Destroy 10 years after expiry or other termination of agreement
6275	Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1965 –)	Destroy 10 years after expiry or other termination of agreement

Commission Endorsement

The activities carried out by the appointed commissioners (including associate commissioners), of the application of the trade practices legislation to the business community. Includes assessment and endorsement or rejection of the recommendations of staff papers for action in relation to a matter. Also includes the directing of further research into a matter.

Entry	Description of Records	Disposal Action
6276	Records documenting commission assessment and review of staff papers. Includes: <ul style="list-style-type: none">• endorsement to proceed with recommendation• recommendations for further research and review• direction not to proceed (Date range: 1965 –)	Destroy 7 years after last action

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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, agendas etc.

Entry	Description of Records	Disposal Action
6277	Records of external high-level committees where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1965 –)	Retain as national archives
6278	Records of high-level internal committees supporting the investigation and legal enforcement function. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1965 –)	Retain as national archives
6279	Working papers documenting the administrative arrangements made for the conduct of external high-level committees. (Date range: 1965 –)	Destroy 5 years after action completed
6280	Records of other (ie not high-level) internal agency committees formed to consider matters relating to investigation and legal enforcement function. (Date range: 1965 –)	Destroy 3 years after action completed
6281	Working papers documenting the conduct and administration of internal agency committees formed to consider matters relating to the investigation and legal enforcement function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1965 –)	Destroy when reference ceases

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Complaints, Information and Inquiries

The activity of handling information received through complaints, alerts or inquiries in relation to business practices that may result in breaches of trade practices legislation. Includes receiving, recording and assessing the information and making decisions regarding further actions as appropriate.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6282	Records documenting complaints that require enforcement action. (Date range: 1965 –)	Destroy 15 years after action completed
6283	Records documenting complaints that do not result in enforcement action. (Date range: 1965 –)	Destroy 6 years after last action

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6284	Records documenting agency compliance with mandatory or optional standards or statutory requirements relating to the investigation and legal enforcement function. (Date range: 1965 –)	Destroy 7 years after action completed

Contracting Out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6285	Records documenting contract management relating to the investigation and legal enforcement function. Includes minutes of meetings with main stakeholders, and performance evaluation reports. (Date range: 1974 –)	Destroy 7 years after completion or other termination of contract

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Investigation Hearings

The activities associated with the conduct of hearings in relation to investigations of alleged breaches of trade practices legislation. Includes the giving of evidence either orally or in writing and the providing of documents under the provisions of the trade practices legislation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6286	Records documenting the planning and conduct of investigation hearings, including notification of participants and recording of evidence, that form part of a public register. (Date range: 1974 –)	Retain as national archives
6287	Records documenting reports and recommendations that form part of a public register. (Date range: 1974 –)	Retain as national archives
6288	Records documenting the planning and conduct of investigation hearings, including notification of participants and recording of evidence, that do not form part of a public register. (Date range: 1974 –)	Destroy 10 years after last action
6289	Records documenting reports and recommendations that do not form part of a public register. (Date range: 1974 –)	Destroy 10 years after last action

Investigations (obtaining documentation)

The activities associated with the obtaining of documents relating to investigations into alleged breaches of the trade practices legislation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6290	Records documenting the decision to obtain documentation to support investigations that form part of a public register. Includes drafting and notification of requirements. (Date range: 1965 –)	Retain as national archives
6291	Reports and recommendations resulting from examination of documents that form part of a public register. (Date range: 1965 –)	Retain as national archives
6292	Records documenting the decision to obtain documentation to support investigations that do not form part of a public register. Includes drafting and notification of requirements. (Date range: 1965 –)	Destroy 15 years after last action
6293	Reports and recommendations resulting from examination of documents that do not form part of a public register. (Date range: 1965 –)	Destroy 15 years after last action

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Investigation of Premises

The activities associated with the entering of premises to investigate alleged breaches of the trade practices legislation. Includes the inspection of documents and the obtaining of evidence under the provisions of legislation such as section 155 of the *Trade Practices Act 1974*.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6294	Records documenting the planning and conduct of investigations of premises that form part of a public register. Includes requests and authorisations to carry out investigation and the collection of evidence. (Date range: 1965 –)	Retain as national archives
6295	Reports and recommendations resulting from inspection of premises that form part of a public register. (Date range: 1965 –)	Retain as national archives
6296	Records documenting the planning and conduct of investigations of premises that do not form part of a public register. Includes requests and authorisations to carry out investigation and the collection of evidence. (Date range: 1965 –)	Destroy 15 years after last action
6297	Reports and recommendations resulting from inspection of premises that do not form part of a public register. (Date range: 1965 –)	Destroy 15 years after last action

Legal Assessment

The activities involved in assessing the facts of a matter to determine further action if appropriate.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6298	Records documenting findings and opinions resulting from the legal assessment of a matter that forms part of a public register. (Date range: 1965 –)	Retain as national archives
6299	Records documenting findings and opinions resulting from the legal assessment of a matter that does not form part of a public register. (Date range: 1965 –)	Destroy 15 years after last action

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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
6300	Records documenting liaison activities undertaken with external bodies and organisations such as government, industry and representative bodies in relation to the investigation and legal enforcement function. Includes collaboration on projects, exchange of information and all the activities of a member of the agency. (Date range: 1965 –)	Destroy 5 years after action completed

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General's Department and other agencies; and records documenting compliance with court instructions eg subpoenas and discovery orders.

Entry	Description of Records	Disposal Action
6301	Records documenting briefings and other material prepared for the handling of litigation. (Date range: 1969 –)	Destroy 15 years after last action
6302	Records documenting the administrative handling of litigation activities. Includes: <ul style="list-style-type: none">• selection of legal representation• arrangement of court proceedings• provision of information• preparation of reports and follow-up action (Date range: 1969 –)	Destroy 3 years after last action

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Meetings

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

Entry	Description of Records	Disposal Action
6303	Final version of minutes and supporting documents tabled at meetings to support the investigation and legal enforcement function. Includes meetings with external agencies. (Date range: 1965 –)	Destroy 5 years after action completed
6304	Working papers documenting the conduct and administration of meetings held to support the investigation and legal enforcement function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1965 –)	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
6305	Final version of agency wide investigation and legal enforcement plans. (Date range: 1965 –)	Destroy 5 years after plan is superseded
6306	Final version of a section or business unit's plans relating to the investigation and legal enforcement function, including state, regional and overseas offices (Date range: 1965 –)	Destroy 3 years after plan is superseded
6307	Working papers used to develop all investigation and legal enforcement plans. Includes: <ul style="list-style-type: none">• draft plans• reports analysing issues• comments received from other areas of the agency (Date range: 1965 –)	Destroy 1 year after adoption of final plan

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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
6308	Records documenting the development, establishment and precedents of high-level investigation and legal enforcement policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents• national policy statements (Date range: 1965 –)	Retain as national archives
6309	Records documenting the development and establishment of agency operating policies supporting the investigation and legal enforcement function. (Date range: 1965 –)	Destroy 5 years after policy superseded
6310	Working papers and comments relating to the development of all investigation and legal enforcement policies. (Date range: 1965 –)	Destroy 3 years after promulgation of the new policy

Preparation and Submission of Staff Papers

The activity of seeking and gaining commission approval to proceed with further action. Includes the preparation and submission of staff papers requesting approval to proceed with investigations and litigation.

Entry	Description of Records	Disposal Action
6311	Staff papers submitted to commission meetings for discussion or approval. Includes: <ul style="list-style-type: none">• results of investigations• recommended action• approval to submit (Date range: 1965 –)	Destroy 7 years after last action
6312	Working papers documenting the development of staff papers. (Date range: 1965 –)	Destroy when reference ceases

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

Procedures

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

Entry	Description of Records	Disposal Action
6313	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the investigation and legal enforcement function. (Date range: 1965 –)	Destroy when procedures are superseded
6314	Records documenting the development of agency procedures supporting the investigation and legal enforcement function. (Date range: 1965 –)	Destroy 1 year after production of procedures

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
6315	Final versions of internal formal reports and reports made to external agencies relating to the investigation and legal enforcement function. (Date range: 1965 –)	Destroy 5 years after action completed
6316	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the investigation and legal enforcement function. Includes the collection and reporting of statistical information. (Date range: 1965 –)	Destroy 3 years after action completed
6317	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1965 –)	Destroy when reference ceases

INVESTIGATION AND LEGAL ENFORCEMENT

The function of investigating alleged breaches of legislation, breaches of conduct and breaches of undertakings. Includes receiving and assessing complaints and inquiries, research, obtaining information by conducting hearings and carrying out interviews and inspections on the premises. Includes briefing, and reporting, for the commission to litigate. Also includes initiating proceedings for legal enforcement and briefing counsel.

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>
6318	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposal• expressions of interest• request for tender• draft contracts (Date range: 1974 –)	Destroy 7 years after tender process completed
6319	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices (Date range: 1974 –)	Destroy 7 years after tender process completed
6320	Records documenting post-offer negotiations and due diligence checks. (Date range: 1974 –)	Destroy 7 years after tender process completed
6321	Tender register. (Date range: 1974 –)	Destroy 7 years after last entry
6322	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1974 –)	Destroy 7 years after completion or other termination of contract
6323	Contract register. (Date range: 1974 –)	Destroy 7 years after last entry
6324	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1974 –)	Destroy 2 years after tender process completed or decision is made not to continue with tender

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

Entry	Description of Records	Disposal Action
6325	Records documenting the receipt and provision of advice relating to law reform and research. Includes working papers. (Date range: 1974 –)	Destroy 10 years after action completed

Committees

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

Entry	Description of Records	Disposal Action
6326	Records of high-level inter-government or inter-agency committees where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1974 –)	Retain as national archives
6327	Records of high-level internal committees supporting the law reform and research function. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers (Date range: 1974 –)	Retain as national archives
6328	Working papers documenting the administrative arrangements made for the conduct of external committees where the agency provides the secretariat. (Date range: 1974 –)	Destroy 5 years after action completed

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Committees – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6329	Records of external inter-government and inter-agency committees where the agency does not provide the secretariat, is not the main representative, and plays only a minor role. Includes: <ul style="list-style-type: none">• documents establishing the committee• minutes• recommendations• supporting documents such as briefing and discussion papers (Date range: 1974 –)	Destroy 5 years after action completed
6330	Records of other (ie not high-level) internal agency committees formed to consider matters relating to the law reform and research function. (Date range: 1974 –)	Destroy 3 years after action completed
6331	Working papers documenting administrative arrangements made for the conduct of other external inter-government and inter-agency committees where the agency does not provide the secretariat. (Date range: 1974 –)	Destroy 2 years after action completed
6332	Working papers documenting the conduct and administration of internal committees that consider matters relating to the law reform and research function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1974 –)	Destroy when reference ceases

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Consultation

The activity of seeking stakeholders' views including requesting formal submissions. Includes the holding of public inquiries, for example those held in relation to a declared service under the telecommunications legislation.

For consultation relating to arbitration, use ACCESS REGULATIONS – Arbitration Proceedings.

Entry	Description of Records	Disposal Action
6333	Records and recommendations resulting from the consultation process. (Date range: 1974 –)	Destroy 10 years after last action
6334	Records documenting the consultation process. Includes promotion and distribution of proposals for comment, and responses to submissions. (Date range: 1974 –)	Destroy 5 years after last action
6335	Submissions relating to law reform and research received in response to the consultation process. (Date range: 1974 –)	Destroy 5 years after last action

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
6336	Records documenting contract management relating to the law reform and research function. Includes minutes of meetings with main stakeholders, performance evaluation reports. (Date range: 1974 –)	Destroy 7 years after completion or other termination of contract

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Inquiries

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as royal commissions, parliamentary and Ombudsman's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6337	Records documenting the agency's contribution and involvement in an inquiry relating to the law reform and research function. Includes: <ul style="list-style-type: none">• agency statements and submissions• responses to final reports• transcripts of oral evidence given by agency officers (Date range: 1974 –)	Retain as national archives
6338	Working papers documenting the agency's contribution and involvement in an inquiry relating to the law reform and research function. (Date range: 1974 –)	Destroy 10 years after last action

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6339	Final versions of minutes and supporting documents tabled at meetings held to support the law reform and research function. Includes meetings with external agencies. (Date range: 1974 –)	Destroy 3 years after action completed
6340	Working papers documenting the conduct and administration of meetings held to support the law reform and research function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1974 –)	Destroy when reference ceases

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

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
6341	Final versions of plans for programs and services relating to the law reform and research function. (Date range: 1974 –)	Destroy 5 years after plan is superseded
6342	Working papers, comments, drafts, etc, documenting the development of plans relating to the law reform and research function. (Date range: 1974 –)	Destroy 1 year after action completed

Referral

The activities involved in the referring of a complaint or other matter to another officer or branch or to another agency, for action.

Entry	Description of Records	Disposal Action
6343	Records documenting the referral of law reform and research matters to other government agencies involved. (Date range: 1974 –)	Destroy when reference ceases

Reform Investigation

The activities involved in the examination and review of competition and consumer laws. Includes investigations carried out as a result of referral by the Minister or the Council.

Entry	Description of Records	Disposal Action
6344	Records documenting investigations that lead to law reform. Includes: <ul style="list-style-type: none">• requests for review• planning documents• collection of information• conduct of investigation• findings and recommendations (Date range: 1974 –)	Retain as national archives
6345	Records documenting investigations that do not lead to law reform. Includes: <ul style="list-style-type: none">• requests for review• planning documents• collection of information• conduct of investigation• findings and recommendations (Date range: 1974 –)	Destroy 15 years after last action

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Reform Investigation – Continued

The activities involved in the examination and review of competition and consumer laws. Includes investigations carried out as a result of referral by the Minister or the Council.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6346	Working papers relating to investigations that lead to law reform. (Date range: 1974 –)	Destroy 10 years after last action
6347	Working papers relating to investigations that do not lead to law reform. (Date range: 1974 –)	Destroy 5 years after last action

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6348	Final version of internal reports and reports made to external agencies relating to the law reform and research function. (Date range: 1974 –)	Destroy 5 years after action completed
6349	Final version of periodic internal report on general administrative matters used to monitor and document recurring activities to support the law reform and research function. Includes cumulative summary reports and work progress reports. (Date range: 1974 –)	Destroy 3 years after action completed
6350	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1974 –)	Destroy 1 year after action completed

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6351	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in support of the law reform and research function. (Date range: 1974 –)	Destroy 5 years after last action

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Submissions

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

Entry	Description of Records	Disposal Action
6352	Final version of agency law reform submissions. (Date range: 1974 –)	Destroy 5 years after action completed
6353	Records documenting the preparation of agency submissions. Includes working papers. (Date range: 1974 –)	Destroy 2 years after action completed

Tendering

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

Entry	Description of Records	Disposal Action
6354	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposal• expressions of interest• request for tender• draft contracts (Date range: 1974 –)	Destroy 7 years after tender process completed
6355	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices (Date range: 1974 –)	Destroy 7 years after tender process completed
6356	Records documenting post-offer negotiations and due diligence checks. (Date range: 1974 –)	Destroy 7 years after tender process completed
6357	Tender register. (Date range: 1974 –)	Destroy 7 years after last entry
6358	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1974 –)	Destroy 7 years after completion or other termination of contract
6359	Contract register. (Date range: 1974 –)	Destroy 7 years after last entry

LAW REFORM AND RESEARCH

The function of examining critically the laws in force relating to trade practices and consumer protection and other matters referred from the Minister, and reporting to the Minister. Includes research and consultation to determine the need for reform in response to matters referred by the Minister or the National Competition Council, or review instigated by the commission, and to make recommendations.

Tendering – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6360	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1974 –)	Destroy 2 years after tender process completed or decision is made not to continue with tender