

Records Disposal
Authority

IP Australia

Job no 2004/00068493

12 February 2004



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 any National Archives office.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well as the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

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

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

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

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

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

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

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

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

RDA Job No 2004/00068493

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

Director-General
IP Australia
PO Box 200
Woden ACT 2606

Purpose:

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

Application:

All functional records

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

Authorising Officer
National Archives of Australia



Venetia Beale
Director
Recordkeeping Implementation

Date of issue:
12 February 2004

Date of amendment:

Expiry date:

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INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Addresses (Presentations)

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

For the publication of addresses by the agency, use PUBLICATION – Production.

For the development of strategies and programs to promote and raise awareness of intellectual property rights and issues, use INTELLECTUAL PROPERTY AWARENESS – Educating.

Entry	Description of Records	Disposal Action
7808	Final version of addresses promoting awareness of the intellectual property system made by the Minister, parliamentary secretary or senior agency employees. Includes presentation materials. (Date range: 1993 -)	Destroy 5 years after last address
7809	Final version of routine addresses promoting awareness of the intellectual property system made by employees other than senior agency employees. Includes presentation materials. (Date range: 1993 -)	Destroy 5 years after last address
7810	Working papers documenting the development of all addresses and other supplementary material. Includes: <ul style="list-style-type: none"> • event briefings • research material • draft addresses • stakeholder comments • distribution lists • Speaker's biographies • Ministerial briefings (Date range: 1993 -)	Destroy 5 years after address finalised

INTELLECTUAL PROPERTY AWARENESS

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For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

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
7811	Final audit reports, including recommendations and final implementation plans that result in major changes to agency practice relating to the intellectual property awareness function. (Date range: 1993 -)	Destroy 10 years after action completed
7812	Final audit reports, including recommendations and final implementation plans that result in minor or routine changes to agency practice relating to the intellectual property awareness function. (Date range: 1993 -)	Destroy 5 years after action completed
7813	Records documenting the planning and conduct of audits relating to the intellectual property awareness function. Includes: <ul style="list-style-type: none"> • planning documents • working papers • draft audit reports • stakeholder comments (Date range: 1993 -)	Destroy 3 years after action completed

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Conferences

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

Entry	Description of Records	Disposal Action
7814	<p>Records documenting arrangements for agency conferences such as those aimed at improving awareness of the intellectual property system. Includes:</p> <ul style="list-style-type: none"> • conference development materials • speaker invitations • event agendas • invitees and attendees lists • Ministerial briefings <p>(Date range: 1993 -)</p> <p><i>[For selection of external conference organiser or selection of venue or catering, use INTELLECTUAL PROPERTY AWARENESS – Tendering.</i></p> <p><i>[For promotion of conferences, including post event publicity, use INTELLECTUAL PROPERTY AWARENESS – Marketing.]</i></p>	Destroy 4 years after action completed
7815	<p>Copies of unpublished proceedings, reports and papers from agency conferences such as those aimed at improving awareness of the intellectual property system. Includes presentations by agency staff.</p> <p>(Date range: 1993 -)</p> <p><i>[For printing and publication of conference proceedings, use PUBLICATION – Production.]</i></p>	Destroy 4 years after action completed
7816	<p>Reports assessing the conduct of agency conferences such as those aimed at improving awareness of the intellectual property system. Includes completed evaluation forms and reports on evaluations.</p> <p>(Date range: 1993 -)</p>	Destroy 4 years after action completed

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

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
7817	<p>Records documenting management of contracts to provide goods and or services to the agency related to the intellectual property awareness function. Includes:</p> <ul style="list-style-type: none"> • amendments, agendum, letters of agreement relating to contracts • evaluation and performance reports • supplier's comments on evaluation or performance reports • end of contract reports • end of contract documents handed over by suppliers • defect reports • rectification reports <p>(Date range: 1993 -)</p> <p><i>[For selection of contractor to provide goods or services, use INTELLECTUAL PROPERTY AWARENESS – Tendering.</i></p> <p><i>[For processing payments relating to contracts, use FINANCIAL MANAGEMENT – Accounting.]</i></p>	Destroy 7 years after completion or other termination of contract

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Educating

The activities involved in developing and implementing strategies and programs that aim to promote the intellectual property system and services in order to inform and educate the public.

Entry	Description of Records	Disposal Action
7818	<p>Master set of educational program materials developed to improve awareness of the intellectual property system.</p> <p>(Date range: 1993 -)</p> <p><i>[For the publication of educational program materials, use PUBLICATION – Production.]</i></p>	Destroy 6 years after action completed
7819	<p>Records documenting the development of educational campaigns to improve awareness of the intellectual property system. Includes:</p> <ul style="list-style-type: none"> • educational program proposals • business cases • requests and authorities to proceed • educational programs and materials • stakeholder comments • program testing strategies and testing reports <p>(Date range: 1993 -)</p> <p><i>[For selection of contractors to deliver educational campaigns, use INTELLECTUAL PROPERTY AWARENESS – Tendering.</i></p> <p><i>For promotion of education campaigns, use INTELLECTUAL PROPERTY AWARENESS – Marketing.]</i></p>	Destroy 6 years after action completed
7820	<p>Reports assessing the conduct of agency educational programs aimed at improving awareness of the intellectual property system. Includes completed evaluation forms and reports on evaluations.</p> <p>(Date range: 1993 -)</p>	Destroy 6 years after action completed

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Enquiries

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

Entry	Description of Records	Disposal Action
7821	Records documenting the handling of enquiries relating to the intellectual property awareness function. Includes: <ul style="list-style-type: none"> • enquiries received • stakeholder comments • response to enquiries • statistics on enquiries (Date range: 1993 -)	Destroy 3 years after action completed

Exhibitions

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

Entry	Description of Records	Disposal Action
7822	Records documenting arrangements for agency displays at exhibitions aimed to improve awareness of the intellectual property system. Includes: <ul style="list-style-type: none"> • exhibition briefings • draft of proposed displays • stakeholder comments • authorities to proceed • Ministerial briefings (Date range: 1993 -) <i>[For selection of contractors to manage exhibition display logistics, use INTELLECTUAL PROPERTY AWARENESS – Tendering.</i> <i>For arrangements of publicity to promote exhibition, use INTELLECTUAL PROPERTY Awareness – Marketing.]</i>	Destroy 5 years after event

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Functions (social)

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

Entry	Description of Records	Disposal Action
7823	<p>Records documenting the organisation and management of official or formal social occasions. Includes:</p> <ul style="list-style-type: none"> • event details • stakeholder comments • event programs • invitations • distribution lists • presentation materials • Ministerial briefings • records documenting the event such as photographs <p>(Date range: 1993 -)</p> <p><i>[For preparation of addresses made at functions, use INTELLECTUAL PROPERTY AWARENESS - Addresses (Presentations).</i></p> <p><i>[For selection of contractors to manage a social occasion, use INTELLECTUAL PROPERTY AWARENESS – Tendering.]</i></p>	Destroy 4 years after event

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Implementation

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

Entry	Description of Records	Disposal Action
7824	Records documenting the implementation of systems developed to support awareness of the intellectual property system. Includes: <ul style="list-style-type: none"> • delivery and installation details • warranty information • defect reports • rectification reports • implementation reviews • audience feedback on product (Date range: 1993 -)	Destroy 7 years after action completed
7825	Records documenting the implementation of programs developed to support awareness of the intellectual property system. Includes: <ul style="list-style-type: none"> • implementation strategies and plans • stakeholder feedback • implementation logs • issues registers • evaluation strategies • post-implementation feedback • Ministerial briefings (Date range: 1993 -)	Destroy 7 years after action completed

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

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
7826	<p>Records documenting the management of joint ventures undertaken to promote intellectual property awareness.</p> <p>Includes:</p> <ul style="list-style-type: none"> • negotiations • joint venture agreements • ongoing progress reports • reports on outcome of joint ventures <p>(Date range: 1993 -)</p> <p><i>[For processing payments and receipt of monies relating to joint ventures, use FINANCIAL MANAGEMENT – Accounting.]</i></p>	Destroy 7 years after action completed

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Marketing

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

Entry	Description of Records	Disposal Action
7827	<p>Records documenting market research carried out in relation to the intellectual property system. Includes:</p> <ul style="list-style-type: none"> • research proposals • draft research • stakeholder comments • final research briefs • research methodology proposals • discussion guides or survey instruments • market research reports • research method evaluation reports • correspondence with the survey instruments approval agency such as Australian Bureau of Statistics Clearing House <p>(Date range: 1993 -)</p> <p><i>[For selection of contractors to undertake market research, use INTELLECTUAL PROPERTY AWARENESS - Tendering.]</i></p>	Destroy 5 years after action completed
7828	<p>Records documenting the agency's marketing and promotion campaigns to improve awareness of intellectual property. Includes:</p> <ul style="list-style-type: none"> • marketing or promotion briefs • marketing/promotional strategies • stakeholder comments • arrangements to place advertisements in the media <p>(Date range: 1993 -)</p>	Destroy 5 years after action completed

INTELLECTUAL PROPERTY AWARENESS

The function of creating and implementing strategies and programs that aim to raise the awareness of Australians about the Australian intellectual property system and related issues. Includes conducting market research; preparing marketing and promotion strategies; promoting services at exhibitions and expos; developing editorial programs for tertiary institutions, business advisers such as accountants and small business; delivering information sessions to professional bodies in Australian States and Territories; and coordinating public relations activities. Also includes the management of customer services; handling reactions about the Australian intellectual property system such as non-enforcement issues; customer consultation and feedback.

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For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Planning

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

For overall agency planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

Entry	Description of Records	Disposal Action
7829	Final version of plans related to raising intellectual property awareness. (Date range: 1993 -)	Destroy 5 years after action completed
7830	Working papers used to develop all plans related to raising intellectual property awareness. Includes drafts and stakeholder comments. (Date range: 1993 -)	Destroy 5 years after action completed

Public Reaction

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

For enquiries about agency's services, use INTELLECTUAL PROPERTY AWARENESS – Enquiries.

Entry	Description of Records	Disposal Action
7831	Records documenting the handling of comments received from the public on intellectual property awareness raising activities. Includes: <ul style="list-style-type: none"> • public comments • stakeholder comments • agency responses (Date range: 1993 -)	Destroy 3 years after action completed

INTELLECTUAL PROPERTY AWARENESS

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For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

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
7832	Final version of reports or information papers concerning programs to promote awareness of the intellectual property system. (Date range: 1993 -)	Destroy 6 years after action completed
7833	Final version of periodic reports relating to the intellectual property awareness function. (Date range: 1993 -)	Destroy 6 years after action completed
7834	Working papers documenting the development of all reports and information papers. Includes draft research material and evaluation details from programs subject to the report. (Date range: 1993 -)	Destroy 6 years after action completed

INTELLECTUAL PROPERTY AWARENESS

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For printing publications for sale or general distribution internally or to the public, use PUBLICATION.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For establishing rapport with the community, raising and maintaining IP Australia's broad public profile and handling reactions about office arrangements, such as hours of service, use COMMUNITY RELATIONS.

Tendering

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

For ongoing management of the contract, use INTELLECTUAL PROPERTY AWARENESS - Contracting Out.

Entry	Description of Records	Disposal Action
7835	Signed contracts under seal resulting from tenders and supporting records signed in the Australian Capital Territory. (Date range: 1993 -)	Destroy 12 years after completion or other termination of contract
7836	Records documenting the tendering process and preparation of contracts to provide goods or services to the agency related to the intellectual property awareness function. Includes: <ul style="list-style-type: none"> • statements of requirements • requests for tenders • evaluation reports • due diligence checks • post offer negotiations • draft contracts (Date range: 1993 -)	Destroy 7 years after tender process completed
7837	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: 1993 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Addresses (Presentations)

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

For the publication of addresses by the agency, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
7838	Final version of addresses related to development of the intellectual property system made by the Minister, parliamentary secretary or senior agency employees. Includes presentation materials. (Date range: 1901 -)	Destroy 10 years after last address
7839	Final version of other addresses concerning development of the intellectual property system. Includes presentation materials. (Date range: 1901 -)	Destroy 10 years after last address
7840	Working papers documenting the development of all addresses and other supplementary materials. Includes: <ul style="list-style-type: none"> • correspondence with interested parties • research materials • draft addresses • speaker's biographies • Ministerial briefings (Date range: 1901 -)	Destroy 5 years after address finalised

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Agreements

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

For records documenting implementation of a treaty or memorandum of understanding, use INTELLECTUAL PROPERTY DEVELOPMENT – Implementation.

Entry	Description of Records	Disposal Action
7841	Records documenting development of or accession to treaties and memoranda of understanding with foreign governments relating to intellectual property. Includes: <ul style="list-style-type: none"> • correspondence with key stakeholders • national impact statements • final agreements • briefing material (Date range: 1901 -)	Retain as national archives
7842	Working papers documenting development of or accession to treaties and memoranda of understanding with foreign governments relating to intellectual property. Includes negotiation working papers and correspondence with parliamentary committees and other bodies such as Federal Executive Council and parliamentary table offices (Date range: 1901 -)	Destroy 10 years after action completed
7843	Records documenting ongoing administration and maintenance of treaties and memoranda of understanding with foreign governments relating to intellectual property. Includes correspondence with administering body. (Date range: 1901 -)	Destroy 10 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Agreements - Continued

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

For records documenting implementation of a treaty or memorandum of understanding, use INTELLECTUAL PROPERTY DEVELOPMENT – Implementation.

Entry	Description of Records	Disposal Action
7844	Records documenting development of arrangements with other national intellectual property offices. Includes: <ul style="list-style-type: none"> • correspondence with stakeholders • negotiation working papers • final agreements (Date range: 1901 -)	Destroy 10 years after action completed
7845	Records documenting ongoing administration and maintenance of arrangements with other national intellectual property offices. Includes correspondence with other national intellectual property offices. (Date range: 1901 -)	Destroy 10 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

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For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Arrangements

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

Entry	Description of Records	Disposal Action
7846	<p>Records documenting arrangements for travel and accommodation for a person or a group (other than agency employees) to attend an event related to the intellectual property development function. Includes correspondence with support personnel and recipients to arrange and confirm travel and accommodation.</p> <p>(Date range: 1901 -)</p> <p><i>[For arranging travel and accommodation for agency employees, use PERSONNEL – Arrangements.</i></p> <p><i>For disbursement of money, use FINANCIAL MANAGEMENT – Accounting.]</i></p>	Destroy 7 years after action completed

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For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

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
7847	Records documenting proceedings of internal or external committees formed to consider matters relating to the intellectual property development function. Includes: <ul style="list-style-type: none"> • position papers • tasking, briefing and reporting documents • final version of committee minutes • agreed action items (Date range: 1901-) <i>[For publishing committee's final reports, use PUBLICATION – Production.]</i>	Destroy 20 years after action completed
7848	Records documenting the establishment of internal or external committees formed to consider matters relating to the intellectual property development function. Includes: <ul style="list-style-type: none"> • committee proposals • authorities to establish committees • terms of reference • selection of Chair, Secretary and other participants (Date range: 1901-)	Destroy 5 years after disbandment of committee

INTELLECTUAL PROPERTY DEVELOPMENT

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For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

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>
7849	Records documenting the administrative arrangements made for the conduct of committees. Includes: <ul style="list-style-type: none"> • venue arrangements • agendas • invitations • draft minutes (Date range: 1901 -)	Destroy 5 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

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Conferences

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

Entry	Description of Records	Disposal Action
7850	Copies of unpublished proceedings, reports, speeches and papers from agency conferences relating to the intellectual development function. (Date range: 1901 -) <i>[For printing and publication of conference proceedings, use PUBLICATION – Production.]</i>	Destroy 10 years after action completed
7851	Records documenting arrangements for agency conferences relating to the intellectual property development function. Includes: <ul style="list-style-type: none"> • conference development materials • correspondence with external organisers • speaker invitations • event agendas • invitees and attendees lists • Ministerial briefings (Date range: 1901 -) <i>[For promotion of conferences, including post event publicity, use INTELLECTUAL PROPERTY AWARENESS – Marketing.]</i>	Destroy 5 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

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For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Conferences - Continued

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

Entry	Description of Records	Disposal Action
7852	Reports assessing the conduct of conferences relating to the intellectual property development function. Includes completed evaluation forms and reports on evaluations. (Date range: 1901 -)	Destroy 5 years after action completed
7853	Records documenting the attendance of employees at conferences arranged by other organisations. Includes <ul style="list-style-type: none"> • conference programs • authorities to attend • conference papers • employees summaries of conference proceedings (Date range: 1901 -) <i>[For travel and accommodation arrangements made for staff to attend conferences, use PERSONNEL - Arrangements.]</i>	Destroy 5 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

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For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

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Enquiries

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

Entry	Description of Records	Disposal Action
7854	Records documenting the handling of enquiries related to the intellectual property development function. Includes: <ul style="list-style-type: none"> • enquiries received by the agency • stakeholder comments • responses to enquiries • statistics on enquires (Date range: 1901 -)	Destroy 3 years after action completed

Functions (social)

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

Entry	Description of Records	Disposal Action
7855	Records documenting the organisation and management of official or formal social functions. Includes: <ul style="list-style-type: none"> • event programs • invitations • Ministerial briefings • records documenting the event such as photographs (Date range: 1901 -) <i>[For preparation of addresses made at functions, use INTELLECUAL PROPERTY DEVELOPMENT - Addresses (Presentations).]</i>	Destroy 5 years after event

INTELLECTUAL PROPERTY DEVELOPMENT

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For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Implementation

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

Entry	Description of Records	Disposal Action
7856	Records documenting implementation of treaties or memorandum of understanding with foreign governments. Includes: <ul style="list-style-type: none"> • stakeholders' post-implementation feedback • issues registers • post-implementation reviews (Date range: 1901 -)	Retain as national archives
7857	Records documenting all other implementation and post-implementation review processes relating to the intellectual property development function, such as practices and arrangements. Includes: <ul style="list-style-type: none"> • implementation strategies and plans • stakeholders' comments • implementation logs • evaluation strategies • Ministerial briefings • working papers (Date range: 1901 -)	Destroy 10 years after conclusion of the post implementation review

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

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For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Implementation- Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7858	<p>Working papers documenting implementation of treaties or memorandum of understanding with foreign governments and post-implementation review processes. Includes:</p> <ul style="list-style-type: none"> • implementation strategies and plans • implementation logs • evaluation strategies • Ministerial briefings <p>(Date range: 1901 -)</p>	Destroy 5 years after conclusion of the post implementation review

INTELLECTUAL PROPERTY DEVELOPMENT

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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
7859	<p>Records documenting the management of joint ventures with other government agencies undertaken to develop the intellectual property system. Includes:</p> <ul style="list-style-type: none"> • negotiations • joint venture agreements • ongoing progress reports • reports on outcome of joint ventures <p>(Date Range: 1901 -)</p> <p><i>[For processing payments and receipt of monies relating to joint ventures, use FINANCIAL MANAGEMENT – Accounting.]</i></p>	Destroy 7 years after action completed

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For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Legislation

The process of making laws. Includes Local, State and Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

For reviews of legislation, use INTELLECTUAL PROPERTY DEVELOPMENT – Reviewing.

Entry	Description of Records	Disposal Action
7860	Records documenting the preparation of legislation related to intellectual property for introduction into Parliament (for example patents, trade marks and designs legislation). Includes: <ul style="list-style-type: none"> • policy approvals • drafting instructions • draft bills • consultations with drafters (Date range: 1901 -)	Retain as national archives
7861	Records documenting the preparation of delegated legislation related to intellectual property (for example, patents, trade marks and designs legislation) for submission to the Federal Executive Council. Includes: <ul style="list-style-type: none"> • impact statements • drafting instructions • draft statutory rules • consultation with drafter • explanatory memoranda • departmental return copies (Date range: 1901 -)	Retain as national archives

INTELLECTUAL PROPERTY DEVELOPMENT

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Legislation - Continued

The process of making laws. Includes Local, State and Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

For reviews of legislation, use INTELLECTUAL PROPERTY DEVELOPMENT – Reviewing.

Entry	Description of Records	Disposal Action
7862	Working papers documenting the preparation and passage of legislation related to intellectual property through Parliament (for example patents, trade marks and designs legislation). Includes: <ul style="list-style-type: none"> • impact statements • legislation outlines • explanatory memoranda • legislation profile forms • second reading speeches (Date range: 1901 -)	Destroy 10 years after action completed
7863	Working papers documenting the preparation and submission of delegated legislation related to the intellectual property development function to the Federal Executive Council. Includes: <ul style="list-style-type: none"> • explanatory statements • Ministerial briefings • Federal Executive Council minutes (Date range: 1901 -)	Destroy 10 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

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Legislation - Continued

The process of making laws. Includes Local, State and Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

For reviews of legislation, use INTELLECTUAL PROPERTY DEVELOPMENT – Reviewing.

Entry	Description of Records	Disposal Action
7864	<p>Records documenting the preparation and submission of agency legislation bids and variations to bids. Includes:</p> <ul style="list-style-type: none"> • requests for legislative bids • legislative bids • statements of reasons for 'Category T' bids • parliamentary sitting legislative programs • requests for variations to the legislative programs • Ministerial briefings • approvals to submit variation requests • correspondence with the legislation secretariat <p>(Date range: 1901 -)</p>	<p>Destroy 10 years after the applicable parliamentary sitting</p>

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Legislation - Continued

The process of making laws. Includes Local, State and Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

For reviews of legislation, use INTELLECTUAL PROPERTY DEVELOPMENT – Reviewing.

Entry	Description of Records	Disposal Action
7865	Records documenting the preparation of legislation related to intellectual property, such as patents, trade marks and designs legislation, where the legislation is not introduced into Parliament or is not passed by Parliament. Includes: <ul style="list-style-type: none"> • explanatory memoranda • legislation profile forms • second reading speeches • drafting instructions • draft bills • consultations with drafters (Date range: 1901 -)	Destroy 5 years after action completed
7866	Records documenting the administration of the legislative process. Includes: <ul style="list-style-type: none"> • correspondence concerning impact statements • requests to print explanatory memoranda • correspondence with table offices • agency input to unproclaimed legislation reports (Date range: 1901 -)	Destroy 3 years after action completed

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Meetings

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

Entry	Description of Records	Disposal Action
7867	Final version of minutes and supporting documents tabled at meetings held to support intellectual property development function, such as business unit meetings or section meetings. (Date range: 1901 -)	Destroy 3 years after action completed
7868	Records documenting the conduct and administration of meetings held to support the intellectual property development function. Includes: <ul style="list-style-type: none"> • venue arrangements • invitations • working papers • draft minutes (Date range: 1901 -)	Destroy when reference ceases

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Planning

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

For overall agency planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

Entry	Description of Records	Disposal Action
7869	Records documenting the creation of plans related to the intellectual property development function. Includes final version of plans and working papers. (Date range: 1901 -)	Destroy 4 years after plan is superseded or action completed, whichever is earlier

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Policy

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

For review of policy, use INTELLECTUAL PROPERTY DEVELOPMENT – Reviewing.

Entry	Description of Records	Disposal Action
7870	Records documenting the formulation of policy where the agency releases or publishes the final policy proposal. Includes requests for and granting of policy approval. (Date range: 1901 -) <i>[For publication of intellectual property policy proposals and Government responses to intellectual property policy proposals, use PUBLICATION – Production.]</i>	Retain as national archives
7871	Working papers documenting the development of intellectual property policy proposals where the agency release or publish the final policy proposal. Includes: <ul style="list-style-type: none"> • drafts • records of meetings/consultations • submissions (Date range: 1901 -)	Destroy 25 years after action completed
7872	Records documenting development of intellectual property policy proposals where the agency does not release or publish the final policy proposal. Includes working papers. (Date range: 1901 -)	Destroy 10 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Reporting

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

For publication of reports, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
7873	Records documenting preparation of internal or external agency statistical reports or reports detailing compliance with agreed standards relating to the intellectual property development function. Includes: <ul style="list-style-type: none"> • requests for statistical or compliance reports • requests for data • working papers documenting analysis of data • final reports (Date range: 1901 -)	Destroy 10 years after action completed
7874	Records documenting the preparation of periodic reports relating to the intellectual property development function. Includes working papers and final reports. (Date range: 1901 -)	Destroy 2 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

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, worker participation committees, councils or groups. Includes organisational legal representatives.

Entry	Description of Records	Disposal Action
7875	Records documenting the nomination and/or appointment of a person to an international body convened to consider the intellectual property system. Includes Ministerial briefs and correspondence with stakeholders and nominees. (Date range: 1901 -)	Destroy 10 years after action completed
7876	Records documenting the nomination and/or appointment of a person to a Council, such as advisory council on intellectual property, convened to provide the Minister with advice on the intellectual property system. Includes Ministerial briefs and correspondence with nominees. (Date range: 1901 -)	Destroy 1 year after nomination expires or the appointment is terminated

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

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 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
7877	<p>Records documenting research carried out to support development of the intellectual property system. Includes final version of research papers and working papers.</p> <p>(Date range: 1901 -)</p> <p><i>[For Ministerial directed research, use GOVERNMENT RELATIONS – Representations.</i></p> <p><i>For publication of research papers, use PUBLICATION – Production.]</i></p>	Destroy 3 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Reviewing

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

For activities associated with post-implementation reviews following implementation of treaties or memorandum of understanding with foreign governments or new practices or arrangements, use INTELLECTUAL PROPERTY DEVELOPMENT – Implementation.

For agency submissions to review bodies, use INTELLECTUAL PROPERTY DEVELOPMENT – Submissions.

Entry	Description of Records	Disposal Action
7878	Working papers documenting reviews of intellectual property legislation or policy where the agency publishes the final review reports. Includes: <ul style="list-style-type: none"> • draft reports • reference papers • stakeholder consultations (Date range: 1901 -) <i>[For publication of reviews of intellectual property policy or legislation, use PUBLICATION – Production.]</i>	Destroy 25 years after action completed
7879	Records documenting reviews of intellectual property legislation or policy where the agency does not publish the final review reports. Includes draft reports reference papers and stakeholder consultations. (Date range: 1901 -)	Destroy 10 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Separations

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

Entry	Description of Records	Disposal Action
7880	Records documenting separation of members appointed to bodies established by the agency such as the advisory council on intellectual property. Includes letters of resignation and letters thanking members for their participation. (Date range: 1901 -)	Destroy 10 years after separation

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 gain or support.

Entry	Description of Records	Disposal Action
7881	Master copy of agency submissions made to review bodies established to review a particular intellectual property matter (including intellectual property policy) or bodies established to review matters that have impact on the intellectual property system where the review bodies do not publish the agency submissions. (Date range: 1901 -)	Retain as national archives

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Submissions - Continued

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 gain or support.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7882	Records documenting the development of Cabinet submissions relating to the intellectual property development function. Includes: <ul style="list-style-type: none"> • impact statements • draft Cabinet submissions • stakeholder comments • agency coordination comments • Minister's authorities to submit submissions (Date range: 1901 -)	Retain as national archives
7883	Records documenting the preparation of agency submissions made to review bodies established to review particular intellectual property matters (including intellectual property policy) or bodies established to review matters that have an impact on the intellectual property system where the review bodies publish agency submissions. (Date range: 1901 -)	Destroy 20 years after last action

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Submissions - Continued

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 gain or support.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7884	Working papers documenting the development of all submissions relating to the intellectual property development function. Includes: <ul style="list-style-type: none"> • correspondence concerning preparation of or exemption from the requirement to prepare impact statements • Ministerial briefings • correspondence with the Cabinet office (Date range: 1901 -)	Destroy 5 years after action completed
7885	Records documenting the preparation of agency submissions providing factual information on the intellectual property system made to review bodies where the reviews do not impact on the intellectual property system. (Date range: 1901 -)	Destroy 5 years after action completed

INTELLECTUAL PROPERTY DEVELOPMENT

The function of developing the intellectual property system. Includes developing policies, strategies and programs; preparing amendments for existing intellectual property legislation or developing new legislation to implement new policies; and conducting research and analysis on intellectual property and how it affects the Australian economy. Also includes influencing the development of the international intellectual property system to ensure Australian innovators are able to seek protection for their intellectual property throughout the world. This includes delivering training to international bodies; presenting papers at meetings and conferences; tendering with external organisations for international projects; and negotiating and entering into arrangements with other countries' intellectual property offices to conduct patent searches and examination services on their behalf.

For activities associated with providing advice on intellectual property issues to other agencies or the Minister, use GOVERNMENT RELATIONS – Advice.

For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.

For agency participation in formal inquiries, use GOVERNMENT RELATIONS – Inquiries.

For conducting searches and examination services on behalf of other countries' intellectual property offices, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

For processing applications for registration of designs, patents and trade marks, use DESIGN RIGHTS MANAGEMENT, PATENT RIGHTS MANAGEMENT, TRADE MARK RIGHTS MANAGEMENT.

Training Services

The activities associated with all aspects of developing external training to professionals, the business sector and professional bodies to enable intellectual property applications to be submitted efficiently. Includes development of training to transfer knowledge, skills and expertise to other national offices to help improve the international intellectual property system.

For activities associated with implementing external training, use INTELLECTUAL PROPERTY DEVELOPMENT – Implementation.

Entry	Description of Records	Disposal Action
7886	Records documenting the development of external training programs to improve the domestic and international intellectual property system. Includes: <ul style="list-style-type: none"> • proposals for training programs • training programs • completed evaluation forms • reports on evaluations (Date range: 1901 -)	Destroy 5 years after action completed

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Appeals (decisions)

The activities involved in the process of appeals against decisions by applications to a higher authority.

For engagement of legal service providers, use LEGAL SERVICES.

Entry	Description of Records	Disposal Action
7887	Records documenting agency involvement in proceedings concerning designs before a court or tribunal where the proceedings deal with questions relating to invalidation or revocation of part or all of a design or with an appeal of the registrar's decision. Includes: <ul style="list-style-type: none"> • notices of appeal or applications to the court or tribunal • correspondence with legal service providers • correspondence with parties to the proceedings • court orders or tribunal decisions (Date range: 1907 -)	Retain as national archives
7888	Records documenting agency involvement in proceedings concerning designs before a court or tribunal where the proceedings do not deal with questions relating to invalidation or revocation of part or all of a design nor with an appeal of the registrar's decision. Includes: <ul style="list-style-type: none"> • notices of appeal or applications to the court or tribunal • correspondence with legal service providers • correspondence with parties to the proceedings • court orders or tribunal decisions (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
7889	Final audit reports, including recommendations and implementation plans that result in major changes to agency practice relating to the design rights management function. (Date range: 1907 -)	Destroy 10 years after action completed
7890	Final audit reports, including recommendations and implementation plans that result in minor or routine changes to agency practice relating to the design rights management function. (Date range: 1907 -)	Destroy 5 years after action completed
7891	Records documenting the planning and conduct of audits relating to the design rights management function. Including: <ul style="list-style-type: none"> • planning documents • working papers • draft audit reports • stakeholders comments (Date range: 1907 -)	Destroy 3 years after action completed

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
7892	Records documenting the delegation of design rights management statutory powers to agency employees. (Date range: 1907 -)	Destroy 7 years after expiry or other termination of the delegation
7893	Records documenting the agency employees to whom design rights management statutory powers have been delegated. Includes register of active instruments of delegations. (Date range: 1907 -)	Destroy when superseded

Awarding Costs

The process of handling claims for costs submissions. Includes receiving claims for costs, sending a copy of the claim to the party liable for costs, receiving comment on or objection to the claim, applying the scale of costs, notifying parties of the taxed costs, and certifying the taxed costs. Also includes reviewing the costs if the amount of costs is challenged.

For activities associated with conducting hearing proceedings, use DESIGN RIGHTS MANAGEMENT – Hearings.

Entry	Description of Records	Disposal Action
7894	Records documenting claims for costs of proceedings relating to design rights. Includes: <ul style="list-style-type: none"> • requests for claim for costs • correspondence with all parties • reviews costs decision • submissions concerning proposed claims for costs • claim for costs certificates (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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.

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

Entry	Description of Records	Disposal Action
7895	Records documenting agency compliance with agreed standards relating to the design rights management function. Includes examiners' check sheets. (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases

Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry	Description of Records	Disposal Action
7896	Records detailing the bibliographic data relating to design applications filed with the agency. (Date range: 1907 -)	Retain permanently in agency

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Enquiries

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

Entry	Description of Records	Disposal Action
7897	Records documenting the handling of enquiries related to the design rights management function. Includes: <ul style="list-style-type: none"> • enquiries received • stakeholder comments • response to enquiries • statistics on enquiries (Date range: 1907 -)	Destroy 3 years after action completed

Examination

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For amending registered details of registered designs, use DESIGN RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7898	Records documenting the handling of examination processes to determine eligibility for registration for designs created or originated in Australia. Includes: <ul style="list-style-type: none"> • examination reports • applicants or attorneys responses to examination reports • amendments • clear report forms (Date range: 1907 - 1958)	Retain as national archives

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For amending registered details of registered designs, use DESIGN RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7899	Records documenting the handling of examination processes to determine eligibility for registration for designs created or originated in Australia that have resulted in far-reaching social change or technological breakthrough, and are of significant historical interest. Includes: <ul style="list-style-type: none"> • examination reports • applicants or attorneys responses to examination reports • amendments • clear report forms (Date range: 1959 -)	Retain as national archives
7900	Records documenting the handling of the examination process to determine eligibility for registration for designs that have not resulted in far-reaching social change or technological breakthrough, and are not of significant historical interest. Includes: <ul style="list-style-type: none"> • examination reports • applicants or attorneys responses to examination reports • amendments • clear report forms (Date range: 1959 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Extension of Time

The activities associated with processing requests to extend the time to complete an action because the requestor is unable to complete the action within the period determined by the agency. Includes receiving the application and the statement of grounds for the request, considering the application (including the length of time of the extension), and notifying the applicant whether the request has been granted or refused.

For activities associated with conducting hearing proceedings, use DESIGN RIGHTS MANAGEMENT – Hearings.

Entry	Description of Records	Disposal Action
7901	Records documenting the handling of applications for an extension of time. Includes: <ul style="list-style-type: none"> • applications for extension of time • requests for further information • correspondence concerning applications • pro-forma to allow or advertise extension of time • decisions to grant or refuse extension of time (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use DESIGN RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
7902	Records documenting the handling of ex-parte proceedings relating to designs where the decision is reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • evidence • submissions in lieu of appearing in person (Date range: 1907 -)	Retain as national archives
7903	Records documenting the handling of opposition and hearing proceedings relating to designs where the decision is reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • statements of grounds and particulars • evidence • submissions from parties in lieu of appearing in person (Date range: 1907 -)	Retain as national archives
7904	Records documenting the handling of ex-parte proceedings relating to designs where the decision is not reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • evidence • submissions in lieu of appearing in person (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings - Continued

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use DESIGN RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
7905	Records documenting the handling of opposition and hearing proceedings relating to designs where the decision is not reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • statements of grounds and particulars • evidence • submissions from parties in lieu of appearing in person (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases
7906	Records documenting the handling of requests to issue notices to supply documents or issue summonses concerning proceedings relating to registered designs. Includes: <ul style="list-style-type: none"> • requests to issue notices to produce documents or summonses • correspondence with requestors • copies of notices or summonses • requests to extend time to comply with the notice • notices contesting summonses (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Implementation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7907	Records documenting implementation of new practices or changes in practices. Includes: <ul style="list-style-type: none"> • implementation plans • implementation instructions • implementation logs • issues registers • results of tests against implementation objectives (Date range: 1907 -)	Destroy 15 years after action completed

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that fail to be accepted as filed, use DESIGN RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use DESIGN RIGHTS MANAGEMENT – Extension of time.

For lapsing design applications, use DESIGN RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
7908	Records documenting receipt of applications for registration of designs created or originated in Australia and supporting documents. Includes: <ul style="list-style-type: none"> • covering letters • design applications • statements in support of applications • two-dimensional representations of designs (Date range: 1907 - 1958)	Retain as national archives
7909	Records documenting receipt of applications for registration of designs created or originated in Australia and supporting documents that have resulted in far-reaching social change or technological breakthrough, and are of significant historical interest. Includes: <ul style="list-style-type: none"> • covering letters • design applications • statements in support of applications • two-dimensional representations of designs (Date range: 1959 -)	Retain as national archives

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that fail to be accepted as filed, use DESIGN RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use DESIGN RIGHTS MANAGEMENT – Extension of time.

For lapsing design applications, use DESIGN RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
7910	Records documenting receipt of applications for registration of designs and supporting documents that have not resulted in far-reaching social change or technological breakthrough, and are not of significant historical interest. Includes: <ul style="list-style-type: none"> • covering letters • design applications • statements in support of applications • two-dimensional representations of designs (Date range: 1959 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Meetings

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

Entry	Description of Records	Disposal Action
7911	Records of meetings relating to the administration of the design rights management function, such as team meetings or section meetings. Includes: <ul style="list-style-type: none"> • documents establishing the meeting • final version of meeting minutes • agreed action items (Date range: 1907 -)	Destroy 10 years after action completed
7912	Records documenting the conduct and administration of meeting relating to the design rights management function. Includes: <ul style="list-style-type: none"> • venue arrangements • agendas • invitations • working papers • draft minutes (Date range: 1907 -)	Destroy when reference ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Planning

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

For overall agency planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

Entry	Description of Records	Disposal Action
7913	Final version of section plans and business unit plans relating to the design rights management function. (Date range: 1907 -)	Destroy 3 years after plan is superseded or 3 years after action completed, whichever is the earlier
7914	Working papers used to develop plans associated with the design rights management function. Includes draft plans and comments received from stakeholders on drafts. (Date range: 1907 -)	Destroy 2 years after adoption of final plan or 2 years after action completed, whichever is the earlier

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Procedures

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

Entry	Description of Records	Disposal Action
7915	Records documenting agency practices and procedures relating to the design rights management function. Includes master copy of the first issue of the design office examination manual and subsequent amendment sets to the design office examination manual. (Date range: 1907 -) <i>[For printing and publication of procedure manuals, use PUBLICATION – Production.]</i>	Destroy 25 years after repeal of the enabling legislation
7916	Records documenting development of agency practices and procedures supporting the design rights management function. Includes: <ul style="list-style-type: none"> • requests for new practices or procedures or changes to practices or procedures • working papers • drafts of new or revised practices or procedures • approvals to implement new or revised practices or procedures (Date range: 1907 -)	Destroy 20 years after action completed
7917	Master set of manuals, such as design office examination manual, detailing agency practice and procedure supporting the design rights management function. (Date range: 1907 -)	Destroy when superseded

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Process Suspension

The activities associated with the cessation, for any reason, of an intellectual property right or an application for an intellectual property right. Includes expiry and lapsing, withdrawal and refusal of applications. Also includes revoking and ceasing registration of an intellectual property right and activities associated with applications to rectify a register to expunge an entry wrongly made.

For amending registered details of a registered design, use DESIGN RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7918	Records documenting the suspension of agency processing of registered designs or design applications. Includes records documenting lapsing, withdrawal, refusal or cancellation of design applications and records documenting revocation, expunging from the register, cessation, refusal to renew, requests for a reduced term or expiry of design registrations. (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Referring

The activities associated with referring an application for an intellectual property right to another agency for advice on whether the agency should issue an order that prohibits public disclosure of the details of the application or whether such an order should be amended or revoked. Also includes giving effect to the advice received from the agency to issue, amend or revoke an order prohibiting public disclosure of the details of an application.

Entry	Description of Records	Disposal Action
7919	<p>Records documenting issue of prohibition orders for design applications. Includes:</p> <ul style="list-style-type: none"> • correspondence with government agencies concerning classification of applications • notices advising applicants and attorneys to refrain from publishing or divulging information until advice received • directions to prohibit or restrict publication • prohibition orders • action sheets <p>(Date range: 1907 -)</p> <p><i>[For lapsing, withdrawing, refusing or cancelling design applications, use DESIGN RIGHTS MANAGEMENT - Process Suspension.]</i></p>	Destroy 7 years after the design application or registration ceases
7920	<p>Records documenting revocation of prohibition orders for design applications. Includes de-classification notices, and signed revocation orders.</p> <p>(Date range: 1907 -)</p>	Destroy 7 years after the design application or registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Register Maintenance

The activities involved in maintaining a register. Includes entering details of new entries, and maintaining accurate details of all entries throughout their active life vis: processing adhoc amendments, making corrections and recording assignments and claimed interests. Also includes recording when an entry ceases to have effect and providing extracts from a register.

For issuing design registration certificates, use DESIGN RIGHTS MANAGEMENT – Rights Granting.

Entry	Description of Records	Disposal Action
7921	The master copy of the register of designs. (Date range: 1907 -)	Retain as national archives
7922	The master copy of the register of Olympic designs. (Date range: 1987 -)	Retain as national archives
7923	Records documenting the handling of requests received from people to modify details of a registered design entered on the register of designs or the register of Olympic designs. Includes requests to modify details entered on the register, and requests to record claims of assignment, change of name and/or address, licences and mortgages. (Date range: 1907 -)	Destroy 7 years after the design registration ceases
7924	Records documenting the handling of requests received from people to renew registrations of designs. (Date range: 1907 -)	Destroy 7 years after action completed

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
7925	Final version of periodic reports relating to the design rights management function. Includes working papers. (Date range: 1907 -)	Destroy 5 years after action completed

Repudiate

The activity of repudiating correspondence or applications for intellectual property rights that are deemed not to constitute filed documents or applications because they are deficient or do not meet filing requirements. Includes advising the originator that the document or application is deficient and advising how to correct the deficiency. Also includes returning the document or application to the originator if the deficiency is not corrected within the required time frame.

Entry	Description of Records	Disposal Action
7926	Records documenting the handling of receipt of deficient documents or applications. (Date range: 1907 -)	Destroy 2 years after receipt

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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 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
7927	Records documenting research activity relating to the design rights management function. Includes: <ul style="list-style-type: none"> • requests to undertake research • working papers • unpublished final research papers (Date range: 1907 -) <i>[For printing and publication of research papers, use PUBLICATION – Production.]</i>	Destroy 10 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
7928	Records documenting business process reviews concerning the design rights management function. Includes: <ul style="list-style-type: none"> • requests to undertake business process reviews • working papers • final business process review reports (Date range: 1907 -)	Destroy 10 years after action completed

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Rights Granting

The activities associated with granting an intellectual property right. Includes sealing patents and issuing trade marks and designs owners with certificates of registration. Also includes activities associated with processing requests to extend the registration of designs beyond their initial term of registration and activities associated with granting extension of term of pharmaceutical patents.

For entering details of a registered design onto the register of designs and processing renewals, use DESIGN RIGHTS MANAGEMENT – Register Maintenance.

For processing applications for an extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Examination.

Entry	Description of Records	Disposal Action
7929	Records documenting process of providing notices that designs created or originated in Australia have been registered. (Date range: 1907 - 1958)	Retain as national archives
7930	Records documenting process of providing notices that designs created or originated in Australia that have resulted in far-reaching social change or technological breakthrough, and are of significant historical interest have been registered. (Date range: 1959 -)	Retain as national archives
7931	Records documenting process of providing notices that designs that have not resulted in far-reaching social change or technological breakthrough, and are not of significant historical interest, have been registered. (Date range: 1959 -)	Destroy 7 years after the design registration ceases

DESIGN RIGHTS MANAGEMENT

The function of processing applications for the registration of designs including Olympic designs. Includes reviewing and deciding disputed matters relating to the granting or refusal of design rights; maintaining the Register of Designs and the Register of Olympic Designs; providing advice on the application of design legislation, World Intellectual Property Organization matters pertaining to designs, and on other international and bilateral design matters.

For responses to Ministerials' and responses to questions raised in Parliament about design rights and design issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about design rights and design issues, use INTELLECTUAL PROPERTY AWARENESS.

For design policy development, including legislative development and international and regional activities to influence the development of the international design system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Searching

The activities associated with conducting a search of related art or technology to discover documents that may support or refute an application's eligibility for an intellectual property right. Includes receiving and considering search results provided by an applicant, development of the search strategy, undertaking the search, and preparing and issuing the search report. Also includes preparing authorities to issue invoices for commercial type searches.

Entry	Description of Records	Disposal Action
7932	Records documenting the handling of the search processes for designs. Includes: <ul style="list-style-type: none"> • search strategies • trade marks search reports • search results • cited documents (Date range: 1907 -)	Destroy 7 years after the design application or registration ceases
7933	Working papers associated with the handling of the search processes for designs. Includes examiner's notes. (Date range: 1907 -)	Destroy when reference ceases

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Appeals (decisions)

The activities involved in the process of appeals against decisions by applications to a higher authority.

For engagement of legal service providers, use LEGAL SERVICES.

Entry	Description of Records	Disposal Action
7934	Records documenting agency involvement in proceedings concerning standard/petty patents before a court or tribunal where the proceedings deal with questions relating to invalidation or revocation of part or all of a patent or with appeals of the Commissioner's decision. Includes: <ul style="list-style-type: none"> • notices of appeal or applications to the court or tribunal • correspondence with legal service providers • correspondence with parties to the proceedings • court orders or tribunal decisions (Date range: 1904 -)	Retain as national archives
7935	Records documenting agency involvement in proceedings concerning standard/petty patents before a court or tribunal where the proceedings do not deal with questions relating to invalidation or revocation of part or all of a patent or with appeals of the Commissioner's decision. Includes: <ul style="list-style-type: none"> • notices of appeal or applications to the court or tribunal • correspondence with legal service providers • correspondence with parties to the proceedings • court orders or tribunal decisions (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Appeals (decisions) - Continued

The activities involved in the process of appeals against decisions by applications to a higher authority.

For engagement of legal service providers, use LEGAL SERVICES.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7936	Records documenting agency involvement in proceedings concerning standard/petty patents or standard/petty patent applications before a court or tribunal (including appeals of decisions of agency employees) that are withdrawn before the court issues an order or makes a judgement or the tribunal issues a decision. Includes: <ul style="list-style-type: none"> • notices of appeal or applications to the court or tribunal • correspondence with legal service providers • correspondence with parties to the proceedings (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application
7937	Records documenting agency involvement in proceedings concerning innovation patents before a court or tribunal (including appeals of decisions of agency employees) that are withdrawn before the court issues an order or makes a judgement or the tribunal issues a decision. Includes: <ul style="list-style-type: none"> • notices of appeal or applications to the court or tribunal • correspondence with legal service providers • correspondence with parties to the proceedings (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Appeals (decisions) - Continued

The activities involved in the process of appeals against decisions by applications to a higher authority.

For engagement of legal service providers, use LEGAL SERVICES.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7938	<p>Records documenting agency involvement in proceedings concerning innovation patents before a court or tribunal where the proceedings do not deal with questions relating to invalidation or revocation of part or all of a patent or with appeals of the Commissioner's decision. Includes:</p> <ul style="list-style-type: none"> • notices of appeal or applications to the court or tribunal • correspondence with legal service providers • correspondence with parties to the proceedings • court orders or tribunal decisions <p>(Date range: 2001 -)</p>	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
7939	Final audit reports, including recommendations and implementation plans that result in major changes to agency practices relating to the patent rights management function. (Date range: 1904 -)	Destroy 10 years after action completed
7940	Final audit reports, including recommendations and implementation plans that result in minor or routine changes to agency practices relating to the patent rights management function. (Date range: 1904 -)	Destroy 5 years after action completed
7941	Records documenting the planning and conduct of audits relating to the patent rights management function. Including: <ul style="list-style-type: none"> • planning documents • working papers • draft audit reports • stakeholder comments (Date range: 1904 -)	Destroy 3 years after action completed

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
7942	Records documenting the delegation of patent rights management statutory powers to agency employees. (Date range: 1904 -)	Destroy 35 years after the delegation expires
7943	Records documenting the agency employees to which patent rights management statutory powers have been delegated. Includes schedule of instruments of delegations. (Date range: 1904 -)	Destroy when superseded

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Awarding Costs

The process of handling submissions for claims for costs. Includes receiving claims for costs, sending a copy of the claim to the party liable for costs, receiving comment on or objection to the claim, applying the scale of costs, notifying parties of the taxed costs, and certifying the taxed costs. Also includes reviewing the costs if the amount of costs is challenged.

For activities associated with conducting hearing proceedings, use PATENT RIGHTS MANAGEMENT – Hearings

Entry	Description of Records	Disposal Action
7944	Records documenting the handling of requests for claims for costs of proceedings before an agency employee relating to standard/petty patents, or standard/petty patent applications. Includes: <ul style="list-style-type: none"> • requests for claim for costs • correspondence with parties • review costs decisions • submissions concerning proposed claims for costs • claim for costs certificates (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application
7945	Records documenting the handling of requests for claims for costs of proceedings before an agency employee relating to innovation patents. Includes: <ul style="list-style-type: none"> • requests for claim for costs • correspondence with parties • review costs decisions • submissions concerning proposed claims for costs • claim for costs certificates (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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.

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

Entry	Description of Records	Disposal Action
7946	Records documenting agency compliance with agreed standards relating to the patent rights management function. Includes employees' standard/petty patent check sheets. (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application
7947	Records documenting agency compliance with agreed standards relating to the patent rights management function. Includes employees' innovation patent check sheets. (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry	Description of Records	Disposal Action
7948	Records detailing the bibliographic data relating to all patent applications filed with the agency such as provisional patents, innovation patents, standard/petty patents and international patent applications. (Date range: 1904 -)	Retain permanently in agency

Enquiries

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

Entry	Description of Records	Disposal Action
7949	Records documenting the handling of enquiries related to the patent rights management function. Includes: <ul style="list-style-type: none"> • enquiries received • stakeholder comments • responses to enquiries • statistics on enquires (Date range: 1904 -)	Destroy 3 years after action completed

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7950	Records documenting the handling of examination processes for standard patents created or originated in Australia. Includes: <ul style="list-style-type: none"> • requests for examination • directions to request examination • requests to defer examination • examination reports • responses to examination reports • requests to amend complete specifications • clear reports • patent abstract work sheets • notices detailing reasons for refusal • requests to postpone acceptance (Date range: 1904 - 1935)	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7951	<p>Records documenting the handling of examination processes for standard/petty patents created or originated in Australia that have resulted in far-reaching social change or technological breakthrough, and are of significant historical interest. Includes:</p> <ul style="list-style-type: none"> • requests for examination • directions to request examination • requests to defer examination • examination reports • responses to examination reports • requests to amend complete specifications • clear reports • patent abstract work sheets • notices detailing reasons for refusal • requests to postpone acceptance <p>Date range: 1936 -)</p>	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7952	<p>Records documenting the handling of examination processes for innovation patents created or originated in Australia that have resulted in far-reaching social change or technological breakthrough, and are of significant historical interest. Includes:</p> <ul style="list-style-type: none"> • requests for examination • examination reports • responses to examination reports • requests to amend completed specifications • clear reports • patent abstract work sheets • notices detailing reasons for revoking innovation patents • notices advising that the invention is patentable and that a certificate of examination is to be issued • examination certificates <p>(Date range: 2001 -)</p>	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7953	<p>Records documenting the handling of examination processes for standard/petty patents that have not resulted in far-reaching social change or technological breakthrough, and are not of significant historical interest.</p> <p>Includes:</p> <ul style="list-style-type: none"> • requests for examination • directions to request examination • requests to defer examination • examination reports • responses to examination reports • requests to amend completed specifications • clear reports • patent abstract work sheets • notices detailing reasons for refusal • requests to postpone acceptance <p>(Date range: 1936 -)</p>	<p>Destroy 35 years after filing of the standard/petty patent application</p>

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7954	Records documenting the handling of examination processes for extension of term for pharmaceutical patents. Includes: <ul style="list-style-type: none"> • requests for extension of term • requests to withdraw applications • notices requesting further information • further information supplied • notices accepting or refusing applications for the extension of term (Date range: 1904 -)	Destroy 35 years after filing of the standard patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7955	<p>Records documenting the handling of examination processes for innovation patents that have not resulted in far-reaching social change or technological breakthrough, and are not of significant historical interest. Includes:</p> <ul style="list-style-type: none"> • requests for examination • examination reports • responses to examination reports • requests to amend completed specifications • clear reports • patent abstract work sheets • notices detailing reasons for revoking innovation patents • notices advising that the invention is patentable and that a certificate of examination is to be issued • examination certificates <p>(Date range: 2001 -)</p>	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

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For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7956	<p>Records documenting the handling of international preliminary examinations for international patent applications. Includes:</p> <ul style="list-style-type: none"> • international search copies of international patent applications • demands to conduct international preliminary examinations • examiners opinions • responses to examiners opinions • preliminary examination reports <p>(Date range: 1980 -)</p>	<p>Destroy 10 years after the international filing date or date of receipt of the international patent application whichever is later</p>

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination - Continued

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the acceptance.

For activities associated with granting extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Right Granting.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7957	<p>Records documenting the handling of examinations conducted on patent specifications for another country's national offices. Includes:</p> <ul style="list-style-type: none"> • requests for examination • acknowledgment of requests • written opinions • responses to opinions • requests for citations • examination reports • requests for extension of time • verified translations • priority documents • authorities to prepare invoices • requests for clarification <p>(Date range: 1980 -)</p>	Destroy 5 years after action completed

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Extension of Time

The activities associated with processing requests to extend the time to complete an action because the requestor is unable to complete the action within the period determined by the agency. Includes receiving the application and the statement of grounds for the request, considering the application (including the length of time of the extension), and notifying the applicant whether the request has been granted or refused.

For activities associated with conducting hearing proceedings, use PATENT RIGHTS MANAGEMENT - Hearings.

For processing requests to extend registration of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Examination.

Entry	Description of Records	Disposal Action
7958	<p>Records documenting the handling of applications for extension of time relating to standard/petty patents or standard/petty patent applications. Includes:</p> <ul style="list-style-type: none"> • applications for extension of time • invitations to pay • requests for further information • notices of applications • pro-forma to allow or advertise extension of time • objections to granting the extension of time • decisions to grant or refuse the extension of time • notices advising of decisions to grant or refuse the extension of time <p>(Date range: 1904 -)</p>	Destroy 35 years after filing of the standard/petty patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Extension of Time - Continued

The activities associated with processing requests to extend the time to complete an action because the requestor is unable to complete the action within the period determined by the agency. Includes receiving the application and the statement of grounds for the request, considering the application (including the length of time of the extension), and notifying the applicant whether the request has been granted or refused.

For activities associated with conducting hearing proceedings, use PATENT RIGHTS MANAGEMENT - Hearings.

For processing requests to extend registration of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Examination.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7959	<p>Records documenting the handling of applications for extension of time relating to innovation patents. Includes:</p> <ul style="list-style-type: none"> • applications for extension of time • invitations to pay • requests for further information • notices of applications • pro-forma to allow or advertise extension of time • objections to granting the extension of time • decisions to grant or refuse the extension of time • notices advising of decisions to grant or refuse the extension of time <p>(Date range: 2001 -)</p>	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use PATENT RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
7960	Records documenting the handling of opposition and hearing proceedings before an agency employee relating to patents or patent applications where the decision is reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • statements of grounds and particulars • evidence • submissions from parties in lieu of appearing in person (Date range: 1904 -)	Retain as national archives
7961	Records documenting the handling of ex-parte proceedings before an agency employee where the decision is reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • evidence • submissions in lieu of appearing in person (Date range: 1904 -)	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings - Continued

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use PATENT RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
7962	Records documenting requests to issue notices to supply documents or issue summonses concerning proceedings relating to standard/petty patents or standard/petty patent applications. Includes: <ul style="list-style-type: none"> • requests for notices to produce documents or issue summonses • correspondence • signed and sealed notices • requests to extend the time to comply with the notice • notices contesting the notice to supply documents (Date range: 1906 -)	Destroy 35 years after filing of the standard/petty patent application
7963	Records documenting the handling of ex-parte proceedings before an agency employee relating to standard/petty patents or standard/petty patent applications where the decision is not reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • evidence • submissions in lieu of appearing in person (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings - Continued

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use PATENT RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
7964	Records documenting the handling of opposition and hearing proceedings before an agency employee relating to standard/petty patent applications where the decision is not reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • statements of grounds and particulars • evidence • submissions from parties in lieu of appearing in person (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application
7965	Records documenting the handling of opposition and hearing proceedings before an agency employee relating to innovation patents where the decision is not reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • statements of grounds and particulars • evidence • submissions from parties in lieu of appearing in person (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings - Continued

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use PATENT RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
7966	Records documenting the handling of ex-parte proceedings before an agency employee relating to innovation patents where the decision is not reported in the official journal. Includes: <ul style="list-style-type: none"> • correspondence with parties • evidence • submissions in lieu of appearing in person (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application
7967	Records documenting the handling of requests to issue notices to supply documents or issue summonses concerning proceedings before an agency employee relating to innovation patents. Includes: <ul style="list-style-type: none"> • requests to issue notices to produce documents or summonses • correspondence • signed and sealed notices • requests to extend the time to comply with the notice • notices contesting the notice to supply documents (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings - Continued

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use PATENT RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
7968	Records documenting the handling of requests for orders for security of costs concerning proceedings before an agency employee relating to innovation patents. Includes: <ul style="list-style-type: none"> • requests for security costs orders • correspondence with parties • orders • details of compliance with orders (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application
7969	Records documenting the handling of requests for orders for security of costs concerning proceedings before an agency employee relating to standard/petty patents. Includes: <ul style="list-style-type: none"> • requests for security costs orders • correspondence with parties • orders • details of compliance with orders (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Implementation

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

Entry	Description of Records	Disposal Action
7970	Records documenting implementation of new practices or changes in practices. Includes: <ul style="list-style-type: none"> • implementation plans • implementation instructions • implementation logs • issues registers • results of tests against implementation objectives (Date range: 1904 -)	Destroy 15 years after action completed

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that failed to be accepted as filed, use PATENT RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use PATENT RIGHTS MANAGEMENT – Extension of time.

For lapsing patent applications, use PATENT RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
7971	Records documenting receipt of standard patent applications created or originated in Australia. Includes: <ul style="list-style-type: none"> • covering letters • patent requests • complete specifications • notices of entitlement • requests for examination • priority documents • formalities letters to applicant identifying deficiencies • applicants responses (Date range: 1904 - 1935)	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that failed to be accepted as filed, use PATENT RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use PATENT RIGHTS MANAGEMENT – Extension of time.

For lapsing patent applications, use PATENT RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
7972	<p>Records documenting receipt of standard/petty patent applications created or originated in Australia that have resulted in far-reaching social change or technological breakthrough, and are of significant historical interest. Includes:</p> <ul style="list-style-type: none"> • covering letters • patent requests • complete specifications • notices of entitlement • requests for examination • priority documents • formalities letters to applicant identifying deficiencies • applicants responses <p>(Date range: 1936 -)</p>	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that failed to be accepted as filed, use PATENT RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use PATENT RIGHTS MANAGEMENT – Extension of time.

For lapsing patent applications, use PATENT RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
7973	<p>Records documenting receipt of innovation patent applications created or originated in Australia that have resulted in far-reaching social change or technological breakthrough and are of significant historical interest.</p> <p>Includes:</p> <ul style="list-style-type: none"> • covering letters • patent requests • descriptions of inventions • claims and drawings • abstracts • notices of entitlement • requests for examination • priority documents • formalities letters to applicant identifying deficiencies • applicants response <p>(Date range: 2001 -)</p>	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that failed to be accepted as filed, use PATENT RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use PATENT RIGHTS MANAGEMENT – Extension of time.

For lapsing patent applications, use PATENT RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
7974	<p>Records documenting receipt of standard/petty patents applications that have not resulted in far-reaching social change or technological breakthrough, and are not of significant historical interest. Includes:</p> <ul style="list-style-type: none"> • covering letters • patent requests • complete specifications • notices of entitlement • requests for examination • priority documents • formalities letters to applicant identifying deficiencies • applicants responses <p>(Date range: 1936 -)</p>	Destroy 35 years after filing

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that failed to be accepted as filed, use PATENT RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use PATENT RIGHTS MANAGEMENT – Extension of time.

For lapsing patent applications, use PATENT RIGHTS MANAGEMENT – Process Suspension.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7975	Records documenting receipt of provisional patent applications. Includes: <ul style="list-style-type: none"> • covering letters • patent requests • specifications (Date range: 1904 -)	Destroy 25 years after filing

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that failed to be accepted as filed, use PATENT RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use PATENT RIGHTS MANAGEMENT – Extension of time.

For lapsing patent applications, use PATENT RIGHTS MANAGEMENT – Process Suspension.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7976	Records documenting receipt of innovation patent applications that have not resulted in far-reaching social change or technological breakthrough and are not of significant historical interest. Includes: <ul style="list-style-type: none"> • covering letters • patent requests • descriptions of inventions • claims and drawings • notices of entitlement • requests for examination • priority documents • formalities letters to applicant identifying deficiencies • applicants response (Date range: 2001 -)	Destroy 25 years after filing

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue.

For processing applications that failed to be accepted as filed, use PATENT RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use PATENT RIGHTS MANAGEMENT – Extension of time.

For lapsing patent applications, use PATENT RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
7977	<p>Records documenting receipt of international patent applications. Includes:</p> <ul style="list-style-type: none"> • patent requests • descriptions of inventions • claims • drawings • sequence listings for micro-organism invention applications • requests for amendment • substitute sheets • acknowledgments of receipt <p>(Date range: 1980 -)</p>	<p>Destroy 10 years after the international filing date or date of receipt of the international patent application whichever is later</p>

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Meetings

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

Entry	Description of Records	Disposal Action
7978	Records of meetings relating to the administration of the patent rights management function such as team meetings or section meetings. Includes: <ul style="list-style-type: none"> • documents establishing the meeting • final version of meeting minutes • agreed action items (Date range: 1904 -)	Destroy 10 years after action completed
7979	Records of meetings relating to patent rights management practices and procedures. Includes: <ul style="list-style-type: none"> • documents establishing the meeting • final version of meeting minutes • agreed action items (Date range: 1904 -)	Destroy when reference ceases
7980	Records documenting the conduct and administration of all meetings relating to the patent rights management function. Includes: <ul style="list-style-type: none"> • venue arrangements • agendas • invitations • working papers • draft minutes (Date range: 1904 -)	Destroy when reference ceases

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Planning

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

For overall agency planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

Entry	Description of Records	Disposal Action
7981	Final version of section plans and business unit plans relating to the patent rights management function. (Date range: 1904 -)	Destroy 3 years after plan is superseded or 3 years after action completed, whichever is the earlier
7982	Working papers used to develop plans relating to the patent rights management function. Includes draft plans and comments received from stakeholders on drafts. (Date range: 1904 -)	Destroy 2 years after plan is superseded or 2 years after action completed, whichever is the earlier

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Procedures

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

Entry	Description of Records	Disposal Action
7983	<p>Records documenting the history of the development of agency practices and procedures relating to the patent rights management function. Includes master copy of the first issue of the patent office manual of practice and procedure and subsequent amendment sets to the patent office manual of practice and procedure.</p> <p>(Date range: 1904 -)</p> <p><i>[For printing and publication of procedure manuals, use PUBLICATION – Production.]</i></p>	Destroy 35 years after repeal of the enabling legislation
7984	<p>Records documenting development of minor changes to agency practices and procedures relating to the patent rights management function. Includes:</p> <ul style="list-style-type: none"> • requests for new practices or procedures or changes to practices or procedures • working papers • drafts of new or revised practices or procedures • approvals to implement new or revised practices or procedures <p>(Date range: 1904 -)</p> <p><i>[For new or revised agency practice and procedure developed by agency fora, constituted for that purpose (eg the Manual Committee or the Search Technical Team), use PATENT RIGHTS MANAGEMENT – Meeting.]</i></p>	Destroy 20 years after action completed
7985	<p>Master set of manuals, such as the patent office manual of practice and procedure, detailing agency practices and procedures supporting the patent rights management function.</p> <p>(Date range: 1904 -)</p>	Destroy when superseded

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Process Suspension

The activities associated with the cessation, for any reason, of an intellectual property right or an application for an intellectual property right. Includes expiry and lapsing, withdrawal and refusal of applications. Also includes revoking and ceasing registration of an intellectual property right and activities associated with applications to rectify a register to expunge an entry wrongly made.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7986	Records documenting the suspension of agency processing of standard/petty patents or standard/petty patent applications that are open for public inspection. Includes records documenting lapsing or withdrawal of applications and records documenting cessation, revocation, surrender or expiry of patents. (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application
7987	Records documenting the suspension of agency processing of standard/petty patent applications that are not open for public inspection. Includes records documenting withdrawal or lapsing of applications. (Date range: 1904 -)	Destroy 25 years after filing of the standard/petty patent application
7988	Records documenting the suspension of agency processing of innovation patents or innovation patent applications. Includes records documenting lapsing or withdrawal of applications and records documenting cessation, revocation, surrender or expiry of patents. (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Process Suspension - Continued

The activities associated with the cessation, for any reason, of an intellectual property right or an application for an intellectual property right. Includes expiry and lapsing, withdrawal and refusal of applications. Also includes revoking and ceasing registration of an intellectual property right and activities associated with applications to rectify a register to expunge an entry wrongly made.

For amending the registered details of patents, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
7989	<p>Records documenting the suspension of agency processing of international patent applications. Includes:</p> <ul style="list-style-type: none"> • records documenting withdrawal of international applications filed directly with the agency; • records received by the agency documenting withdrawals of international applications filed with a foreign intellectual property office or the international intellectual property office such as the International Bureau; • records received by the agency documenting removal of Australia as a designated state for international patent applications. <p>(Date range: 1980 -)</p>	<p>Destroy 10 years after the international filing date or date of receipt of the international patent application whichever is later</p>

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Referring

The activities associated with referring an application for an intellectual property right to another agency for advice on whether the agency should issue an order that prohibits public disclosure of the details of the application or whether such an order should be amended or revoked. Also includes giving effect to the advice received from the agency to issue, amend or revoke an order prohibiting public disclosure of the details of an application.

Entry	Description of Records	Disposal Action
7990	<p>Records documenting issue of prohibition orders for standard/petty patent applications. Includes:</p> <ul style="list-style-type: none"> • correspondence with government agencies concerning classification of applications; • notices advising applicants and attorneys to refrain from publishing or divulging information until advice received; • advice from government agencies concerning classification of applications; • directions to prohibit or restrict publication; • Prohibition Orders; • action sheets. <p>(Date range: 1904 -)</p> <p><i>[For lapsing innovation patent applications, use PATENT RIGHTS MANAGEMENT - Process Suspension.]</i></p>	Destroy 35 years after filing of the standard/petty patent application
7991	<p>Records documenting revocation of prohibition orders on standard/petty patent applications. Includes de-classification notices and signed revocation orders.</p> <p>(Date range: 1904 -)</p>	Destroy 35 years after filing of the standard/petty patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Referring - Continued

The activities associated with referring an application for an intellectual property right to another agency for advice on whether the agency should issue an order that prohibits public disclosure of the details of the application or whether such an order should be amended or revoked. Also includes giving effect to the advice received from the agency to issue, amend or revoke an order prohibiting public disclosure of the details of an application.

Entry	Description of Records	Disposal Action
7992	<p>Records documenting issue of prohibition orders for innovation patent applications. Includes:</p> <ul style="list-style-type: none"> • correspondence with government agencies concerning classification of applications; • notices advising applicants and attorneys to refrain from publishing or divulging information until advice received; • advice from government agencies concerning classification of applications; • directions to prohibit or restrict publication; • Prohibition Orders; • action sheets. <p>(Date range: 2001 -)</p> <p><i>[For lapsing innovation patent applications, use PATENT RIGHTS MANAGEMENT - Process Suspension.]</i></p>	Destroy 25 years after filing of the innovation patent application
7993	<p>Records documenting revocation of prohibition orders on innovation patent applications. Includes de-classification notices and signed revocation orders.</p> <p>(Date range: 2001 -)</p>	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Register Maintenance

The activities involved in maintaining a register. Includes entering details of new entries, and maintaining accurate details of all entries throughout their active life vis: processing adhoc amendments, making corrections and recording assignments and claimed interests. Also includes recording when an entry ceases to have effect and providing extracts from a register.

For granting patents, use PATENT RIGHTS MANAGEMENT – Rights Granting.

Entry	Description of Records	Disposal Action
7994	<p>Master copy of the register of patents containing details of registered innovation patents, registered standard/petty patents and registered standard patents for pharmaceutical substances that have been granted an extension of term.</p> <p>(Date range: 1904 -)</p> <p><i>[For granting patent rights, use PATENT RIGHTS MANAGEMENT – Rights Granting.]</i></p>	Retain as national archives
7995	<p>Records documenting the handling of requests received from people to modify details of standard/petty patents entered on the register of patents. Includes:</p> <ul style="list-style-type: none"> • requests to renew standard/petty patents • requests to modify details entered on the register • requests to record claims of interest <p>(Date range: 1904 -)</p>	Destroy 35 years after filing of the patent application
7996	<p>Records documenting the handling of requests received from people to modify details of innovation patents entered on the register of patents. Includes:</p> <ul style="list-style-type: none"> • requests to renew innovation patents • requests to modify details entered on the register • requests to record claims of interest <p>(Date range: 2001 -)</p>	Destroy 25 years after filing of the patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
7997	Records documenting the development of reports on problematic standard/petty patent cases. Includes: <ul style="list-style-type: none"> • requests for reports • working papers • final reports (Date range: 1904 -)	Destroy 35 years after filing of the standard/petty patent application
7998	Records documenting the development of reports on problematic innovation patent cases. Includes: <ul style="list-style-type: none"> • requests for the report • working papers • final reports (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application
7999	Final version of reports relating to the administration of patent rights management function. Includes working papers. (Date range: 1904 -)	Destroy 5 years after action completed

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Repudiate

The activities associated with repudiating correspondence or applications for intellectual property rights that are deemed not to constitute filed documents or applications because they are deficient or do not meet filing requirements. Includes advising the originator that the document or application is deficient and advising how to correct the deficiency. Also includes returning the document or application to the originator if the deficiency is not corrected within the required time frame.

Entry	Description of Records	Disposal Action
8000	Records documenting the handling of receipt of deficient documents or applications. (Date range: 1904 -)	Destroy 2 years after receipt

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 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
8001	Records documenting research activities relating to the patent rights management function. Includes: <ul style="list-style-type: none"> • requests to undertake research • working papers • unpublished final research papers (Date range: 1904 -) <i>[For printing and publication of research papers, use PUBLICATION – Production.]</i>	Destroy 10 years after action completed

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
8003	Records documenting business process reviews concerning the patent rights management function. Includes: <ul style="list-style-type: none"> • requests to undertake business process reviews • working papers • final business process review reports (Date range: 1904 -)	Destroy 10 years after action completed

Rights Granting

The activities associated with granting an intellectual property right. Includes sealing patents and issuing trade marks and designs owners with certificates of registration. Also includes activities associated with granting extension of term of pharmaceutical patents.

For entering details of registered patents onto the register and processing renewals, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

For processing applications for an extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Examination.

Entry	Description of Records	Disposal Action
8002	Records documenting the granting of extension of term for pharmaceutical patents. Includes notices of extension of term for the pharmaceutical patents. (Date range: 1904 -)	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Rights Granting - Continued

The activities associated with granting an intellectual property right. Includes sealing patents and issuing trade marks and designs owners with certificates of registration. Also includes activities associated with granting extension of term of pharmaceutical patents.

For entering details of registered patents onto the register and processing renewals, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

For processing applications for an extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Examination.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8004	Records documenting the sealing of standard patents and issuing duplicate sealed standard patents created or originated in Australia. (Date range: 1904 - 1935)	Retain as national archives
8005	Records documenting the sealing of standard/petty patents and issuing duplicate sealed standard/petty patents created or originated in Australia that have resulted in far-reaching social change or technological breakthrough, and are of significant historical interest. (Date range: 1936 -)	Retain as national archives
8006	Records documenting the sealing of innovation patents and issuing a duplicate sealed innovation patents created or originated in Australia that have resulted in far-reaching social change or technological breakthrough and are of significant historical interest. (Date range: 2001 -)	Retain as national archives

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Rights Granting - Continued

The activities associated with granting an intellectual property right. Includes sealing patents and issuing trade marks and designs owners with certificates of registration. Also includes activities associated with granting extension of term of pharmaceutical patents.

For entering details of registered patents onto the register and processing renewals, use PATENT RIGHTS MANAGEMENT – Register Maintenance.

For processing applications for an extension of term of pharmaceutical patents, use PATENT RIGHTS MANAGEMENT – Examination.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8007	Records documenting the sealing of standard/petty patents and issuing duplicate sealed standard/petty patents that have not resulted in far-reaching social change or technological breakthrough, and are not of significant historical interest. (Date range: 1936 -)	Destroy 35 years after filing of the standard/petty patent application
8008	Records documenting the sealing of innovation patents and issuing a duplicate sealed innovation patents that have not resulted in far-reaching social change or technological breakthrough and are not of significant historical interest. (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Searching

The activities associated with conducting a search of related art or technology to discover documents that may support or refute an application's eligibility for an intellectual property right. Includes receiving and considering search results provided by an applicant, development of the search strategy, undertaking the search, and preparing and issuing the search report. Also includes preparing authorities to issue invoices for commercial type searches.

Entry	Description of Records	Disposal Action
8009	Records documenting the handling of search processes for standard/petty patent applications, excluding working papers. Includes: <ul style="list-style-type: none"> • search strategies • search results • cited documents • search reports (Date range: 1904 -)	Destroy 35 years after filing of the patent application
8010	Records documenting the handling of search processes for innovation patents, excluding working papers. Includes: <ul style="list-style-type: none"> • search strategies • search results • cited documents • search reports (Date range: 2001 -)	Destroy 25 years after filing of the innovation patent application
8011	Records documenting the handling of international searches for international patent applications. Includes: <ul style="list-style-type: none"> • international search copies of international patent applications • pro-forma search folders • search strategies • search reports (Date range: 1980 -)	Destroy 10 years after the international filing date or date of receipt of the international patent application whichever is later

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Searching - Continued

The activities associated with conducting a search of related art or technology to discover documents that may support or refute an application's eligibility for an intellectual property right. Includes receiving and considering search results provided by an applicant, development of the search strategy, undertaking the search, and preparing and issuing the search report. Also includes preparing authorities to issue invoices for commercial type searches.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8012	Records documenting the handling of international type searches for Australian patent applications such as Patent Cooperation Treaty Article 15.5 searches. Includes requests for international type searches and search reports. (Date range: 1980 -)	Destroy 10 years after the date of receipt of the request
8013	Records documenting the handling of search processes for patent specifications conducted for another country's national offices. Includes: <ul style="list-style-type: none"> • requests for searches • search strategies • search results • cited documents • search reports (Date range: 1980 -)	Destroy 5 years after last action
8014	Records documenting the handling of 'state of the art searches' for another country's national offices. Includes requests for searches and search reports. (Date range: 1980 -)	Destroy 5 years after last action

PATENT RIGHTS MANAGEMENT

The function of processing applications for the granting of patents. Includes reviewing and deciding disputed matters relating to the granting or refusal of patent rights; maintaining a register of patents; providing advice on the application of patents legislation, World Intellectual Property Organization matters pertaining to patents, and on other international and bilateral patent matters. Also includes activities of processing Patent Cooperation Treaty applications such as Receiving Office, International Searching Authority and International Preliminary Examination Authority activities; examining patent applications and undertaking international searches on behalf of other countries and undertaking commercial searches.

For responses to ministerial and responses to questions raised in Parliament about patent rights and patent issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise the awareness about patents rights and patent issues, use INTELLECTUAL PROPERTY AWARENESS.

For intellectual property policy development, including legislative development and international and regional activities to influence the development of the international system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Searching - Continued

The activities associated with conducting a search of related art or technology to discover documents that may support or refute an application's eligibility for an intellectual property right. Includes receiving and considering search results provided by an applicant, development of the search strategy, undertaking the search, and preparing and issuing the search report. Also includes preparing authorities to issue invoices for commercial type searches.

Entry	Description of Records	Disposal Action
8015	Records documenting the preparation of commercial search reports. Includes: <ul style="list-style-type: none"> • requests for commercial searches • specifications or descriptions of inventions • commercial search reports • correspondence covering commercial search reports • minutes requesting preparation and dispatch of invoices (Date range: 1998 -)	Destroy 4 years after action completed
8016	Records documenting the preparation of technical assessment reports on applications for industry assistance (eg Ausindustry applications). Includes: <ul style="list-style-type: none"> • requests for technical assessments • correspondence discussing progress of agency's assessment of applications • minutes requesting preparation and dispatch of invoices (Date range: 1997 -)	Destroy 2 years after action completed
8017	Working papers associated with the handling of search processes for standard/petty patent applications or innovation patents. Includes examiners notes. (Date range: 1904 -)	Destroy when reference ceases

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Appeals (decisions)

The activities involved in the process of appeals against decisions by applications to a higher authority.

For engagement of legal service providers, use LEGAL SERVICES.

Entry	Description of Records	Disposal Action
8018	Records documenting agency involvement in proceedings concerning registered trade marks or protected international registrations before a court or tribunal (including appeals of decisions of agency employees). Includes: <ul style="list-style-type: none"> • notices of appeal • notices of applications • correspondence with legal service providers • correspondence with parties to the proceedings • court orders or tribunal decisions (Date range: 1906 -)	Destroy 25 years after registration expires
8019	Records documenting agency referral to a court of applications to remove registered trade marks from the register or applications to remove protected international trade marks from the record of international registrations for non-use. Includes: <ul style="list-style-type: none"> • notices to parties that the Registrar intends to refer non-use applications to a court • correspondence with the court • court orders • notices advising the international bureau of the court's decision (Date range: 1906 -)	Destroy 25 years after registration expires

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Appeals (decisions) - Continued

The activities involved in the process of appeals against decisions by applications to a higher authority.

For engagement of legal service providers, use LEGAL SERVICES.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8020	<p>Court orders concerning registered trade marks or protected international registrations where the agency is not a party to proceedings. Includes notices advising the international bureau of the court's decisions.</p> <p>(Date range: 1906 -)</p>	Destroy 25 years after registration expires
8021	<p>Records documenting agency involvement in proceedings concerning trade marks applications or international registrations designating Australia before a court or tribunal (including appeals of decisions of agency employees). Includes:</p> <ul style="list-style-type: none"> • notices of appeal or applications • correspondence with legal service providers • correspondence with parties to the proceedings • court orders or tribunal decisions <p>(Date range: 1906 -)</p>	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect
8022	<p>Working papers documenting all proceedings. Includes:</p> <ul style="list-style-type: none"> • copies of judges books • copies of evidence • copies of authorities referred to in proceedings • transcripts of proceedings • trade marks proceedings registers <p>(Date range: 1906 -)</p>	Destroy when reference ceases

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
8023	Final audit reports, including recommendations and implementation plans that result in major changes to agency practices and procedures relating to the trade mark rights management function. (Date range: 1906 -)	Destroy 10 years after action completed
8024	Final audit reports, including recommendations and implementation plans that result in minor or routine changes to agency practices and procedures relating to the trade mark rights management function. (Date range: 1906 -)	Destroy 5 years after action completed
8025	Records documenting the planning and conduct of audits relating to the trade mark rights management function. Including: <ul style="list-style-type: none"> • planning documents • working papers • draft audit reports • stakeholders comments (Date range: 1906 -)	Destroy 3 years after action completed

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
8026	Records documenting the delegation of trade mark rights management statutory powers to agency employees. (Date range: 1906 -)	Destroy 10 years after expiry or other termination of delegation

Awarding Costs

The process of handling submissions for claims for costs. Includes receiving claims for costs, sending a copy of the claim to the party liable for costs, receiving comment on or objection to the claim, applying the scale of costs, notifying parties of the taxed costs, and certifying the taxed costs. Also includes reviewing the costs if the amount of costs is challenged.

For activities associated with conducting hearing proceedings, use TRADE MARK RIGHTS MANAGEMENT – Hearings.

Entry	Description of Records	Disposal Action
8027	Records documenting claims for costs of proceedings relating to registered trade marks or protected international trade marks. Includes: <ul style="list-style-type: none"> • requests for costs • correspondence with parties • review cost decisions • submissions concerning the proposed claims for costs • claims for costs certificates (Date range: 1906 -)	Destroy 25 years after registration expires

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Awarding Costs - Continued

The process of handling submissions for claims for costs. Includes receiving claims for costs, sending a copy of the claim to the party liable for costs, receiving comment on or objection to the claim, applying the scale of costs, notifying parties of the taxed costs, and certifying the taxed costs. Also includes reviewing the costs if the amount of costs is challenged.

For activities associated with conducting hearing proceedings, use TRADE MARK RIGHTS MANAGEMENT – Hearings.

Entry	Description of Records	Disposal Action
8028	Records documenting claims for costs of proceedings relating to trade mark applications or international registrations designating Australia. Includes: <ul style="list-style-type: none"> • requests for costs • correspondence with parties • review cost decisions • submissions concerning the proposed claims for costs • claims for costs certificates (Date range: 1906 -)	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect

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.

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

Entry	Description of Records	Disposal Action
8029	Records documenting agency compliance with agreed examination quality standards. Includes: <ul style="list-style-type: none"> • issues logs • issues management worksheets • examination data collected for analysis • lists of outstanding unreported applications (Date range: 1906 -)	Destroy 10 years after action completed

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry	Description of Records	Disposal Action
8030	Records detailing the bibliographic data relating to trade mark applications and international registrations designating Australia filed with the agency. (Date range: 1906 -)	Retain permanently in agency

Enquiries

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

Entry	Description of Records	Disposal Action
8031	Records documenting the handling of enquiries related to the trade mark rights management function. Includes: <ul style="list-style-type: none"> • enquiries received • draft responses • stakeholder comments • final responses to enquiries • statistics on enquires (Date range: 1906 -)	Destroy 3 years after action completed

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Examination

The activities associated with examining an application, or a potential application, for an intellectual property right to ascertain its eligibility for registration, or continued registration. Includes examining applications filed under bilateral or multilateral arrangements, re-examination, issuing reports to the applicant advising eligibility for registration, receiving and considering subsequent replies and/or requests to amend the application, accepting the application, if it meets the eligibility requirements for registration, and notifying the applicant of the outcome.

For amending registered details of registered designs, use TRADE MARK RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
8032	Records documenting the handling of examination processes for trade marks application or international registrations designating Australia. Includes: <ul style="list-style-type: none"> • clear examination reports • acceptance notices • adverse examination reports • applicants responses • evidence • evidence worksheets (Date range: 1906 -)	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect
8033	Records documenting the handling of up-front service examinations. Includes: <ul style="list-style-type: none"> • up-front service examination requests • search results and eligibility to file decisions • correspondence (Date range: 2003 -)	Destroy 2 years after receipt of request

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Extension of Time

The activities associated with processing requests to extend the time to complete an action because the requestor is unable to complete the action within the period determined by the agency. Includes receiving the application and the statement of grounds for the request, considering the application (including the length of time of the extension), and notifying the applicant whether the request has been granted or refused.

For activities associated with conducting hearing proceedings, use TRADE MARK RIGHTS MANAGEMENT – Hearings.

Entry	Description of Records	Disposal Action
8034	<p>Records documenting the handling of applications for extension of time relating to trade mark applications or international registrations designating Australia. Includes:</p> <ul style="list-style-type: none"> • applications for extension of time • requests for further information • correspondence concerning applications • pro-forma to allow or advertise extension of time • decisions to grant or refuse the extension of time <p>(Date range: 1906 -)</p>	<p>Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect</p>

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use TRADE MARK RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
8035	Records documenting the handling of opposed applications to remove registered trade marks from the register or applications to remove protected international trade marks from the record of international registrations for non-use. Includes: <ul style="list-style-type: none"> • notices of opposition • correspondence • evidence • decisions of the matter on the written record • submissions (Date range: 1906 -)	Destroy 25 years after registration expires
8036	Records documenting orders for security of costs relating to registered trade marks or protected international trade marks. Includes: <ul style="list-style-type: none"> • requests for security of costs orders • correspondence with parties • orders for security of costs • details of compliance with orders (Date range: 1906 -)	Destroy 25 years after registration expires

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings - Continued

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use TRADE MARK RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
8037	Records documenting requests to issue notices to supply documents or issue summonses concerning proceedings relating to registered trade marks or protected international trade marks. Includes: <ul style="list-style-type: none"> • requests for notices to produce documents or issue summonses; • correspondence; • signed and sealed notices; • requests to extend the time to comply with notices; • notices contesting the notice to supply documents. (Date range: 1906 -)	Destroy 25 years after registration expires
8038	Records documenting requests to issue notices to supply documents or issue summonses concerning proceedings relating to trade marks applications or international registrations designating Australia. Includes: <ul style="list-style-type: none"> • requests for notices to produce documents or issue summonses; • signed and sealed notices; • requests to extend the time to comply with notices; • notices contesting the notice to supply documents. (Date range: 1906 -)	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Hearings - Continued

The activities associated with arranging and conducting inter-partes and ex-parte hearing proceedings. Includes notifying parties of the hearing, summoning witnesses, administering oaths or affirmations, declarations of interest, disqualification of parties from proceedings, examining witnesses, taking of evidence, transcript recording, awarding costs, and notifying parties of the outcome.

For processing submissions for claims for costs, use TRADE MARK RIGHTS MANAGEMENT – Awarding Costs.

Entry	Description of Records	Disposal Action
8039	Records documenting orders for security of costs relating to trade marks applications or international registrations designating Australia. Includes: <ul style="list-style-type: none"> • correspondence with parties • orders for security of costs • details of compliance with orders (Date range: 1906 -)	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect
8040	Records documenting the handling of opposition and hearing proceedings relating to trade marks applications or international registrations designating Australia. Includes: <ul style="list-style-type: none"> • correspondence with parties • evidence • decisions of the matter on the written record • submissions (Date range: 1906 -)	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect
8041	Records documenting the handling of ex-parte proceedings relating to trade mark applications or international registrations designating Australia. Includes: <ul style="list-style-type: none"> • correspondence • evidence • submissions in lieu of appearing in person (Date range: 1906 -)	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect
8042	Recorded transcripts of proceedings. (Date range: 1906 -)	Destroy when reference ceases

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Implementation

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

Entry	Description of Records	Disposal Action
8043	Records documenting implementation of new practices or changes in practices. Includes: <ul style="list-style-type: none"> • implementation plans and instructions • implementation logs • issues registers • tests against implementation objectives results (Date range: 1906 -)	Destroy 15 years after action completed

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or application that must be corrected before the process may continue.

For processing applications that fail to be accepted as filed, use TRADE MARK RIGHTS MANAGEMENT – Repudiate.

For processing requests to extend a period of time to complete an action, use TRADE MARK RIGHTS MANAGEMENT – Extension of time.

For lapsing trade mark applications, use TRADE MARK RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
8044	Records documenting receipt of applications for international trade marks based on Australian registered trade marks or Australian trade mark applications that proceed to registration. Includes: <ul style="list-style-type: none"> • international trade mark applications; • formalities letters to applicants identifying deficiencies; • applicants responses; • notices transmitting certified international trade mark applications to the international bureau. (Date range: 2001 -)	Destroy 25 years after registration expires
8045	Records documenting receipt of applications for international trade marks based on Australian trade mark applications that do not proceed to registration. Includes: <ul style="list-style-type: none"> • international trade mark applications • formalities letters to applicants identifying deficiencies • applicants responses • notices transmitting certified international trade mark applications to the international bureau (Date range: 2001 -)	Destroy 10 years after the basic application lapses, is withdrawn or otherwise ceases to be in effect

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Initial Processing - Continued

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing or an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or application that must be corrected before the process may continue.

For processing applications that fail to be accepted as filed, use TRADE MARK RIGHTS MANAGEMENT – Repudiate.

For processing a request to extend a period of time to complete an action, use TRADE MARK RIGHTS MANAGEMENT – Extension of time.

For lapsing trade mark applications, use TRADE MARK RIGHTS MANAGEMENT – Process Suspension.

Entry	Description of Records	Disposal Action
8046	Records documenting receipt of trade mark applications. Includes: <ul style="list-style-type: none"> • trade mark applications • formalities letters to applicant identifying deficiencies • applicants responses (Date range: 1906 -)	Destroy 10 years after the application lapses, is withdrawn or otherwise ceases to be in effect
8047	Records documenting receipt of international registrations designating Australia. (Date range: 2001 -)	Destroy 10 years after the international registration designating Australia ceases

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Meetings

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

Entry	Description of Records	Disposal Action
8048	Records of meetings relating to the administration of the trade mark rights management function such as team meetings or section meetings. Includes: <ul style="list-style-type: none"> • documents establishing the meeting • final version of meeting minutes • agreed action items (Date range: 1906 -)	Destroy 10 years after action completed
8049	Records of meetings relating to trade mark rights management practices and procedures such as the trade marks quality meetings. Includes: <ul style="list-style-type: none"> • documents establishing the meeting • final version of meeting minutes • agreed action items (Date range: 1906 -)	Destroy 10 years after action completed
8050	Records documenting the conduct and administration of meetings relating to the trade mark rights management function. Includes: <ul style="list-style-type: none"> • venue arrangements • agendas • invitations • working papers • draft minutes (Date range: 1906 -)	Destroy when reference ceases

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Planning

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

For overall agency planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

Entry	Description of Records	Disposal Action
8051	Final version of section plans and business unit plans relating to the trade mark rights management function. (Date range: 1906 -)	Destroy 10 years after adoption of the final plan
8052	Working papers used to develop plans relating to the trade mark rights management function. Includes draft plans and comments received from stakeholders on drafts. (Date range: 1906 -)	Destroy 5 years after adoption of the final plan

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Procedures

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

Entry	Description of Records	Disposal Action
8053	Records documenting the history of the development of agency practices and procedures relating to the trade mark rights management function. Includes master copy of the first issue of the trade marks office manual of practice and procedure and subsequent amendment sets to the trade marks office manual of practice and procedure. (Date range: 1906 -) <i>[For printing and publication of procedure manuals, use PUBLICATION – Production.]</i>	Destroy 35 years after repeal of the enabling legislation
8054	Master set of manuals, such as office manual of practice and procedure, detailing agency practices and procedures supporting the trade mark rights management function. (Date range: 1906 -)	Destroy when reference ceases

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

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Process Suspension

The activities associated with the cessation, for any reason, of an intellectual property right or an application for an intellectual property right. Includes expiry and lapsing, withdrawal and refusal of applications. Also includes revoking and ceasing registration of an intellectual property right and activities associated with applications to rectify a register to expunge an entry wrongly made.

For amending registered details of registered trade marks, use TRADE MARK RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
8055	<p>Records documenting the suspension of agency processing of registered trade marks or protected international trade marks. Includes:</p> <ul style="list-style-type: none"> • requests to cancel registered trade marks; • applications to remove trade marks from the register for non-use; • notifications from the international bureau of non-renewal of international trade marks; • advice of final decisions to the international bureau to cease protection of protected international trade marks. <p>(Date range: 1906 -)</p>	<p>Destroy 25 years after registration or protection expires</p>
8056	<p>Records documenting the suspension of agency processing of trade marks applications or international registrations designating Australia. Includes:</p> <ul style="list-style-type: none"> • lapsing, refusal or withdrawal of applications; • notices of registration cancellation of international trade marks; • advice to the international Bureau of final decisions to refuse international registrations designating Australia. <p>(Date range: 1906 -)</p>	<p>Destroy 10 years after the application or international registration designating Australia ceases</p>

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Register Maintenance

The activities involved in maintaining a register. Includes entering details of new entries, and maintaining accurate details of all entries throughout their active life vis: processing adhoc amendments, making corrections and recording assignments and claimed interests. Also includes recording when an entry ceases to have effect and providing extracts from a register.

For granting registration of trade marks, use TRADE MARK RIGHTS MANAGEMENT – Rights Granting.

Entry	Description of Records	Disposal Action
8057	Master copy of the register of trade marks, including the record of international registrations, containing details of registered trade marks and protected international trade marks. (Date range: 1906 -)	Retain as national archives
8058	Records documenting the handling of court orders or requests received from people to modify details of trade marks entered on the register of trade marks or protected international trade marks entered on the record of international registrations. Includes: <ul style="list-style-type: none"> • renewal requests • requests to modify details entered in the register • requests to record claims of interest • court orders (Date range: 1906 -)	Destroy 25 years after registration or protection expires

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
8059	Records documenting the development of reports relating to registered trade marks or protected international trade marks. Includes final reports. (Date range: 1906 -)	Destroy 25 years after registration or protection expires
8060	Records documenting the development of reports relating to trade mark applications or international registrations designating Australia. Includes final reports. (Date range: 1906 -)	Destroy 10 years after the application or international registration designating Australia ceases
8061	Final version of reports relating to the administration of trade mark rights management function. Includes periodic reports. (Date range: 1906 -)	Destroy 15 years after action completed
8062	Records documenting the development of reports relating to the administration of trade mark rights management function. Includes periodic reports. (Date range: 1906 -)	Destroy 5 years after action completed

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Repudiate

The activities associated with repudiating correspondence or applications for intellectual property rights that are deemed not to constitute filed documents or applications because they are deficient or do not meet filing requirements. Includes advising the originator that the document or application is deficient and advising how to correct the deficiency. Also includes returning the document or application to the originator if the deficiency is not corrected within the required time frame.

Entry	Description of Records	Disposal Action
8063	Records documenting the handling of receipt of deficient documents and applications. (Date range: 1906 -)	Destroy 2 years after receipt

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 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
8064	Final version of research reports relating to the trade mark rights management function. (Date range: 1906 -) <i>[For printing and publication of research papers, use PUBLICATION – Production.]</i>	Destroy 10 years after action completed
8065	Working papers documenting research activities relating to the trade mark rights management function. (Date range: 1906 -)	Destroy 2 years after action completed

TRADE MARK RIGHTS MANAGEMENT

The function of processing applications for the registration of trade marks. Includes considering and deciding disputed matters relating to the granting or refusal of trade mark rights; maintaining the Register of Trade Marks; providing advice on application of the trade marks legislation, World Intellectual Property Organization matters pertaining to trade marks, and on other international and bilateral trade mark matters.

For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

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
8066	Final version of business process reviews relating to the trade mark rights management function. (Date range: 1906 -)	Destroy 10 years after action completed
8067	Working papers documenting business process reviews concerning the trade mark rights management function. (Date range: 1906 -)	Destroy 2 years after action completed

Rights Granting

The activities associated with granting an intellectual property right. Includes sealing patents and issuing trade marks and designs owners with certificates of registration. Also includes activities associated with granting extension of term of pharmaceutical patents.

For entering details of registered trade marks onto the register of trade marks and processing renewals, use TRADE MARK RIGHTS MANAGEMENT – Register Maintenance.

Entry	Description of Records	Disposal Action
8068	Records documenting processes of providing notices that trade marks have been registered or that international trade marks are protected. Includes: <ul style="list-style-type: none"> certificates of registration and notices to applicants advising registration; letters of protection and notices to a holder of a protected international trade mark; notices of address for service in Australia from holders of protected international trade marks. (Date range: 1906 -)	Destroy 25 years after registration or protection expires

TRADE MARK RIGHTS MANAGEMENT

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For responses to ministerial and responses to questions raised in Parliament about trade mark rights and trade mark issues, use GOVERNMENT RELATIONS – Representations.

For the implementation of marketing and education strategies and programs to raise awareness about trade mark rights and trade mark issues, use INTELLECTUAL PROPERTY AWARENESS.

For trade mark policy development, including legislative development and international and regional activities to influence the development of the international trade marks system, use INTELLECTUAL PROPERTY DEVELOPMENT.

For processing fees, use FINANCIAL MANAGEMENT – Accounting.

For publishing official journal notices, use PUBLICATION - Production.

Searching

The activities associated with conducting a search of related art or technology to discover documents that may support or refute an application's eligibility for an intellectual property right. Includes receiving and considering search results provided by an applicant, development of the search strategy, undertaking the search, and preparing and issuing the search report. Also includes preparing authorities to issue invoices for commercial type searches.

Entry	Description of Records	Disposal Action
8069	Records documenting the handling of search processes for trade mark applications or international registrations designating Australia. Includes: <ul style="list-style-type: none"> • research base reports • Australian trade marks online search system search reports including examiner annotations • examiners worksheets (Date range: 1906 -)	Destroy 10 years after the application ceases
8070	Records documenting the handling of business names applicant search services. Includes: <ul style="list-style-type: none"> • applications • pro-forma letters advising non-discovery of similar marks • reports detailing pre-existing marks • letters covering the reports (Date range: 1995 -)	Destroy 2 years after receipt of the application