

Records
Disposal Authority

**Department of
Finance and
Administration**

Job no 2004/00136572

14 May 2004



Australian Government

National Archives of Australia

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INTRODUCTION

Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from the Canberra Office of the National Archives of Australia.

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

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

Purpose of this authority

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

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

Using this authority

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

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

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

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

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

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

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

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

Amendment of this authority

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

CONTACT INFORMATION

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

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

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

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

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

RDA Job No 2004/00136572

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

The Secretary
Department of Finance and Administration
John Gorton Building
King Edward Terrace
PARKES ACT 2600

Purpose:

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

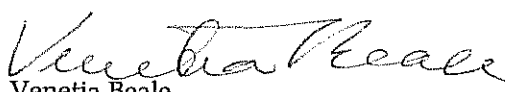
Application:

The records of Asset sales, Car with driver services,
Commonwealth budget management, Commonwealth financial
management, Commonwealth insurance, Commonwealth risk
management, Financial redress, Grants administration,
Information technology outsourcing, Oversight of Government
business, Parliamentary entitlements, Parliamentary
superannuation, Political exchange program, Procurement
management, Public sector superannuation

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

Authorising Officer
National Archives of Australia

Date of issue:
14 May 2004


Venetia Beale
Director
Recordkeeping Implementation

Date of amendment:

Expiry date:

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ASSET SALES

The function of managing the sale of major Government business assets. Includes scoping studies to determine the viability or otherwise of the sale and the sale method; the provision of advice; preparation of the asset for sale either as a trade sale or sale by the public offering; marketing and advertising; the engagement of specialist advisers and consultants; the preparation of sale documents; including requests for tender; management of the sale process; including evaluation of tender bids and receipt of applications; and sale finalisation, including contract negotiations. Also includes evaluation and oversight of the sale of minor Government business assets carried out by other agencies.

Agreements

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

For final sale contracts of Government asset, use ASSET SALES – Sale Implementation or ASSET SALES – Public Offering Settlement.

Entry	Description of Records	Disposal Action
8074	Final version of agreements and memoranda of understanding made to support the asset sales function. (Date range: 1987 –)	Destroy 7 years after expiry or other termination of agreement
8075	Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1987 –)	Destroy 7 years after expiry or other termination of agreement

Appointment of Advisers

The activity of employing specialists under contract for specific purposes. Includes defining business requirements, advertising, and the evaluation of potential candidates.

For signed contracts with advisors, use ASSET SALES – Agreements.

Entry	Description of Records	Disposal Action
8076	Records documenting the appointment of advisors in relation to the function of asset sales. Includes advertising the position, and short listing of candidates. (Date range: 1987 –)	Destroy 20 years after completion or other termination of contract

ASSET SALES

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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
8077	Master copy of initial and final audit reports and comments given in response to reports. (Date range: 1987 –)	Destroy 7 years after action completed
8078	Arrangements for an audit of the assets sales process to be undertaken. (Date range: 1987 –)	Destroy 7 years after action completed

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8079	Records of committees formed to consider matters relating to the asset sales function, such as due diligence committees and evaluation committees. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents, such as briefing papers and discussion papers (Date range: 1987 –)	Destroy 20 years after action completed
8080	Working papers documenting the conduct and administration of committees formed to consider matters relating to the asset sales function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1987 –)	Destroy when reference ceases

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Contracting-out

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

Entry	Description of Records	Disposal Action
8081	Records documenting contract management relating to the asset sales function. Includes performance evaluations. (Date range: 1987 –)	Destroy 20 years after action completed

Finance Management

The processes involved in managing funds received as a result of a share or asset sale.

Entry	Description of Records	Disposal Action
8082	Records documenting the assessment of requests for refunds of deposits paid prior to a sale of shares. (Date range: 1995 –)	Destroy 20 years after action completed
8083	Records documenting the assessment of amounts due and payments made in relation to asset sales. (Date range: 1995 –)	Destroy 20 years after action completed
8084	Register of monies received from asset sales. (Date range: 1995 –)	Destroy 20 years after action completed

Instalment Collection

The processes involved in managing the collection of instalments from a share sale. Includes default management.

Entry	Description of Records	Disposal Action
8085	Records documenting collection of overdue installment payments. Includes exception reports detailing overdue payments and copies of overdue notices. (Date range: 1995 –)	Destroy 20 years after action completed
8086	Records documenting the collection of instalment payments for share sales. Includes notices of amounts due and copies of receipts for payment. (Date range: 1995 –)	Destroy 20 years after action completed

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Marketing

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

Entry	Description of Records	Disposal Action
8087	Records documenting the marketing of sales of Government assets. Includes records covering arrangements for advertising campaigns and roadshows. (Date range: 1987 –)	Destroy 2 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
8088	Final version of minutes and supporting documents tabled at meetings held to support the asset sales function. Includes meetings with external agencies. (Date range: 1987 –)	Destroy 20 years after action completed
8089	Working papers documenting the conduct and administration of meetings held to support the asset sales function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1987 –)	Destroy when reference ceases

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Post-Sale Administration

The activities involved in managing general matters relating to an asset, after it is sold through asset or share sales. Includes consultation with the relevant agency, sale contract management, and post-settlement sale price adjustments.

Entry	Description of Records	Disposal Action
8090	Records documenting the handover of post sale administration to the responsible portfolio Department. Includes sale contract management and sale price adjustments. (Date range: 1987 –)	Destroy 20 years after action completed
8091	Records documenting queries from unsuccessful bidders, and responses to queries. Includes draft responses and research and analytical notes. (Date range: 1987 –)	Destroy 20 years after action completed

Public Offering Logistics

The activities involved in managing the logistics of a share sale. Includes managing the distribution and processing of pre-registration documents, offer documents printing, and the distribution of offer documents.

Entry	Description of Records	Disposal Action
8092	Records documenting the arrangements for printing and sending pre-registration and offer documents. Includes printing letters and mail outs. (Date range: 1994 –)	Destroy 20 years after action completed
8093	Records of investor information, such as contact details. (Date range: 1994 –)	Destroy 20 years after action completed

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Public Offering Management

The activities involved in managing applications for an initial public offering of a Government business asset. Includes the processing of retail applications, the determination of pricing and allocation, and the receipt and management of money.

Entry	Description of Records	Disposal Action
8094	Records documenting summaries of applications received and processed. Includes daily records of share registry processing and daily bank records of deposits. (Date range: 1994 –)	Destroy 20 years after action completed
8095	Records documenting the receipt and processing of applications. Includes application documentation. (Date range: 1994 –)	Destroy 20 years after action completed
8096	Records documenting the determination of pricing structures for share sales of assets. (Date range: 1994 –)	Destroy 20 years after action completed

Public Offering Planning

The processes involved in planning for the sale of an asset through a public offering. Includes the establishment of a team, general budgeting, communication with stakeholders and the development of plans for the sale, following the completion of a scoping study.

Entry	Description of Records	Disposal Action
8097	Records documenting the initial planning for a public offering. Includes: <ul style="list-style-type: none">• establishing a team• initial planning for the sale• sale cost budgeting• stakeholders communication (Date range: 1990 –)	Destroy 20 years after action completed
8098	Records documenting probity and security checking of entity being sold. Includes conflicts register. (Date range: 1990 –)	Destroy 20 years after action completed

ASSET SALES

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Public Offering Preparation

The activities involved in preparing a public offering for the sale of an asset. Includes consultation with stakeholders, drafting of offer documents, determining of the form of securities to be offered and the syndicate structure, obtaining regulatory approvals, finalising offer details and structure, issuing broker firm invitations, and preparing bookbuild arrangements.

For asset sales other than public offering, use ASSET SALES – Sale preparation.

Entry	Description of Records	Disposal Action
8099	Records documenting advice and correspondence relating to a bookbuild. Includes the setting of allocation criteria. (Date range: 1990 –)	Destroy 20 years after action completed
8100	Records documenting the development and issuing of broker firm invitations for the sale of assets. (Date range: 1990 –)	Destroy 20 years after action completed
8101	Records documenting the receipt of proposals from syndicates. (Date range: 1990 –)	Destroy 20 years after action completed
8102	Records of due diligence for public offer sales. (Date range: 1990 –)	Destroy 20 years after action completed
8103	Register of approvals from regulatory authorities including the Australian Stock Exchange (ASX) and Australian Securities and Investment Commission (ASIC). (Date range: 1990 –)	Destroy 20 years after action completed
8104	Final copies of the prospectus. (Date range: 1990 –)	Destroy 20 years after action completed
8105	Working papers and draft copies of the prospectus. (Date range: 1990 –)	Destroy 20 years after action completed

ASSET SALES

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Public Offering Settlement

The activities involved in finalising the sale of an asset by shares. Includes advising investors of allocations and holdings, settlement of underwritten element, institutional settlement, and arrangements for issuing refunds.

For asset sales other than public offering, use ASSET SALES – Sale Implementation.

Entry	Description of Records	Disposal Action
8106	Records documenting arrangements for sending allocation packs to prospective investors. Includes share statements and arrangements for refunds. (Date range: 1990 –)	Destroy 20 years after action completed

Risk Management

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

Entry	Description of Records	Disposal Action
8107	Asset sales risk register. (Date range: 1987 –)	Destroy 7 years after next risk assessment
8108	Final versions of documentation on risk management relating to the asset sales function. Includes: <ul style="list-style-type: none">• records covering each stage of the process• assessment reports• treatment schedules• action plans (Date range: 1987 –)	Destroy 1 year after next risk assessment

ASSET SALES

The function of managing the sale of major Government business assets. Includes scoping studies to determine the viability or otherwise of the sale and the sale method; the provision of advice; preparation of the asset for sale either as a trade sale or sale by the public offering; marketing and advertising; the engagement of specialist advisers and consultants; the preparation of sale documents; including requests for tender; management of the sale process; including evaluation of tender bids and receipt of applications; and sale finalisation, including contract negotiations. Also includes evaluation and oversight of the sale of minor Government business assets carried out by other agencies.

Sale Implementation

The activity of finalising the sale of Government business assets. May include vendor and purchaser due diligence, probity and security checking and the development of information briefs. Excludes sales by public offering.

For finalisation of sale by public offering, use ASSET SALES - Public Offering Settlement.

Entry	Description of Records	Disposal Action
8109	Records documenting opinions papers related to the sale of Government asset. Includes draft papers. (Date range: 1987 –)	Destroy 20 years after action completed
8110	Records of ongoing correspondence with agencies involved in the sale process. May include correspondence with responsible portfolio Department, entity to be sold, and National Archives. (Date range: 1987 –)	Destroy 20 years after action completed
8111	Specialist advisors reports. (Date range: 1990 –)	Destroy 20 years after action completed
8112	Asset sale documentation. Includes: <ul style="list-style-type: none">• final copies of sale documents• information packs• information memoranda• copies of asset contracts and leases (Date range: 1987 –)	Destroy 7 years after action completed or related lease expires or is otherwise terminated, whichever is later
8113	Records documenting probity and security checking of an asset being sold. Includes final reports. (Date range: 1987 –)	Destroy 7 years after action completed or related lease expires or is otherwise terminated, whichever is later
8114	Records of due diligence relating to final aspects of sale of an asset. (Date range: 1987 –)	Destroy 7 years after action completed or related lease expires or is otherwise terminated, whichever is later

ASSET SALES

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Sale Preparation

The activities involved in preparing an asset for a sale, usually based on the findings of a scoping study. May include consultation with stakeholders, oversight of the commencement of due diligence processes, development of a sale strategy, and preparation of documentation to implement the first stage of the sale.

For sale of assets through public offering, use ASSET SALES – Public Offering Preparation.

For records of due diligence, use ASSET SALES – Sale Implementation.

Entry	Description of Records	Disposal Action
8115	Final versions of plans, timetables and reports relating to the preparation for the sale of an asset. (Date range: 1987 –)	Destroy 20 years after action completed
8116	Records documenting the development and issue of relevant documentation prior to the sale of an asset. Includes: <ul style="list-style-type: none"> • statements of requirements • request for proposals • expressions of interest • requests for tender • consultations with the entity to be sold • correspondence with advisors • draft reports and plans • draft contracts • draft timetables (Date range: 1987 –)	Destroy 20 years after action completed

Scoping Study

The process of determining the objectives of a proposed course of action, and assessing the prospects for success. Includes examining and documenting the technical, commercial, legal, financial, environmental, regulatory details and cost/benefits relating to the proposed action, and identifying and addressing key issues.

Entry	Description of Records	Disposal Action
8117	Final copies of scoping studies. (Date range: 1987 –)	Destroy 20 years after action completed
8118	Records documenting the creation of a scoping study. Includes draft reports and records of consultation with stakeholders involved in sale. (Date range: 1987 –)	Destroy 20 years after action completed

ASSET SALES

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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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8119	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender (RFT) • draft contract (Date range: 1987 –)	Destroy 7 years after tender process completed
8120	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1987 –)	Destroy 7 years after tender process completed
8609	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1987 –)	Destroy 2 years after tender process completed or decision made not to continue with the tender
8121	Records documenting post-offer negotiations and due diligence checks. (Date range: 1987 –)	Destroy 7 years after tender process completed
8122	Tender register. (Date range: 1987 –)	Destroy 7 years after last entry

ASSET SALES

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Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8123	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1987 –)	Destroy 20 years after completion or other termination of contract
8124	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1987 –)	Destroy 15 years after completion or other termination of contract
8125	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1987 –)	Destroy 12 years after completion or other termination of contract
8126	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1987 –)	Destroy 7 years after completion or other termination of contract
8127	Contract register. (Date range: 1987 –)	Destroy 7 years after last entry

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For the installation of equipment to use in vehicles, use CAR WITH DRIVER SERVICES – Vehicle Fitouts.

Entry	Description of Records	Disposal Action
8128	Records documenting the acquisition of vehicles for Commonwealth use. Includes: <ul style="list-style-type: none">• quotes• justification for choice• orders• handover reports (Date range: 1908 –)	Destroy 7 years after disposal of vehicle
8129	Records documenting the acquisition of goods, such as vehicle equipment and fuel and services, required in supporting the car with driver services where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). (Date range: 1908 –)	Destroy 7 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
8130	Final version of agreements and memoranda of understanding made to support the car with driver services function. Includes lease contracts not covered by a tender process. (Date range: 1918 –)	Destroy 7 years after expiry or other termination of agreement
8131	Records documenting negotiations, establishment, maintenance and review of agreements. Includes lease contracts not covered by a tender process. (Date range: 1918 –)	Destroy 7 years after expiry or other termination of agreement

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

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
8132	Records documenting contract management relating to the car with driver services function. Includes minutes of meetings with main stakeholders and performance and evaluation reports. (Date range: 1920 –)	Destroy 7 years after completion or other termination of contract

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of Records	Disposal Action
8133	Records documenting the management of specific customer services provided to clients. Includes managing the reservations telephone line and ongoing client interaction. (Date range: 1914 –) <i>[For general correspondence with customers and clients, use CAR WITH DRIVER SERVICES– Liaison.]</i>	Destroy 7 years after reference ceases
8134	Records documenting public and clients reaction and agency responses. Includes letters of appreciation and register of comments. (Date range: 1914 –)	Destroy 6 years after action completed
8135	Records documenting the development of service charters, key performance indicators and directives relating to the provision of services to clients. Includes copies of internal directives and charters. (Date range: 1914 –)	Destroy 3 years after superseded
8136	Records documenting the planning, monitoring and evaluation of customer services provided to clients. Includes carrying out customer surveys. (Date range: 1914 –)	Destroy 3 years after last action

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The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Entry	Description of Records	Disposal Action
8137	Records documenting the disposal of Commonwealth owned vehicles. Includes: <ul style="list-style-type: none">• independent valuation• certification of work undertaken on a vehicle prior to disposal• written quotes• auction records (Date range: 1918 –)	Destroy 7 years after disposal of vehicle
8138	Records documenting the return of leased vehicles. Includes: <ul style="list-style-type: none">• written notices and correspondence with leasing companies• handover reports• notification that the agency or its nominee wishes to purchase a vehicle• arrangements for the restoration of the vehicle to the original condition (Date range: 1918 –)	Destroy 7 years after disposal of vehicle

Driver Management

The activities associated with developing rosters, identifying and contacting drivers, and allocating driving tasks. It also includes the provision of general information to drivers.

For driving or traffic infringements, use CAR WITH DRIVER SERVICES – Infringements.

Entry	Description of Records	Disposal Action
8139	Drivers worksheets and vehicle logs. (Date range: 1908 –)	Destroy 7 years after last entry
8140	Records documenting the development of rosters, allocating driving tasks and contacting drivers. Includes general information provided to drivers. (Date range: 1908 –)	Destroy when reference ceases

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Driver Training

The activities involved in training drivers of vehicles. Includes identifying training requirements for drivers, developing training programs and/or seeking suitable external training providers, communicating with drivers, arranging training schedules and alternate rosters, preparing suitable training materials and/or equipment, and conducting training and evaluating the outcomes of the training course.

Entry	Description of Records	Disposal Action
8141	Records documenting test results and subsequent qualifications of drivers gained from driver training courses. (Date range: 1914 –) <i>[For records of individual formal assessments and examination results, use PERSONNEL - Employment Conditions.]</i>	Destroy 75 years after driver's date of birth or 7 years after last action, whichever is later
8142	Master set of training material for courses run internally by the agency, such as induction courses, graduate training and training of volunteers. Includes: <ul style="list-style-type: none">• programs• lecture notes• hand-outs• films• videos (Date range: 1914 –)	Destroy when course is superseded or no longer relevant
8143	Working papers documenting the development of training material for driver training courses. (Date range: 1914 –)	Destroy 1 year after training material is developed
8144	Records detailing administrative arrangements supporting the conduct of driver training courses. Includes: <ul style="list-style-type: none">• processing applications• venue bookings• training notices• arrangements for trainers• copies of financial records (Date range: 1914 –)	Destroy when reference ceases

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Evaluation

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

Entry	Description of Records	Disposal Action
8145	Records documenting the evaluation and ongoing monitoring of programs and equipment related to car with driver services. Includes testing and evaluating of new vehicles for manufacturers. (Date range: 1922 –)	Destroy 3 years after last action

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

For accidents or incidents causing injury, use CAR WITH DRIVER SERVICES – Motor Vehicle Accidents.

For driver management, use CAR WITH DRIVER SERVICES –Driver Management.

Entry	Description of Records	Disposal Action
8146	Records documenting breaches of the agency's rules and/or driving or traffic laws. Includes: <ul style="list-style-type: none">• copy of infringement notice• correspondence with relevant authority• other supporting documentation (Date range: 1923 –)	Destroy 20 years after action completed

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

For leasing agreements for rental of vehicles for car with driver services, use CAR WITH DRIVER SERVICES - Agreements.

Entry	Description of Records	Disposal Action
8147	Records documenting the administration and management of leased vehicles. Includes reports received from leasing companies, such as fuel billing reports and vehicle exception reports. (Date range: 1990 –)	Destroy 7 years after expiry or other termination of lease
8148	Records documenting the administration of short-term rental of vehicles for official business. Includes the hire of self-drive vehicles. (Date range: 1990 –)	Destroy 7 years after action completed

Liaison

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

For management of customers and clients, use CAR WITH DRIVER SERVICES - Customer Service.

Entry	Description of Records	Disposal Action
8149	Records documenting liaison activities undertaken with other organisations in relation to the function of car with driver services. (Date range: 1918 –)	Destroy 7 years after action completed
8150	Records documenting liaison activities undertaken with clients in relation to the function of car with driver services. (Date range: 1918 –)	Destroy 7 years after action completed

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

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
8151	Records documenting the promotion of car with driver services. (Date range: 1984 –)	Destroy 7 years after implementation
8152	Promotional materials supporting the function of car with driver services. Includes: <ul style="list-style-type: none">• marketing plan• copies of newsletters• mugs (Date range: 1984 –)	Destroy 3 years after last action

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
8153	Final version of minutes and supporting documents tabled at meetings held to support the function of car with driver services. Includes meetings with external agencies. (Date range: 1914 –)	Destroy 3 years after last action
8154	Working papers documenting the conduct and administration of meetings held to support the function of car with driver services. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1914 –)	Destroy when reference ceases

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Motor Vehicle Accidents

The activities involved in dealing with accidents or incidents causing injury or damage to motor vehicles owned or leased by the Commonwealth and used to provide car with driver services. Also includes measures to prevent accidents occurring.

Entry	Description of Records	Disposal Action
8155	Records detailing accidents or incidents involving vehicles used in relation to car with driver services. Includes: <ul style="list-style-type: none">• vehicle accident reports• investigation reports• documents authorising the use of the vehicle• records of driver licences and certificates of competencies• logs of vehicle operations• booking schedules and other evidence supporting the use of the vehicle (Date range: 1918 –)	Destroy 7 years after accident/incident

Planning

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

Entry	Description of Records	Disposal Action
8156	Final versions of plans supporting the car with driver services function. Includes plans for Royal visits. (Date range: 1927 –)	Destroy 3 years after last action
8157	Working papers generated during the formulation of plans. Includes draft plans. (Date range: 1927 –)	Destroy 2 years after last action

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Policy

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

Entry	Description of Records	Disposal Action
8158	Records documenting the development and establishment of policies on the function of car with driver services. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1918 –)	Destroy 7 years after policy is superseded
8159	Records documenting comments made on the development of policies on the function of car with driver services. (Date range: 1918 –)	Destroy 2 years after promulgation of the new policy
8160	Working papers documenting the development of policies on the function of car with driver services. (Date range: 1918 –)	Destroy 2 years after promulgation of the new policy
8161	Copies of policy documents and supporting papers. (Date range: 1918 –)	Destroy when reference ceases

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Procedures

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

Entry	Description of Records	Disposal Action
8162	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the function of car with driver services. (Date range: 1918 –)	Destroy 7 years after procedures are superseded
8163	Records documenting the development of agency procedures supporting the function of car with driver services. (Date range: 1918 –)	Destroy when procedures finalised
8164	Copies of manuals, handbooks, directives etc. (Date range: 1918 –)	Destroy when reference ceases

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

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
8165	Records documenting reports commissioned internally on car with driver services issues, such as reports on work scheduling, fatigue management and mobile data transmitters. (Date range: 1918 –)	Destroy 7 years after action completed
8166	Final versions of formal reports and reports made to external agencies relating to the function of car with driver services. (Date range: 1918 –)	Destroy 5 years after action completed
8167	Final versions of periodic internal reports on administrative matters used to monitor and document recurring activities to support the function of car with driver services. Includes reporting on car trips taken by authorised persons. (Date range: 1918 –)	Destroy 3 years after last action
8168	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1918 –)	Destroy when reference ceases

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

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
8169	Records documenting a review of agency programs and operations supporting the car with driver services function. Includes: <ul style="list-style-type: none">• documents establishing the review• action plan• final report (Date range: 1918 –)	Destroy 5 years after action completed
8170	Working papers documenting a review of agency programs and operations supporting the car with driver services function. (Date range: 1918 –)	Destroy 5 years after action completed

Risk Management

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

Entry	Description of Records	Disposal Action
8171	Records documenting risk management relating to the function of car with driver services. Includes: <ul style="list-style-type: none">• records covering each stage of the process• treatment schedules• action plans (Date range: 1999 –)	Destroy 7 years after next risk assessment
8172	Car with driver services risk register. (Date range: 1999 –)	Destroy 7 years after next risk assessment

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8173	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposals• expression of interest• request for tender (RFT)• draft contract (Date range: 1920 –)	Destroy 7 years after tender process completed
8174	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• records documenting arrangements for carrying out the evaluation process• evaluation report• recommendations• final report• public notices (Date range: 1920 –)	Destroy 7 years after tender process completed
8175	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1920 –)	Destroy 2 years after tender process completed or decision made not to continue with the tender
8176	Tender register. (Date range: 1920 –)	Destroy 7 years after last entry

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Tendering – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8177	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1920 –)	Destroy 20 years after completion or other termination of contract
8178	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1920 –)	Destroy 15 years after completion or other termination of contract
8179	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1990 –)	Destroy 12 years after completion or other termination of contract
8180	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1920 –)	Destroy 7 years after completion or other termination of contract
8181	Contract register. (Date range: 1920 –)	Destroy 7 years after last entry

CAR WITH DRIVER SERVICES

The function of providing car with driver transportation services within Australia to individuals approved by Government, including the Prime Minister, Senators, Members of Parliament, the Governor General, overseas guests of government and other officials. Includes leasing of vehicles, vehicle allocation, and driver training.

For photographs and other memorabilia documenting visits of high profile representatives such as royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.

Vehicle Bookings

The activities involved in providing an authorised person with a vehicle and driver for a specific journey. Includes receiving a booking request for a vehicle to be provided at a given time and place, entering the request on a computer based system, and allocating a vehicle with a driver.

Entry	Description of Records	Disposal Action
8182	Records documenting bookings made for cars with drivers. (Date range: 1918 –)	Destroy 7 years after action completed

Vehicle Fitouts

The activities involved in installing additional equipment in vehicles, such as communication equipment. Includes connecting and adjusting it for use.

Entry	Description of Records	Disposal Action
8183	Records documenting arrangements for installation of equipment for use in cars with drivers. Includes arrangements for repair or replacement of faulty equipment. (Date range: 1918 –)	Destroy 7 years after disposal of vehicle

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Appropriation Legislation

The process of preparing annual Appropriation Bills for tabling in Parliament each year. Includes amendment to Bills and Acts.

Entry	Description of Records	Disposal Action
8184	Records documenting the preparation and passage of appropriation legislation through Parliament. Includes: <ul style="list-style-type: none">• preliminary drafting instructions• proposed bills• records documenting consultation with relevant Government agencies• preparation of the explanatory memorandum• second reading speeches• copies of budget estimates• working papers (Date range: 1901 –)	Retain as national archives

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
8185	Delegations of power to agency staff to authorise administrative action relating to Commonwealth budget management. (Date range: 1901 –)	Destroy 7 years after delegation expires
8186	Records documenting the delegation of power to the Secretary to make determinations on the Commonwealth budget. (Date range: 1901 –)	Destroy 7 years after delegation expires
8187	Authorisations for administrative action supporting the Commonwealth budget management function. (Date range: 1901 –)	Destroy 7 years after action completed

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Budget Advice

The activity of providing advice on the Commonwealth budget, Commonwealth budget policies and procedures, development and preparation of forward and additional estimates and budget submissions.

Entry	Description of Records	Disposal Action
8188	Advice provided by the agency to the portfolio Minister on the management of the Commonwealth budget. Includes: <ul style="list-style-type: none">• green briefs• backpocket briefs• working papers• other products for budget discussion (Date range: 1901 –)	Retain as national archives
8189	Advice provided by the agency to other Government agencies in relation to the management of the Commonwealth budget. Includes working papers. (Date range: 1901 –)	Destroy 3 years after last reference

Budget Analysis

The activity of examining or studying information about or relating to forward estimates and budgets for Commonwealth Departments or agencies, and producing a document detailing the findings from that activity.

Entry	Description of Records	Disposal Action
8190	Final budget analysis. (Date range: 1901 –)	Destroy 3 years after last reference
8191	Working papers documenting the examination of budget information, such as budget submissions and forward estimates, research notes, and comparative analysis. Includes the development and clearance of draft analysis. (Date range: 1901 –)	Destroy 5 years after last action

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Budget Estimates

The activity of collating forward estimates of expenditure included in Portfolio Budget Submissions, for each Commonwealth Department, agency and authority. Includes communication and liaison on estimates with Departments and agencies, and the distribution of single or consolidated budgets to other interested agencies and committees for consideration.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8192	Final budget estimates. (Date range: 1901 –)	Destroy 10 years after budget passed
8193	Records documenting the receipt and collation of forward estimates from Government agencies. Includes comments on circulated estimates. (Date range: 1901 –)	Destroy 10 years after budget passed

Budget Planning

The activity of planning, developing and documenting the steps and processes associated with formulating the Commonwealth budget for each financial year.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8194	Final budget plans. (Date range: 1901 –)	Destroy 3 years after last reference
8195	Working papers documenting the development of budget plans. (Date range: 1901 –)	Destroy 3 years after budget passed

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Budget Policy

The activity of developing and establishing decisions, directions, and precedents relating to the Commonwealth budget to guide Departments and agencies in the development and preparation of their annual budgets, and to form the basis for the development of budget procedures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8196	Records documenting the development and establishment of Commonwealth budget management policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1978 –)	Retain as national archives
8197	Records documenting comments made on the development of Commonwealth budget management policies. (Date range: 1978 –)	Destroy 10 years after promulgation of the new policy
8198	Working papers documenting the development of Commonwealth budget management policies. (Date range: 1978 –)	Destroy 3 years after promulgation of the new policy
8199	Copies of policy documents and supporting papers. (Date range: 1978 –)	Destroy when reference ceases

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Budget Procedures

The activity of developing methods and guidelines for Commonwealth Departments and agencies to prepare annual budgets, based on Budget policies. Includes Finance Ministers Orders, other forms of formal procedures, and practical guides and manuals.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8200	Master set of manuals, handbooks, directives etc detailing procedures supporting the Commonwealth budget management function. (Date range: 1978 –)	Destroy 30 years after procedures are superseded
8201	Records documenting the development of procedures to support the Commonwealth budget management function. (Date range: 1978 –)	Destroy 10 years after procedures are superseded
8202	Copies of procedure manuals related to Commonwealth budget management. (Date range: 1978 –)	Destroy when reference ceases

Budget Statements

The activity of developing a consolidated statement of proposed expenditure in a prescribed tabular form for the forthcoming financial year.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8203	Final financial statements, including the notices of approval. (Date range: 1901 –)	Destroy 7 years after budget finalised
8204	Collated financial statements received from Government agencies. (Date range: 1901 –)	Destroy 3 years after last reference
8205	Records documenting drafting of financial statements, including liaison with Treasury and comments on draft. (Date range: 1901 –)	Destroy 3 years after last reference

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Financial Reporting

The processes associated with initiating or providing a formal report relating to the finances of the Commonwealth. Includes reporting for Parliament, the Minister and the Department.

Entry	Description of Records	Disposal Action
8206	Final version of formal financial reports. (Date range: 1901 –)	Destroy 3 years after last reference
8207	Collated financial material used for analysis. (Date range: 1901 –)	Destroy 3 years after last reference
8208	Records documenting the drafting of financial reports. Includes research and analytical notes and records of communication with stakeholders and other parties. (Date range: 1901 –)	Destroy 3 years after last reference

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.

For meetings of interdepartmental committees, use GOVERNMENT RELATIONS – Committees.

Entry	Description of Records	Disposal Action
8209	Final version of minutes and supporting documents tabled at meetings held to support the Commonwealth budget management function. Includes meetings with other agencies. (Date range: 1901 –)	Destroy 3 years after last reference
8210	Working papers documenting the conduct and administration of meetings held to support the Commonwealth budget function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1901 –)	Destroy when reference ceases

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Program Evaluation

The process of determining the suitability of potential Government programs, services or expenditure.

Entry	Description of Records	Disposal Action
8211	Records documenting evaluations of Commonwealth agency programs, services and operations that support Government priorities and policies. Includes working papers. (Date range: 1901 –)	Destroy 20 years after action completed

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
8212	Records documenting detailed research carried out to support the Commonwealth budget management function. (Date range: 1978 –)	Destroy 3 years after last reference
8213	Records documenting ongoing routine research carried out to support the Commonwealth budget management function. (Date range: 1978 –)	Destroy 3 years after last reference

COMMONWEALTH BUDGET MANAGEMENT

The function of managing the Commonwealth's annual budget process. Includes developing policies in relation to the budget; planning, developing and coordinating processes required to produce the budget, developing and distributing advice; briefings, guidelines and reporting on the budget; budget processes or budget estimates; developing statements of proposed expenditure; collecting, collating, interpreting and analysing financial information relating to the budget; liaising and exchanging information with other Government agencies; providing advice on longer term budgetary issues; preparing and drafting Appropriation Bills.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

For funding to State and Territory governments, use COMMONWEALTH FINANCIAL MANAGEMENT.

Risk Management

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

Entry	Description of Records	Disposal Action
8214	Commonwealth budget management risk register. (Date range: 2000 –)	Destroy 7 years after next risk assessment
8215	Final versions of documentation on risk management relating to the Commonwealth budget management function. Includes: <ul style="list-style-type: none">• records covering each stage of the process• assessment reports• treatment schedules• action plans (Date range: 2000 –)	Destroy 1 year after next risk assessment
8216	Working papers documenting risk management assessments relating to the Commonwealth budget management function. Includes: <ul style="list-style-type: none">• collated research materials• draft documentation• comments made on the draft (Date range: 2000 –)	Destroy 1 year after risk assessment promulgated

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Addresses (presentations)

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

Entry	Description of Records	Disposal Action
8217	Final version of addresses on significant matters made by the portfolio Minister, Parliamentary Secretary or senior agency officers at major public occasions. (Date range: 1980 –)	Retain as national archives
8218	Final versions of other addresses delivered in the routine promotion of the agency's service or products. (Date range: 1980 –)	Destroy 5 years after last presentation
8219	Working papers documenting the development of all addresses, including drafts. (Date range: 1980 –)	Destroy 2 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
8220	Final version of all agreements made relating to the Commonwealth financial management function. Includes memoranda of understanding, protocols and resource agreements with Government agencies. (Date range: 1901 –)	Destroy 7 years after expiry or other termination of agreement
8221	Records documenting negotiations, establishment, maintenance and review of all agreements, including memoranda of understanding, protocols and resource agreements with Government agencies. (Date range: 1901 –)	Destroy 7 years after expiry or other termination of agreement

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Appropriation Legislation

The process of preparing annual Appropriation Bills for tabling in Parliament each year. Includes amendment to Bills and Acts.

Entry	Description of Records	Disposal Action
8222	Records documenting the preparation and passage of appropriation legislation through Parliament. Includes: <ul style="list-style-type: none">• preliminary drafting instructions• proposed bills• records documenting consultation with relevant Government agencies• preparation of the explanatory memorandum• second reading speeches• copies of budget estimates• working papers (Date range: 1901 –)	Retain as national archives

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
8223	Delegations of power from the Secretary to agency staff to authorise administrative action relating to Commonwealth financial management. (Date range: 1901 –)	Destroy 7 years after delegation expires
8224	Records documenting the delegation of power from the Minister to the agency to make determinations on Commonwealth financial management. (Date range: 1901 –)	Destroy 7 years after delegation expires
8225	Authorisations based on delegations from the Minister to agency staff for administrative action supporting the Commonwealth financial management function. (Date range: 1901 –)	Destroy 7 years after authorisation expires

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Compliance Monitoring

The activities associated with monitoring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation.

Entry	Description of Records	Disposal Action
8226	Records documenting agency compliance with mandatory or optional accountability requirements relating to the Commonwealth financial management function. Includes monitoring against accounting standards. (Date range: 1980 –)	Destroy 7 years after action completed

Contracting-out

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

Entry	Description of Records	Disposal Action
8227	Records documenting contract management relating to the Commonwealth financial management function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance reports• evaluation reports (Date range: 1997 –)	Destroy 7 years after completion or other termination of contract

Drawdowns

The activities associated with processing requests for the transfer of appropriated funds to Commonwealth Departments and agencies.

Entry	Description of Records	Disposal Action
8228	Records documenting the transfer of appropriated funds to Commonwealth Departments and agencies. Includes appropriation funding requests, and electronic funds transfer records. (Date range: 1901 –) <i>[For authorisations for transfer of funds, use COMMONWEALTH FINANCIAL MANAGEMENT – Authorisation.]</i>	Destroy 7 years after action completed

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Drawing Rights

The activities associated with issuing an authority to officials and Ministers to access appropriation funds or spend public moneys.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8229	Records documenting the issue of drawing rights to Government officials and Ministers to access appropriation funds or spend public moneys. Includes appropriation advice. (Date range: 1901 –)	Destroy 7 years after action completed

Financial Advice

The activities associated with offering opinions concerning the management of the Commonwealth's finances, to the Minister, Commonwealth Departments and agencies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8230	Advice provided by the agency to the portfolio Minister and Government agencies on the management of the Commonwealth's finances with far-reaching social, economic and international implications. Includes advice provided in the form of: <ul style="list-style-type: none"> • briefing notes (includes background briefs and Question Time Briefs) • minutes providing advice to the Minister • minutes providing co-ordination comments • advice to other agencies • working papers (Date range: 1980 –)	Retain as national archives
8231	Advice provided by the agency to the portfolio Minister and Government agencies on the management of the Commonwealth's finances without far-reaching social, economic and international implications. Includes advice provided in the form of: <ul style="list-style-type: none"> • briefing notes (includes background briefs and Question Time Briefs) • minutes providing advice to the Minister • minutes providing co-ordination comments • advice to other agencies • working papers (Date range: 1980 –)	Destroy 7 years after last action

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Financial Analysis

The activity of examining or studying financial information, and documenting the findings from that examination. Includes financial forecasts, results of analyses and statements of findings.

Entry	Description of Records	Disposal Action
8232	Records documenting financial forecasts and statements of findings. (Date range: 1976 –)	Destroy 7 years after action completed
8233	Records documenting the collection, collation and analysis of financial information. Includes: <ul style="list-style-type: none">• data collations• comparative assessments• trend analysis• evaluations of data (Date range: 1976 –)	Destroy 7 years after action completed

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Financial Policy

The activities associated with developing and establishing directions, decisions, and precedents relating to Commonwealth financial management to guide Departments and agencies in the development and preparation of financial statements and other financial practices.

For policy relating to the Commonwealth budget, use COMMONWEALTH BUDGET MANAGEMENT - Budget Policy.

Entry	Description of Records	Disposal Action
8234	Records documenting the development and establishment of Commonwealth financial management policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1901 –)	Retain as national archives
8235	Records documenting comments made on the development of Government-wide policies on management of the Commonwealth's finances. (Date range: 1901 –)	Destroy 3 years after last reference
8236	Copies of policy documents and supporting papers. (Date range: 1901 –)	Destroy when reference ceases

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Financial Procedures

The activity of developing methods and guidelines for Commonwealth Departments and agencies to prepare financial information according to Government practice. Includes other forms of formal procedures, and practical guides and manuals.

For Finance Ministers Orders, use COMMONWEALTH BUDGET MANAGEMENT - Budget Policy.

Entry	Description of Records	Disposal Action
8237	Master set of manuals, handbooks, directives etc detailing procedures supporting the Commonwealth financial management function. (Date range: 1901 –)	Destroy 7 years after procedures are superseded
8238	Records documenting the development of procedures to support the Commonwealth financial management function. (Date range: 1901 –)	Destroy 3 years after last action

Financial Review

The activity of re-evaluating or re-examining Commonwealth agency financial programs and operations. Includes proposals for ongoing support of programs that support the Government priorities and policies.

Entry	Description of Records	Disposal Action
8239	Records documenting reviews of Commonwealth agency programs and operations supporting the Government priorities and policies. Includes: <ul style="list-style-type: none"> • documents establishing review • final report • action plan (Date range: 1947 –) <i>[For evaluations of the viability of new programs, use COMMONWEALTH FINANCIAL MANAGEMENT - Program Evaluation.]</i>	Destroy 20 years after action completed
8240	Working papers documenting reviews of Commonwealth agency programs and operations that support Government priorities and policies. (Date range: 1947 –)	Destroy 20 years after action completed

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Financial Statements

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8241	Final version of financial statements and correspondence to and from Government agencies on those statements. (Date range: 1901 –)	Destroy 15 years after action completed
8242	Working papers relating to annual financial statements, including collated materials, interim financial statements, and related background documentation. Includes: <ul style="list-style-type: none">• annual statements of assets and liabilities• operating statement of financial position• balance sheets• statements of cash flows (Date range: 1901 –)	Destroy 3 years after last reference

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Financial Training

The activities associated with providing training on Commonwealth financial management matters to Commonwealth Departments and agencies.

Entry	Description of Records	Disposal Action
8243	Records comprising the master set of training material for courses run by the agency on Government-wide initiatives or policy, such as the administration of legislation. Includes: <ul style="list-style-type: none">• programs• lecture notes• hand-outs• films and videos (Date range: 1980 –)	Destroy 3 years after last reference
8244	Records detailing administrative arrangements supporting the conduct of training courses run by the agency. Includes: <ul style="list-style-type: none">• applications processing• venue bookings• equipment hiring• catering• copies of financial records (Date range: 1980 –)	Destroy 5 years after last presentation
8245	Working papers documenting the development of training material for courses run by the agency. (Date range: 1980 –)	Destroy 5 years after last presentation

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8246	Records documenting liaison activities undertaken with other Government agencies on the management of the Commonwealth's finances. (Date range: 1901 –)	Destroy 5 years after action completed

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

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
8247	Final version of minutes and supporting documents tabled at meetings held to support the Commonwealth financial management function. Includes meetings with external agencies. (Date range: 1901 –)	Destroy 3 years after last reference
8248	Working papers documenting the conduct and administration of meetings held to support the Commonwealth financial management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1901 –)	Destroy when reference ceases

Program Evaluation

The process of determining the suitability of potential Government programs, services or expenditure.

Entry	Description of Records	Disposal Action
8249	Records documenting the evaluation of potential programs and services that support Government priorities and policies. Includes working papers. (Date range: 1901 –)	Destroy 20 years after action completed

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

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
8250	Final version of formal reports made to external agencies, including Parliament, relating to the Commonwealth financial management function. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1901 –)	Destroy 3 years after last reference
8251	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1901 –)	Destroy 3 years after last action
8252	Copies of financial management reports. (Date range: 1901 –)	Destroy when reference ceases

Risk Management

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

Entry	Description of Records	Disposal Action
8253	Records documenting risk management relating to the Commonwealth financial management function. Includes <ul style="list-style-type: none"> • records covering each stage of the risk management process • treatment schedules • action plans (Date range: 1999 –)	Destroy 7 years after next risk assessment
8254	Commonwealth financial management risk register. (Date range: 1999 –)	Destroy 1 year after risk assessment superseded

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

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.

Entry	Description of Records	Disposal Action
8255	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender (RFT) • draft contract (Date range: 1999 –)	Destroy 7 years after tender process completed
8256	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1999 –)	Destroy 7 years after action completed
8257	Records documenting post-offer negotiations and due diligence checks. (Date range: 1999 –)	Destroy 7 years after completion or other termination of contract
8258	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1999 –)	Destroy 2 years after tender process completed
8259	Tender register. (Date range: 1999 –)	Destroy 7 years after last entry

COMMONWEALTH FINANCIAL MANAGEMENT

The function of managing the Commonwealth's financial resources. Includes developing policy on the management of finances in the Commonwealth; providing advice on economic conditions; analysing the overall financial position of the Commonwealth over time; including movements in balance sheets and capital investment proposals; establishing, operating and maintaining accounting systems for the Commonwealth; liaising with other agencies; advising Commonwealth agencies on alternative financing arrangements; advising the Minister on financial management issues facing Government, providing Government with a comprehensive overview of financial performance; financial reporting (including annual financial statements and reporting on agencies' effectiveness and efficiency); developing and/or implementing financial policies, procedures, systems and other services.

For non-repayable funding to non-government and community organisations, use GRANTS ADMINISTRATION.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8260	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1999 –)	Destroy 20 years after completion or other termination of contract
8261	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1999 –)	Destroy 15 years after completion or other termination of contract
8262	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1999 –)	Destroy 12 years after completion or other termination of contract
8263	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1999 –)	Destroy 7 years after completion or other termination of endorsement
8264	Contract register. (Date range: 1999 –)	Destroy 7 years after last entry

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

Actuarial Services

The activities of identifying, quantifying and managing future financial risks through the analysis and calculation of costs.

Entry	Description of Records	Disposal Action
8265	Records documenting the assessment of future financial projections relating to risk. Includes final reports. (Date range: 1998 –)	Destroy 7 years after action completed
8266	Collated material used to assess financial risks. (Date range: 1998 –)	Destroy 7 years after action completed
8267	Working papers used in providing actuarial services for Commonwealth Insurance. Includes draft copies of reports and reference material. (Date range: 1998 –)	Destroy when reference ceases

Advice

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

Entry	Description of Records	Disposal Action
8268	Records relating to the receipt and provision of advice on the Commonwealth insurance function. (Date range: 1998 –)	Destroy 7 years after action completed
8269	Working papers relating to the receipt and provision of advice on the Commonwealth insurance function. (Date range: 1998 –)	Destroy when reference ceases

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

Agreements

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

Entry	Description of Records	Disposal Action
8270	Final version of agreements made relating to the Commonwealth insurance function. Includes memoranda of understanding with State and Territory Governments. (Date range: 1998 –)	Destroy 15 years after expiry or other termination of agreement
8271	Records documenting negotiations, establishment, maintenance and review of all memoranda and agreements. (Date range: 1998 –)	Destroy 7 years after expiry or other termination of agreement

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Entry	Description of Records	Disposal Action
8272	Records documenting insurance claims made by Government agencies. Includes: <ul style="list-style-type: none">• copies of claims• reports• related correspondence (Date range: 1998 –) <i>[For records documenting claims for compensation submitted by members of the public managed by an external insurance provider, use COMPENSATION - Claims.]</i>	Destroy 7 years after action completed

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
8273	Records of internal and external committees formed to consider matters relating to the Commonwealth insurance function. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents, such as briefing papers and discussion papers (Date range: 1998 –)	Destroy 7 years after action completed
8274	Working papers documenting the conduct and administration of committees formed to consider matters relating to the Commonwealth insurance function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1998 –)	Destroy 3 years after last action

Compliance

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

Entry	Description of Records	Disposal Action
8275	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the Commonwealth insurance function. (Date range: 1998 –)	Destroy 7 years after action completed

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

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
8276	Records documenting contract management relating to the Commonwealth insurance function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance reports• evaluation reports (Date range: 1998 –)	Destroy 7 years after completion or other termination of contract

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
8277	Records documenting the handling of enquiries from Government organisations or the public relating to the Commonwealth insurance function. (Date range: 1998 –)	Destroy 20 years after action completed

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8278	Records documenting liaison activities undertaken with Government agencies in relation to the function of Commonwealth insurance. (Date range: 1998 –)	Destroy 3 years after action completed

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

Insurance Policies

The activities associated with entering into a contract to undertake financial liability for a specified loss, in return for premiums paid.

For the development and establishing of directions and policy, use COMMONWEALTH INSURANCE – Policy.

For the development of re-insurance policies (insuring specified risk,) use COMMONWEALTH INSURANCE - Re-insurance Policies.

Entry	Description of Records	Disposal Action
8279	Master set of insurance policies. Includes insurance renewals. (Date range: 1998 –)	Destroy 15 years after policy is cancelled or otherwise terminated
8280	Working papers documenting the development, establishment and renewal of insurance policies. (Date range: 1998 –)	Destroy 7 years after last action
8281	Copies of insurance policies. (Date range: 1998 –)	Destroy when reference ceases

Liaison

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

Entry	Description of Records	Disposal Action
8282	Records documenting liaison activities undertaken with insurance companies and with related professional organisations in relation to the function of Commonwealth insurance. (Date range: 1998 –)	Destroy 3 years after action completed

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

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
8283	Market research reports created as part of the Commonwealth insurance function. (Date range: 1998 –)	Destroy 7 years after action completed
8284	Records documenting the marketing of Commonwealth insurance to Government agencies. Includes records covering arrangements for advertising campaigns and promotional materials. (Date range: 1998 –)	Destroy 3 years after last action
8285	Working papers of records documenting the marketing of the Commonwealth insurance function. (Date range: 1998 –)	Destroy when reference ceases

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
8286	Final version of minutes and supporting documents tabled at meetings held to support the Commonwealth insurance function. Includes meetings with external agencies. (Date range: 1998 –)	Destroy 3 years after last action
8287	Working papers documenting the conduct and administration of meetings held to support the Commonwealth insurance function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1998 –)	Destroy when reference ceases

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK 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.

Entry	Description of Records	Disposal Action
8288	Records documenting the development and establishment of policies on Commonwealth insurance. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1998 –)	Retain as national archives
8289	Records documenting comments made on the development of policies on Commonwealth insurance. (Date range: 1998 –)	Destroy 3 years after promulgation of the new policy
8290	Working papers documenting the development of policies on Commonwealth insurance. (Date range: 1998 –)	Destroy 3 years after promulgation of the new policy
8291	Copies of policy documents and supporting papers. (Date range: 1998 –)	Destroy when reference ceases

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

Procedures

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

Entry	Description of Records	Disposal Action
8292	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the function of Commonwealth insurance. (Date range: 1998 –)	Destroy 7 years after procedures are superseded
8293	Records documenting the development of agency procedures supporting the function of Commonwealth insurance. (Date range: 1998 –)	Destroy 3 years after last action
8294	Copies of manuals, handbooks, directives etc. (Date range: 1998 –)	Destroy when reference ceases

Re-insurance Policies

The activities associated with entering into a contract to undertake financial liability for a specified insured risk, in return for premiums paid.

For the establishing and development of directions and policy, use COMMONWEALTH INSURANCE – Policy.

For the development of standard insurance (insuring specified loss) policies, use COMMONWEALTH INSURANCE - Insurance Policies.

Entry	Description of Records	Disposal Action
8295	Master set of re-insurance policies. Includes re-insurance renewals. (Date range: 1998 –)	Destroy 15 years after policy is cancelled or otherwise terminated
8296	Working papers documenting the development, establishment and renewal of re-insurance policies. (Date range: 1998 –)	Destroy 7 years after last action
8297	Copies re-insurance policies. (Date range: 1998 –)	Destroy when reference ceases

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK 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.

Entry	Description of Records	Disposal Action
8298	Final version of all formal reports made relating to the function of Commonwealth insurance. Includes: <ul style="list-style-type: none">• reports made in response to a statutory obligation• reports required to be submitted on a regular basis• briefs to fund members• quarterly reports to re-insurers (Date range: 1998 –)	Destroy 7 years after action completed
8299	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1998 –)	Destroy when report finalised
8300	Copies of reports on Commonwealth insurance. (Date range: 1998 –)	Destroy when reference ceases

Risk Management

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

Entry	Description of Records	Disposal Action
8301	Records documenting risk management relating to the Commonwealth insurance function. Includes: <ul style="list-style-type: none">• records covering each stage of the process• treatment schedules• action plans (Date range: 1999 –)	Destroy 7 years after next risk assessment
8302	Commonwealth insurance risk register. (Date range: 1999 –)	Destroy 7 years after next risk assessment

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

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.

Entry	Description of Records	Disposal Action
8303	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposals• expression of interest• request for tender (RFT)• draft contract (Date range: 1998 –)	Destroy 7 years after tender process completed
8304	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• records documenting arrangements for carrying out the evaluation process• evaluation report• recommendations• final report• public notices (Date range: 1998 –)	Destroy 7 years after tender process completed
8305	Records documenting post-offer negotiations and due diligence checks. (Date range: 1998 –)	Destroy 7 years after tender process completed
8306	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1998 –)	Destroy 2 years after tender process completed or decision made not to continue with the tender
8307	Tender register. (Date range: 1998 –)	Destroy 7 years after last entry
8308	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1998 –)	Destroy 20 years after completion or other termination of contract
8309	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1998 –)	Destroy 15 years after completion or other termination of contract

COMMONWEALTH INSURANCE

The function of identifying, quantifying and managing future financial risks to the Commonwealth through the analysis and calculation of costs; and promoting the use of the Commonwealth's fund for insurable risks. Includes the administration and management of insurance claims made by Commonwealth agencies.

For assistance to Commonwealth agencies with the use of risk management techniques and methodologies, use COMMONWEALTH RISK MANAGEMENT.

Tendering – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8310	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1998 –)	Destroy 12 years after completion or other termination of contract
8311	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1998 –)	Destroy 7 years after completion or other termination of contract
8312	Contract register. (Date range: 1998 –)	Destroy 7 years after last entry

Underwriting

The activities of assuming financial responsibility for risks covered under an insurance policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8313	Records documenting the sending out and receipt of proposals for insurance cover, to determine if any changes are needed to the insurance policy. (Date range: 1998 –)	Destroy 7 years after action completed
8314	Schedule of insurance cover. (Date range: 1998 –)	Destroy 7 years after action completed
8315	Working papers used to set premiums. Includes general correspondence. (Date range: 1998 –)	Destroy 7 years after action completed

COMMONWEALTH RISK MANAGEMENT

The function of fostering the use of risk management techniques and methodologies by Commonwealth departments and agencies in their activities and business practices; managing contracts to deliver risk management services to those agencies; and promoting a risk management culture within the Commonwealth.

For the development of insurance policies based on assessed risks, use COMMONWEALTH INSURANCE.

Advice

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

Entry	Description of Records	Disposal Action
8316	Records documenting the receipt and provision of advice on issues relating to the Commonwealth risk management function. (Date range: 1998 –)	Destroy 7 years after action completed

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
8317	Reports commenting on and assessing agency-arranged conferences held to support the risk management function. (Date range: 1998 –)	Destroy 5 years after action completed
8318	Records documenting conferences arranged by the agency in support of the risk management function. Includes: <ul style="list-style-type: none">• program development• invitations to speakers• promotion activities• registrations• venue bookings• copies of financial statements• conference papers• addresses (Date range: 1998 –)	Destroy 3 years after action completed

Contracting-out

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

Entry	Description of Records	Disposal Action
8319	Records documenting the management of contractors employed in relation to the function of Commonwealth risk management. Includes performance and evaluation reports. (Date range: 1998 –)	Destroy 7 years after completion or other termination of contract

COMMONWEALTH RISK MANAGEMENT

The function of fostering the use of risk management techniques and methodologies by Commonwealth departments and agencies in their activities and business practices; managing contracts to deliver risk management services to those agencies; and promoting a risk management culture within the Commonwealth.

For the development of insurance policies based on assessed risks, use COMMONWEALTH INSURANCE.

Enquiries

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8320	Records documenting the handling of enquiries relating to the Commonwealth risk management function. (Date range: 1998 –)	Destroy 5 years after action completed

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8321	Records documenting liaison activities undertaken with Government agencies in relation to the risk management function. (Date range: 1998 –)	Destroy 3 years after last action

Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8322	Records documenting liaison activities undertaken with private sector organisations in relation to the risk management function. (Date range: 1998 –)	Destroy 3 years after last action

COMMONWEALTH RISK MANAGEMENT

The function of fostering the use of risk management techniques and methodologies by Commonwealth departments and agencies in their activities and business practices; managing contracts to deliver risk management services to those agencies; and promoting a risk management culture within the Commonwealth.

For the development of insurance policies based on assessed risks, use COMMONWEALTH INSURANCE.

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
8323	Final market research reports created in support of the risk management function. (Date range: 1998 –)	Destroy 7 years after action completed
8324	Records documenting the marketing of risk management to Government agencies. Includes: <ul style="list-style-type: none">• correspondence with suppliers• records covering arrangements for advertising campaigns• promotional materials (Date range: 1998 –)	Destroy 7 years after action completed
8325	Working papers documenting the marketing of risk management to Government agencies. Includes working papers created in support of market research reports. (Date range: 1998 –)	Destroy when reference ceases

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
8326	Final version of minutes and supporting documents tabled at meetings held to support the risk management function. Includes meetings with external agencies. (Date range: 1998 –)	Destroy 7 years after last action
8327	Working papers documenting the conduct and administration of meetings held to support the risk management function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1998 –)	Destroy when reference ceases

COMMONWEALTH RISK MANAGEMENT

The function of fostering the use of risk management techniques and methodologies by Commonwealth departments and agencies in their activities and business practices; managing contracts to deliver risk management services to those agencies; and promoting a risk management culture within the Commonwealth.

For the development of insurance policies based on assessed risks, use COMMONWEALTH INSURANCE.

Procedures

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

Entry	Description of Records	Disposal Action
8328	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the risk management function. (Date range: 1998 –)	Destroy 7 years after procedures are superseded
8329	Records documenting the development of agency procedures supporting the risk management function. (Date range: 1998 –)	Destroy 3 years after production of procedures
8330	Copies of manuals, handbooks, directives etc. (Date range: 1998 –)	Destroy when reference ceases

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
8331	Final version of formal reports made relating to the risk management function. Includes: <ul style="list-style-type: none">• reports made in response to a statutory obligation• reports required to be submitted on a regular basis• benchmarking reports• risk management training reports (Date range: 1998 –)	Destroy 7 years after action completed
8332	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1998 –)	Destroy when report finalised
8333	Copies of reports on the risk management function. (Date range: 1998 –)	Destroy when reference ceases

COMMONWEALTH RISK MANAGEMENT

The function of fostering the use of risk management techniques and methodologies by Commonwealth departments and agencies in their activities and business practices; managing contracts to deliver risk management services to those agencies; and promoting a risk management culture within the Commonwealth.

For the development of insurance policies based on assessed risks, use COMMONWEALTH INSURANCE.

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
8334	Records documenting detailed research carried out to support the risk management function. (Date range: 1998 –)	Destroy 5 years after action completed
8335	Records documenting routine research carried out to support the function of risk management. (Date range: 1998 –)	Destroy when reference ceases

Risk Management Training

The activity of providing training in aspects of risk management.

Entry	Description of Records	Disposal Action
8336	Master set of training material developed for risk management courses run by the agency. Includes: <ul style="list-style-type: none">• programs• lecture notes• hand-outs• films and videos (Date range: 1999 –)	Destroy when course is superseded or when training course no longer relevant
8337	Records detailing administrative arrangements supporting the conduct of risk management training courses. Includes: <ul style="list-style-type: none">• processing applications• venue bookings• training notices• arrangements for trainers• copies of financial records (Date range: 1999 –)	Destroy 2 years after last action
8338	Working papers documenting the development of training material for risk management training courses. (Date range: 1999 –)	Destroy 1 year after training material produced

COMMONWEALTH RISK MANAGEMENT

The function of fostering the use of risk management techniques and methodologies by Commonwealth departments and agencies in their activities and business practices; managing contracts to deliver risk management services to those agencies; and promoting a risk management culture within the Commonwealth.

For the development of insurance policies based on assessed risks, use COMMONWEALTH INSURANCE.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8339	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposals• expression of interest• request for tender (RTF)• draft contract (Date range: 1998 –)	Destroy 7 years after tender process completed
8340	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• records documenting arrangements for carrying out the evaluation process• evaluation report• recommendations• final report• public notices (Date range: 1998 –)	Destroy 7 years after tender process completed
8341	Records documenting post-offer negotiations and due diligence checks. (Date range: 1998 –)	Destroy 7 years after action completed
8342	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1998 –)	Destroy 2 years after tender process completed
8343	Tender register. (Date range: 1998 –)	Destroy 7 years after last entry

COMMONWEALTH RISK MANAGEMENT

The function of fostering the use of risk management techniques and methodologies by Commonwealth departments and agencies in their activities and business practices; managing contracts to deliver risk management services to those agencies; and promoting a risk management culture within the Commonwealth.

For the development of insurance policies based on assessed risks, use COMMONWEALTH INSURANCE.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8344	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1998 –)	Destroy 20 years after completion or other termination of contract
8345	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1998 –)	Destroy 15 years after completion or other termination of contract
8346	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1998 –)	Destroy 12 years after completion or other termination of contract
8347	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1998 –)	Destroy 7 years after expiry or other termination of contract
8348	Contract register. (Date range: 1998 –)	Destroy 7 years after finalisation of last entry

FINANCIAL REDRESS

The function of examining and managing special types of requests made to the Commonwealth for financial assistance, when such requests would not form part of normal administrative procedures. Includes the consideration and management of requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim; the payment of amounts owed a person by the Commonwealth, sought between the time of death and the granting of probate; and the waiving of the recovery of amounts of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Also the development of policy and procedures to manage such requests; the constitution of an advisory committee when requests are in excess of a given amount; reporting on these activities and the development of advice in relation to these matters.

Act of Grace Requests

The activities involved in considering and managing requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim. Includes examination of the request, the development of recommendations for approval or otherwise, communication with the person or persons involved, and the payment or non-payment to the person or persons.

For Act of Grace payments being made on behalf of the Department rather than on behalf of the Government, use FINANCIAL MANAGEMENT– Accounting.

Entry	Description of Records	Disposal Action
8349	Register of act of grace payments. (Date range: 1979 –)	Destroy entry 10 years after action completed
8350	Records documenting act of grace payments where the claim is upheld. Includes: <ul style="list-style-type: none"> • request for act of grace payment • research notes into validity of claim • draft and final submissions for approval • correspondence with the claimant (Date range: 1979 –)	Destroy 7 years after action completed
8351	Records documenting act of grace payments where the claim is denied. Includes: <ul style="list-style-type: none"> • request for act of grace payment • research notes into validity of claim • draft and final submissions for approval • correspondence with the claimant (Date range: 1979 –)	Destroy 1 year after last action

Advice

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

Entry	Description of Records	Disposal Action
8352	Records relating to the receipt and provision of advice on the financial redress function. (Date range: 1979 –)	Destroy 7 years after action completed

FINANCIAL REDRESS

The function of examining and managing special types of requests made to the Commonwealth for financial assistance, when such requests would not form part of normal administrative procedures. Includes the consideration and management of requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim; the payment of amounts owed a person by the Commonwealth, sought between the time of death and the granting of probate; and the waiving of the recovery of amounts of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Also the development of policy and procedures to manage such requests; the constitution of an advisory committee when requests are in excess of a given amount; reporting on these activities and the development of advice in relation to these matters.

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
8353	Authorisations based on delegations from the Minister to agency staff for administrative action supporting financial redress. (Date range: 1979 –)	Destroy 10 years after authorisation superseded
8354	Delegations of power from Secretary to agency staff to authorise administrative action relating to financial redress. (Date range: 1979 –)	Destroy 10 years after delegation superseded
8355	Records documenting the delegation of power from the Minister to the agency to make determinations on financial redress. (Date range: 1979 –)	Destroy 10 years after delegation superseded

FINANCIAL REDRESS

The function of examining and managing special types of requests made to the Commonwealth for financial assistance, when such requests would not form part of normal administrative procedures. Includes the consideration and management of requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim; the payment of amounts owed a person by the Commonwealth, sought between the time of death and the granting of probate; and the waiving of the recovery of amounts of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Also the development of policy and procedures to manage such requests; the constitution of an advisory committee when requests are in excess of a given amount; reporting on these activities and the development of advice in relation to these matters.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
8356	Records of internal and external committees formed to consider matters relating to the financial redress function. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents, such as briefing papers and discussion papers (Date range: 1948 –)	Destroy 7 years after action completed
8357	Working papers documenting the conduct and administration of committees formed to consider matters relating to the financial management function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1948 –)	Destroy 3 years after last action

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8358	Records documenting liaison with Government agencies undertaken in relation to financial redress. (Date range: 1948 –) <i>[For liaison with requestors of financial redress, use FINANCIAL REDRESS - Act of Grace Requests, Payments Pending Probate or Waiver of Debt as appropriate.]</i>	Destroy 7 years after action completed

FINANCIAL REDRESS

The function of examining and managing special types of requests made to the Commonwealth for financial assistance, when such requests would not form part of normal administrative procedures. Includes the consideration and management of requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim; the payment of amounts owed a person by the Commonwealth, sought between the time of death and the granting of probate; and the waiving of the recovery of amounts of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Also the development of policy and procedures to manage such requests; the constitution of an advisory committee when requests are in excess of a given amount; reporting on these activities and the development of advice in relation to these matters.

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
8359	Final version of minutes and supporting documents tabled at meetings held to support the financial redress function. Includes meetings with external agencies. (Date range: 1948 –)	Destroy 7 years after action completed
8360	Working papers documenting the conduct and administration of meetings held to support the financial redress function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1948 –)	Destroy when reference ceases

Payments Pending Probate

The activities involved in assessing and making recommendations in relation to requests for the payment of amounts owed to a person by the Commonwealth, where that person has died and probate has not yet been granted. Includes examination of the request, the development of recommendations for approval or otherwise, communication with the executor(s) of the estate or other appropriate persons involved.

Entry	Description of Records	Disposal Action
8361	Records documenting payments pending probate where the claim is upheld. Includes: <ul style="list-style-type: none"> • request for payment • research notes into validity of claim • draft submissions for approval • correspondence with the claimant (Date range: 1997 –)	Destroy 7 years after action completed
8362	Records documenting payments pending probate where the claim is denied. Includes: <ul style="list-style-type: none"> • request for payment • research notes into validity of claim • draft submissions for approval • correspondence with the claimant (Date range: 1997 –)	Destroy 7 years after action completed

FINANCIAL REDRESS

The function of examining and managing special types of requests made to the Commonwealth for financial assistance, when such requests would not form part of normal administrative procedures. Includes the consideration and management of requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim; the payment of amounts owed a person by the Commonwealth, sought between the time of death and the granting of probate; and the waiving of the recovery of amounts of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Also the development of policy and procedures to manage such requests; the constitution of an advisory committee when requests are in excess of a given amount; reporting on these activities and the development of advice in relation to these matters.

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8363	Records documenting the development and establishment of policies on financial redress. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1948 –)	Destroy 7 years after policy is superseded
8364	Records documenting comments made on the development of policies on financial redress. (Date range: 1948 –)	Destroy 3 years after promulgation of the new policy
8365	Working papers documenting the development of policies on financial redress. (Date range: 1948 –)	Destroy 3 years after promulgation of the new policy
8366	Copies of policy documents and supporting papers. (Date range: 1948 –)	Destroy when reference ceases

FINANCIAL REDRESS

The function of examining and managing special types of requests made to the Commonwealth for financial assistance, when such requests would not form part of normal administrative procedures. Includes the consideration and management of requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim; the payment of amounts owed a person by the Commonwealth, sought between the time of death and the granting of probate; and the waiving of the recovery of amounts of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Also the development of policy and procedures to manage such requests; the constitution of an advisory committee when requests are in excess of a given amount; reporting on these activities and the development of advice in relation to these matters.

Procedures

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

Entry	Description of Records	Disposal Action
8367	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the function of financial redress. (Date range: 1948 –)	Destroy 7 years after procedures are superseded
8368	Records documenting the development of agency procedures supporting the function of financial redress. (Date range: 1948 –)	Destroy 3 years after procedures are superseded
8369	Copies of manuals, handbooks, directives etc. (Date range: 1948 –)	Destroy when reference ceases

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
8370	Final version of formal reports relating to the function of financial redress. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1979 –)	Destroy 7 years after action completed
8371	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1979 –)	Destroy when report finalised
8372	Copies of reports on financial redress. (Date range: 1979 –)	Destroy when reference ceases

FINANCIAL REDRESS

The function of examining and managing special types of requests made to the Commonwealth for financial assistance, when such requests would not form part of normal administrative procedures. Includes the consideration and management of requests for compensation from persons who may have been unfairly disadvantaged by the Commonwealth Government but who have no right of legal claim; the payment of amounts owed a person by the Commonwealth, sought between the time of death and the granting of probate; and the waiving of the recovery of amounts of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Also the development of policy and procedures to manage such requests; the constitution of an advisory committee when requests are in excess of a given amount; reporting on these activities and the development of advice in relation to these matters.

Waiver of Debts

The activities involved in waiving the recovery of money owing to the Commonwealth, thereby expunging the Commonwealth's legal right to that money. Includes examining and assessing requests, and making recommendations, communicating with the claimant, and recording the waiving of debts.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8373	Records documenting waivers of debts where the claim is upheld. Includes: <ul style="list-style-type: none">• request for waiver• research notes into validity of claim• draft submissions for approval• correspondence with the claimant (Date range: 1948 –)	Destroy 7 years after action completed
8374	Records documenting waivers of debts where the claim is denied. Includes: <ul style="list-style-type: none">• request for waiver• research notes into validity of claim• draft submissions for approval• correspondence with the claimant (Date range: 1948 –)	Destroy 7 years after action completed

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL MANAGEMENT.

Advice

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

Entry	Description of Records	Disposal Action
8375	Records relating to the receipt and provision of advice on grants administration. Includes: <ul style="list-style-type: none">• drafts• research notes• final responses (Date range: 1901 –)	Destroy 7 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
8376	Final version of agreements made or signed with recipients of grants. (Date range: 1901 –)	Destroy 7 years after expiry or other termination of agreement
8377	Records documenting the negotiations, establishment, maintenance and review of agreements. (Date range: 1901 –)	Destroy 7 years after expiry or other termination of agreement

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
8378	Records documenting the delegation of power to the agency to make determinations on grants administration. (Date range: 1901 –)	Destroy 10 years after delegation superseded
8379	Authorisations for administrative actions related to grant administration. (Date range: 1901 –)	Destroy 10 years after action completed

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL MANAGEMENT.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8380	Records of internal and external committees formed to consider matters relating to the function of grants administration. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents, such as briefing papers• discussion papers (Date range: 1997 –)	Destroy 7 years after action completed
8381	Working papers documenting the conduct and administration of committees formed to consider matters relating to the function of grants administration. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1997 –)	Destroy 3 years after last action

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL MANAGEMENT.

Grant Applications

The activity of appraising and making recommendation on applications for grant funding. Includes examining the application, setting terms and conditions and making recommendations about the outcome. May include reports of acquittal.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8382	Records documenting the administration of successful applications for grants. Includes: <ul style="list-style-type: none">• records of decisions of assessment• copies of letters to applicant• arrangements for payment (Date range: 1901 –)	Destroy 7 years after the final acquittal
8383	Reports received from grant recipients on the expenditure of grants given. (Date range: 1901 –)	Destroy 7 years after the final acquittal
8384	Grants register. (Date range: 1901 –)	Destroy 7 years after last entry
8385	Records documenting unsuccessful applications for grants. Includes records of decisions, and copies of letters to applicant. (Date range: 1901 –)	Destroy 2 years after action completed

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL MANAGEMENT.

Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8386	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation. (Date range: 1901 –)	Destroy 3 years after last action

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8387	Final version of minutes and supporting documents tabled at meetings held to support the administration of grants. Includes meetings with external agencies. (Date range: 1901 –) <i>[For meetings of committees, use GRANTS ADMINISTRATION – Committees.]</i>	Destroy 7 years after action completed
8388	Working papers documenting the conduct and administration of meetings held to support the administration of grants. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1901 –)	Destroy when reference ceases

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL MANAGEMENT.

Planning

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

Entry	Description of Records	Disposal Action
8389	Final version of plans developed for the administration of grant funding. (Date range: 1901 –)	Destroy 2 years after plan is superseded
8390	Working papers used to develop plans for the administration of grants. Includes: <ul style="list-style-type: none"> • draft plans • reports analysing issues • comments received from other areas of the agency (Date range: 1901 –)	Destroy 1 year after plan finalised
8391	Copies of plans for the administration of grants. (Date range: 1901 –)	Destroy when reference ceases

Policy

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

Entry	Description of Records	Disposal Action
8392	Records documenting the development and establishment of policies on the administration of grants. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents (Date range: 1999 –)	Retain as national archives
8393	Records documenting comments made on the development of policies on the administration of grants. (Date range: 1999 –)	Destroy 3 years after promulgation of the new policy

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL MANAGEMENT.

Policy - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8394	Working papers documenting the development of policies on the administration of grants. (Date range: 1999 –)	Destroy 3 years after promulgation of the new policy
8395	Copies of policy documents and supporting papers. (Date range: 1999 –)	Destroy when reference ceases

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8396	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the administration of grants. (Date range: 1999 –)	Destroy 7 years after procedures are superseded
8397	Records documenting the development of agency procedures supporting the administration of grants. (Date range: 1999 –)	Destroy 2 years after procedures are superseded
8398	Copies of manuals, handbooks, directives etc. (Date range: 1999 –)	Destroy when reference ceases

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL 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.

Entry	Description of Records	Disposal Action
8399	Final version of formal reports relating to the administration of grants. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1901 –)	Destroy 7 years after action completed
8400	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1901 –)	Destroy when report finalised
8401	Copies of reports on the administration of grants. (Date range: 1901 –)	Destroy when reference ceases

Reviewing

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

Entry	Description of Records	Disposal Action
8402	Records documenting a review of agency programs and operations supporting the function of grants administration. Includes: <ul style="list-style-type: none">• documents establishing the review• final report• action plan (Date range: 1901 –)	Destroy 3 years after last action
8403	Working papers documenting a review of agency programs and operations supporting the function of grants administration. (Date range: 1901 –)	Destroy 1 year after last action

GRANTS ADMINISTRATION

The function of providing non-repayable funding to non-government and community organisations in the form of grants to support designated community activities and to achieve aims and objectives that are consistent with Government policy. Includes the examination of a request for grant funding; decision making as to the appropriate authority for establishing and managing grants; liaison and communication with requestors for grants and other stakeholders as required; determining the amount of the grant and the accountability requirements and approvals.

For funding for state and territory governments, use COMMONWEALTH BUDGET MANAGEMENT and/or COMMONWEALTH FINANCIAL MANAGEMENT.

Risk Management

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8404	Records documenting risk management relating to the grants administration function. Includes: <ul style="list-style-type: none">• each stage of the process• risk assessments• treatment schedules• action plans (Date range: 1999 –)	Destroy 7 years after next risk assessment

INFORMATION TECHNOLOGY OUTSOURCING

The function of managing the consolidation and outsourcing of the Commonwealth's information technology infrastructure. Includes initial scoping studies; definition of requirements specifications in consultation with agencies; the development of project documentation, templates, and tender documents; due diligence; management of the tender process, including evaluation of the corporate, technical, industry development and financial worth of each tenderer; and negotiation and finalisation of contracts.

Addresses (presentations)

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

Entry	Description of Records	Disposal Action
8405	Final versions of addresses delivered to industry and other interested parties about information technology outsourcing. Includes industry briefings. (Date range: 1997 – 2001)	Destroy 3 years after last presentation
8406	Working papers documenting the development of addresses, including drafts, delivered to industry and other interested parties about the activity of information technology outsourcing. (Date range: 1997 – 2001)	Destroy 2 years after last presentation

Advice

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

Entry	Description of Records	Disposal Action
8407	Records relating to the receipt and provision of advice on the function of information technology outsourcing. (Date range: 1997 – 2001)	Destroy 7 years after last action

Appointment of Advisers

The activity of employing specialists under contract for specific purposes. Includes defining business requirements, advertising, and the evaluation of potential candidates.

Entry	Description of Records	Disposal Action
8408	Records documenting the appointment of advisors in relation to the function of information technology outsourcing. Includes advertising the position and short listing of candidates. (Date range: 1997 – 2001) <i>[For contract negotiations and the final contract with the supplier, use INFORMATION TECHNOLOGY OUTSOURCING – Tendering.]</i>	Destroy 7 years after completion or other termination of contract

INFORMATION TECHNOLOGY OUTSOURCING

The function of managing the consolidation and outsourcing of the Commonwealth's information technology infrastructure. Includes initial scoping studies; definition of requirements specifications in consultation with agencies; the development of project documentation, templates, and tender documents; due diligence; management of the tender process, including evaluation of the corporate, technical, industry development and financial worth of each tenderer; and negotiation and finalisation of contracts.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
8409	Records of internal and external committees formed to consider matters relating to the function of information technology outsourcing. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents, such as briefing papers and discussion papers (Date range: 1997 – 2001)	Destroy 7 years after action completed
8410	Working papers documenting the conduct and administration of committees formed to consider matters relating to the function of information technology outsourcing. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1997 – 2001)	Destroy 3 years after last action

Contracting-out

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

Entry	Description of Records	Disposal Action
8411	Records documenting the management of contractors employed in relation to the function of information technology outsourcing. (Date range: 1997 – 2001)	Destroy 7 years after completion or other termination of contract

INFORMATION TECHNOLOGY OUTSOURCING

The function of managing the consolidation and outsourcing of the Commonwealth's information technology infrastructure. Includes initial scoping studies; definition of requirements specifications in consultation with agencies; the development of project documentation, templates, and tender documents; due diligence; management of the tender process, including evaluation of the corporate, technical, industry development and financial worth of each tenderer; and negotiation and finalisation of contracts.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8412	Records documenting liaison activities undertaken with Government agencies, authorities and Departments in relation to the function of information technology outsourcing. (Date range: 1997 – 2001)	Destroy 7 years after action completed

Industry Development

The activities involved in evaluating proposals, included in tenders to provide outsourced information technology goods and services to the Commonwealth, that will help to support the development of Australian industries, in accordance with Commonwealth Government procurement guidelines. Includes the creation of summaries on industry development offerings and monitoring of industry development achievements.

Entry	Description of Records	Disposal Action
8413	Records documenting proposals and the evaluation of proposals, included in tenders to provide outsourced information technology goods and services to the Commonwealth. (Date range: 1997 – 2002)	Destroy 7 years after action completed

Liaison

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

Entry	Description of Records	Disposal Action
8414	Records documenting liaison activities undertaken with industry bodies and regulatory bodies in relation to the function of information technology outsourcing. (Date range: 1997 – 2001)	Destroy 7 years after action completed

INFORMATION TECHNOLOGY OUTSOURCING

The function of managing the consolidation and outsourcing of the Commonwealth's information technology infrastructure. Includes initial scoping studies; definition of requirements specifications in consultation with agencies; the development of project documentation, templates, and tender documents; due diligence; management of the tender process, including evaluation of the corporate, technical, industry development and financial worth of each tenderer; and negotiation and finalisation of contracts.

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
8415	Final version of minutes and supporting documents tabled at meetings held to support the function of information technology outsourcing. Includes meetings with external agencies. (Date range: 1997 – 2001)	Destroy 3 years after last action
8416	Working papers documenting the conduct and administration of meetings held to support the function of information technology outsourcing. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1997 – 2001)	Destroy when reference ceases

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
8417	Final version of formal reports agencies relating to the function of information technology outsourcing. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1997 – 2001)	Destroy 7 years after action completed
8418	Working papers documenting the development of all reports on information technology outsourcing. Includes drafts and comments received. (Date range: 1997 – 2001)	Destroy 7 years after action completed
8419	Copies of reports on information technology outsourcing. (Date range: 1997 – 2001)	Destroy when reference ceases

INFORMATION TECHNOLOGY OUTSOURCING

The function of managing the consolidation and outsourcing of the Commonwealth's information technology infrastructure. Includes initial scoping studies; definition of requirements specifications in consultation with agencies; the development of project documentation, templates, and tender documents; due diligence; management of the tender process, including evaluation of the corporate, technical, industry development and financial worth of each tenderer; and negotiation and finalisation of contracts.

Requirement Definition

The activity of defining the range and scope of services that may be delivered as part of a tender process.

Entry	Description of Records	Disposal Action
8420	Records documenting the preparation, collation and finalisation of requirement specifications for the proposed outsourcing of information technology, prior to commencement of the tender process. Includes: <ul style="list-style-type: none">• details of the proposed architecture• specifications of the system including hardware and software requirements• network information (Date range: 1997 – 2001)	Destroy 3 years after last action

Risk Management

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

Entry	Description of Records	Disposal Action
8421	Records containing risk management assessments produced in relation to the outsourcing of information technology infrastructures. Includes: <ul style="list-style-type: none">• documentation covering each stage of the process• treatment schedules• action plans (Date range: 1997 – 2001)	Destroy 3 years after last action

INFORMATION TECHNOLOGY OUTSOURCING

The function of managing the consolidation and outsourcing of the Commonwealth's information technology infrastructure. Includes initial scoping studies; definition of requirements specifications in consultation with agencies; the development of project documentation, templates, and tender documents; due diligence; management of the tender process, including evaluation of the corporate, technical, industry development and financial worth of each tenderer; and negotiation and finalisation of contracts.

Scoping Study

The process of determining the objectives of a proposed course of action, and assessing the prospects for success. Includes examining and documenting the technical, commercial, legal, financial, environmental, regulatory details and cost/benefits relating to the proposed action, and identifying and addressing key issues.

Entry	Description of Records	Disposal Action
8422	Final copies of scoping studies for the proposed outsourcing of information technology. (Date range: 1997 – 2001)	Destroy 10 years after action completed
8423	Records documenting the development and creation of a scoping study for the proposed outsourcing of information technology systems. Includes: <ul style="list-style-type: none"> • collated material • information • records of consultation with stakeholders (Date range: 1997 – 2001)	Destroy 10 years after action completed

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.

Entry	Description of Records	Disposal Action
8424	Records documenting the development and issue of tender documentation for the outsourcing of information technology. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender (RFT) • draft contract (Date range: 1997 – 2001)	Destroy 7 years after tender process completed
8425	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1997 – 2001)	Destroy 7 years after tender process completed
8426	Records documenting post-offer negotiations and due diligence checks. (Date range: 1997 – 2001)	Destroy 7 years after tender process completed

INFORMATION TECHNOLOGY OUTSOURCING

The function of managing the consolidation and outsourcing of the Commonwealth's information technology infrastructure. Includes initial scoping studies; definition of requirements specifications in consultation with agencies; the development of project documentation, templates, and tender documents; due diligence; management of the tender process, including evaluation of the corporate, technical, industry development and financial worth of each tenderer; and negotiation and finalisation of contracts.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8427	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1997 – 2001)	Destroy 2 years after tender process completed
8428	Tender register. (Date range: 1997 – 2001)	Destroy 7 years after last entry
8429	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1997 – 2001)	Destroy 20 years after completion or other termination of contract
8430	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1997 – 2001)	Destroy 15 years after completion or other termination of contract
8431	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1997 – 2001)	Destroy 12 years after completion or other termination of contract
8432	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1997 – 2001)	Destroy 7 years after completion or other termination of contract
8433	Contract register. (Date range: 1997 – 2001)	Destroy 7 years after last entry

OVERSIGHT OF GOVERNMENT BUSINESSES

The function of overseeing the governance and financial performance of Government authorities and companies that the Commonwealth has a controlling interest in. Includes collecting, receiving, researching and analysing information on, or relating to, the performance of Government Business Enterprises that are either wholly or partially owned by the Commonwealth, or are in the process of being sold; and advising the delegated representative or shareholder of the Commonwealth. Includes setting policy guidelines for Commonwealth statutory authorities.

Advice

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

Entry	Description of Records	Disposal Action
8434	Records relating to the receipt and provision of advice to the Minister on the oversight of Government businesses. Includes briefs and correspondence to the Minister. (Date range: 1979 –) <i>[For responses to Ministerial representation and responses to questions raised in Parliament, use GOVERNMENT RELATIONS – Representations.]</i>	Retain as national archives
8435	Records relating to the receipt and provision of advice to Government business enterprises (GBEs) on the oversight of Government businesses. (Date range: 1979 –)	Destroy 5 years after action completed
8436	Working papers documenting the development of advice. Includes drafts and comments received. (Date range: 1979 –)	Destroy when advice is finalised

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8437	Records documenting liaison activities undertaken with Government Departments, authorities, and agencies in relation to the oversight of Government businesses. (Date range: 1979 –)	Destroy 7 years after action completed

OVERSIGHT OF GOVERNMENT BUSINESSES

The function of overseeing the governance and financial performance of Government authorities and companies that the Commonwealth has a controlling interest in. Includes collecting, receiving, researching and analysing information on, or relating to, the performance of Government Business Enterprises that are either wholly or partially owned by the Commonwealth, or are in the process of being sold; and advising the delegated representative or shareholder of the Commonwealth. Includes setting policy guidelines for Commonwealth statutory authorities.

Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8438	Records documenting liaison activities undertaken with industry bodies, and regulatory bodies in relation to the oversight of Government businesses. (Date range: 1979 –)	Destroy 7 years after action completed

Meetings

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8439	Final version of minutes tabled at meetings held to support the function of oversight of Government businesses. Includes meetings with external agencies. (Date range: 1979 –)	Destroy 5 years after action completed
8440	Supporting documents tabled at meetings held to support the function of oversight of Government business. Includes background papers and handouts given at meetings. (Date range: 1979 –)	Destroy 5 years after action completed
8441	Working papers documenting the conduct and administration of meetings held to support the function of oversight of Government businesses. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1979 –)	Destroy when reference ceases

OVERSIGHT OF GOVERNMENT BUSINESSES

The function of overseeing the governance and financial performance of Government authorities and companies that the Commonwealth has a controlling interest in. Includes collecting, receiving, researching and analysing information on, or relating to, the performance of Government Business Enterprises that are either wholly or partially owned by the Commonwealth, or are in the process of being sold; and advising the delegated representative or shareholder of the Commonwealth. Includes setting policy guidelines for Commonwealth statutory authorities.

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
8442	Final version of formal reports relating to the function of oversight of Government businesses. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis, such as monthly updates and reports. (Date range: 1979 –)	Destroy 7 years after action completed
8443	Working papers documenting the development of all reports relating to oversight of Government business function. Includes drafts and comments received. (Date range: 1979 –)	Destroy when reference ceases
8444	Copies of reports on oversight of Government businesses. (Date range: 1979 –)	Destroy when reference ceases

PARLIAMENTARY ENTITLEMENTS

The function of administering, managing, and paying allowances and additional benefits for Senators and Members of Parliament and certain office-holders, salaries for Ministers of State and superannuation for certain types of office holders including Senators and Members of Parliament.

For management of the superannuation scheme for Senators, Members of Parliament and their beneficiaries, use PARLIAMENTARY SUPERANNUATION.

Client Liaison

The activities associated with maintaining regular general contact in relation to entitlements with Senators and Members of Parliament and former Senators and Members.

Entry	Description of Records	Disposal Action
8445	Records documenting liaison regarding Parliamentary entitlements. Includes receipt and responses to queries. (Date range: 1920 –)	Destroy 7 years after action completed

Contracting-out

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

Entry	Description of Records	Disposal Action
8446	Records documenting contract management relating to the Parliamentary entitlements function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance• evaluation reports (Date range: 1999 –)	Destroy 7 years after completion or other termination of contract

Entitlements Advice

The processes involved in collating and developing information and guidance on all aspects of Parliamentary entitlements to Senators and Members of Parliament. Includes the receipt, collation, creation and management of information on the entitlements available.

Entry	Description of Records	Disposal Action
8447	Records relating to the receipt and provision of advice to Senators and Members of Parliament and certain office holders on Parliamentary entitlements. (Date range: 1920 –)	Destroy 7 years after Senator or Member ceases to hold office
8448	Working papers documenting the development of advice. Includes drafts and comments received. (Date range: 1920 –)	Destroy when reference ceases

PARLIAMENTARY ENTITLEMENTS

The function of administering, managing, and paying allowances and additional benefits for Senators and Members of Parliament and certain office-holders, salaries for Ministers of State and superannuation for certain types of office holders including Senators and Members of Parliament.

For management of the superannuation scheme for Senators, Members of Parliament and their beneficiaries, use PARLIAMENTARY SUPERANNUATION.

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
8449	Final version of minutes and supporting documents tabled at meetings held to support the function of Parliamentary entitlements. (Date range: 1920 –)	Destroy 3 years after last action
8450	Working papers documenting the conduct and administration of meetings held to support the function of Parliamentary entitlements. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1920 –)	Destroy when reference ceases

Ministerial Salaries

The process of managing the payment of salaries to Ministers of State.

Entry	Description of Records	Disposal Action
8451	Records documenting the receipt and processing of information relating to Ministerial salaries and arrangements for the payment of salaries. (Date range: 1901 –) <i>[For the payment of salaries, use FINANCIAL MANAGEMENT – Salaries.]</i>	Destroy 75 years after date of birth of Minister or 7 years after last action, whichever is later

Parliamentary Allowances

The activities involved in arranging and managing money paid to Senators, Members of Parliament and certain other office holders, to reimburse expenses incurred, eg travelling allowances. Includes the verification of access to entitlements, and the recovery of overpayment of monies.

Entry	Description of Records	Disposal Action
8452	Records documenting the processing of applications for reimbursement of expenditure or access to entitlement. Includes research notes on determination and notice of acceptance or non-acceptance of claim. (Date range: 1920 –)	Destroy 7 years after action completed

PARLIAMENTARY ENTITLEMENTS

The function of administering, managing, and paying allowances and additional benefits for Senators and Members of Parliament and certain office-holders, salaries for Ministers of State and superannuation for certain types of office holders including Senators and Members of Parliament.

For management of the superannuation scheme for Senators, Members of Parliament and their beneficiaries, use PARLIAMENTARY SUPERANNUATION.

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8453	Records documenting the development and establishment of policies on Parliamentary entitlements. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1979 –)	Retain as national archives
8454	Records documenting comments made on the development of policies on Parliamentary entitlements. (Date range: 1979 –)	Destroy 3 years after promulgation of the new policy
8455	Working papers documenting the development of policies on Parliamentary entitlements. (Date range: 1979 –)	Destroy 3 years after promulgation of the new policy
8456	Copies of policy documents and supporting papers. (Date range: 1979 –)	Destroy when reference ceases

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8457	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the function of Parliamentary entitlements. (Date range: 1981 –)	Destroy 7 years after procedures are superseded
8458	Records documenting the development of agency procedures supporting the function of Parliamentary entitlements. (Date range: 1981 –)	Destroy when reference ceases
8459	Copies of manuals, handbooks, directives etc. (Date range: 1981 –)	Destroy when reference ceases

PARLIAMENTARY ENTITLEMENTS

The function of administering, managing, and paying allowances and additional benefits for Senators and Members of Parliament and certain office-holders, salaries for Ministers of State and superannuation for certain types of office holders including Senators and Members of Parliament.

For management of the superannuation scheme for Senators, Members of Parliament and their beneficiaries, use PARLIAMENTARY SUPERANNUATION.

Public Reaction

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

Entry	Description of Records	Disposal Action
8460	Records documenting significant public reaction to issues relating to the function of Parliamentary entitlements, such as travel entitlements case, court or parliamentary enquiry cases etc. Includes agency responses. (Date range: 1901 –)	Retain as national archives
8461	Records documenting routine public reaction to issues relating to the function of Parliamentary entitlements, such as those not attracting parliamentary enquiries or media attention. Includes agency responses. (Date range: 1901 –)	Destroy 6 years after action completed

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
8462	Final version of formal reports relating to the function of Parliamentary entitlements. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1920 –)	Destroy 7 years after action completed
8463	Working papers documenting the development of all reports relating to the parliamentary function. Includes drafts and comments received. (Date range: 1920 –)	Destroy when reference ceases
8464	Copies of reports on Parliamentary entitlements. (Date range: 1920 –)	Destroy when reference ceases

PARLIAMENTARY ENTITLEMENTS

The function of administering, managing, and paying allowances and additional benefits for Senators and Members of Parliament and certain office-holders, salaries for Ministers of State and superannuation for certain types of office holders including Senators and Members of Parliament.

For management of the superannuation scheme for Senators, Members of Parliament and their beneficiaries, use PARLIAMENTARY SUPERANNUATION.

Risk Management

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

Entry	Description of Records	Disposal Action
8465	Records documenting risk management relating to the management of Parliamentary entitlements. Includes: <ul style="list-style-type: none">• documentation covering each stage of the process• treatment schedules• action plans (Date range: 1999 –)	Destroy 7 years after next risk assessment
8466	Parliamentary entitlements risk register. (Date range: 1999 –)	Destroy 7 years after next risk assessment

Staff Establishments

The activities involved in the receipt and distribution of advice on staff establishments for Senators and Members. Includes determination of actual staff establishment levels.

For advice on staff entitlements, use PARLIAMENTARY ENTITLEMENTS - Entitlements Advice.

Entry	Description of Records	Disposal Action
8467	Records documenting actual staff establishments for office holders, and Ministers both former and current. (Date range: 1901 –)	Destroy 75 years after last action
8468	Records documenting actual staff establishments for Senators and Members. (Date range: 1901 –)	Destroy 50 years after last action

PARLIAMENTARY ENTITLEMENTS

The function of administering, managing, and paying allowances and additional benefits for Senators and Members of Parliament and certain office-holders, salaries for Ministers of State and superannuation for certain types of office holders including Senators and Members of Parliament.

For management of the superannuation scheme for Senators, Members of Parliament and their beneficiaries, use PARLIAMENTARY SUPERANNUATION.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8469	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposals• expression of interest• request for tender (RFT)• draft contract (Date range: 1999 –)	Destroy 7 years after tender process completed
8470	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• records documenting arrangements for carrying out the evaluation process• evaluation report• recommendations• final report• public notices (Date range: 1999 –)	Destroy 7 years after tender process completed
8471	Records documenting post-offer negotiations and due diligence checks. (Date range: 1999 –)	Destroy 7 years after tender process completed
8472	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1999 –)	Destroy 2 years after tender process completed or decision made not to continue with the tender
8473	Tender register. (Date range: 1999 –)	Destroy 7 years after last entry

PARLIAMENTARY ENTITLEMENTS

The function of administering, managing, and paying allowances and additional benefits for Senators and Members of Parliament and certain office-holders, salaries for Ministers of State and superannuation for certain types of office holders including Senators and Members of Parliament.

For management of the superannuation scheme for Senators, Members of Parliament and their beneficiaries, use PARLIAMENTARY SUPERANNUATION.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8474	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1999 –)	Destroy 20 years after completion or other termination of contract
8475	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1920 –)	Destroy 15 years after completion or other termination of contract
8476	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1920 –)	Destroy 12 years after completion or other termination of contract
8477	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1999 –)	Destroy 7 years after completion or other termination of contract
8478	Contract register. (Date range: 1999 –)	Destroy 7 years after last entry

PARLIAMENTARY SUPERANNUATION

The function of administering a superannuation scheme to provide superannuation benefits for Senators and Members of Parliament, and their beneficiaries. Includes calculation and assessment of superannuation benefits; the production of regular statements; advice to and liaison with Senators and Members of Parliament and their beneficiaries, secretariat support for the Trust; and the development of policy and procedures.

Advice

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

Entry	Description of Records	Disposal Action
8479	Records relating to the receipt and provision of advice on Parliamentary superannuation to Senators and Members of Parliament, or their beneficiaries. (Date range: 1948 –)	Destroy 7 years after death of Senator or Member of Parliament, or their beneficiary, whoever survives longest

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
8480	Records documenting the delegation of power from the Minister to agency staff to authorise administrative action relating to Parliamentary superannuation. (Date range: 1948 –)	Destroy 10 years after delegation superseded
8481	Authorisations based on delegations from the Minister to agency staff for administrative action supporting the Parliamentary superannuation function. (Date range: 1948 –)	Destroy 10 years after action completed

Client Liaison

The activities associated with maintaining regular general contact in relation to entitlements with Senators and Members of Parliament and former Senators and Members.

Entry	Description of Records	Disposal Action
8482	Records documenting liaison activities undertaken with Senators and Members of Parliament, or their beneficiaries in relation to Parliamentary superannuation. (Date range: 1948 –)	Destroy 7 years after the death of the Senator or Member of Parliament or their beneficiary, whoever survives longest

PARLIAMENTARY SUPERANNUATION

The function of administering a superannuation scheme to provide superannuation benefits for Senators and Members of Parliament, and their beneficiaries. Includes calculation and assessment of superannuation benefits; the production of regular statements; advice to and liaison with Senators and Members of Parliament and their beneficiaries, secretariat support for the Trust; and the development of policy and procedures.

Contribution Management

The process of assessing and monitoring contribution rates for the payment of superannuation relating to the salaries of Senators and Members of Parliament. Includes the production of regular statements for accrued benefits. Also includes assessment and notification of individual superannuation surcharge payments and regular contact with other organisations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8483	Records documenting the reconciliation of bulk contributions. (Date range: 1948 –)	Destroy 7 years after last action
8484	Records documenting the personal details of each Senator and Member of Parliament, and beneficiary, used to manage superannuation entitlements and benefits. (Date range: 1948 –)	Destroy 7 years after death of Senator or Member of Parliament, or their beneficiary, whoever survives longest.
8485	Records detailing the calculation of contributions and benefits payable on retirement for Senators and Members of Parliament and their beneficiaries. (Date range: 1948 –)	Destroy 7 years after death of Senator or Member of Parliament or beneficiary, whoever survives longest
8486	Records documenting arrangements for the creation and distribution of regular statements of accrued benefits. (Date range: 1948 –)	Destroy 7 years after death of Senator or Member of Parliament or beneficiary, whoever survives longest
8487	Records of reasonable benefit limits and preservation options. (Date range: 1948 –)	Destroy 7 years after death of Senator or Member of Parliament or beneficiary, whoever survives longest

PARLIAMENTARY SUPERANNUATION

The function of administering a superannuation scheme to provide superannuation benefits for Senators and Members of Parliament, and their beneficiaries. Includes calculation and assessment of superannuation benefits; the production of regular statements; advice to and liaison with Senators and Members of Parliament and their beneficiaries, secretariat support for the Trust; and the development of policy and procedures.

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
8488	Records documenting responses to general enquiries on Parliamentary superannuation matters. (Date range: 1948 –) <i>[For the provision of more detailed advice on superannuation matters, use PARLIAMENTARY SUPERANNUATION - Advice.]</i>	Destroy 25 years after last action

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8489	Records documenting liaison activities undertaken with Government Departments, authorities, and agencies in relation to Parliamentary superannuation. (Date range: 1948 –)	Destroy 25 years after last action

Legislation

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

Entry	Description of Records	Disposal Action
8490	Records documenting the preparation and passage of parliamentary superannuation legislation through Parliament. Includes: <ul style="list-style-type: none">• preliminary drafting instructions• proposed bills• records documenting consultation with relevant Government agencies• preparation of the Explanatory Memorandum• Second Reading Speech• working papers (Date range: 1948 –)	Retain as national archives

PARLIAMENTARY SUPERANNUATION

The function of administering a superannuation scheme to provide superannuation benefits for Senators and Members of Parliament, and their beneficiaries. Includes calculation and assessment of superannuation benefits; the production of regular statements; advice to and liaison with Senators and Members of Parliament and their beneficiaries, secretariat support for the Trust; and the development of policy and procedures.

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
8491	Final version of minutes and supporting documents tabled at meetings held to support the function of Parliamentary superannuation. Includes meetings with external agencies. (Date range: 1948 –)	Destroy 50 years after action completed
8492	Working papers documenting the conduct and administration of meetings held to support the function of Parliamentary superannuation. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1948 –)	Destroy when reference ceases

Policy

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

Entry	Description of Records	Disposal Action
8493	Records documenting the development and establishment of policies on Parliamentary superannuation. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1948 –)	Retain as national archives
8494	Records documenting comments made on the development of policies on Parliamentary superannuation. (Date range: 1948 –)	Destroy 30 years after promulgation of the new policy
8495	Working papers documenting the development of policies on Parliamentary superannuation. (Date range: 1948 –)	Destroy 30 years after promulgation of the new policy
8496	Copies of policy documents and supporting papers. (Date range: 1948 –)	Destroy when reference ceases

PARLIAMENTARY SUPERANNUATION

The function of administering a superannuation scheme to provide superannuation benefits for Senators and Members of Parliament, and their beneficiaries. Includes calculation and assessment of superannuation benefits; the production of regular statements; advice to and liaison with Senators and Members of Parliament and their beneficiaries, secretariat support for the Trust; and the development of policy and procedures.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8497	Master set of manuals, handbooks, directives detailing procedures relating to Parliamentary superannuation. (Date range: 1948 –)	Destroy 100 years after closure of scheme
8498	Records documenting the development of procedures relating to Parliamentary superannuation. (Date range: 1948 –)	Destroy 100 years after commencement of scheme
8499	Copies of manuals, handbooks, directives, procedures etc. (Date range: 1948 –)	Destroy when reference ceases

Reporting

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8500	Final version of formal reports relating to the function of Parliamentary superannuation. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1948 –)	Destroy 50 years after action completed
8501	Working papers and copies of reports relating to the function of Parliamentary superannuation. (Date range: 1948 –)	Destroy when reference ceases

PARLIAMENTARY SUPERANNUATION

The function of administering a superannuation scheme to provide superannuation benefits for Senators and Members of Parliament, and their beneficiaries. Includes calculation and assessment of superannuation benefits; the production of regular statements; advice to and liaison with Senators and Members of Parliament and their beneficiaries, secretariat support for the Trust; and the development of policy and procedures.

Risk Management

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8502	Records documenting risk management relating to the function of Parliamentary superannuation. Includes <ul style="list-style-type: none">• documentation covering each stage of the process• treatment schedules• action plans (Date range: 1948 –)	Destroy 7 years after next risk assessment
8503	Parliamentary superannuation risk register. (Date range: 1948 –)	Destroy 7 years after next risk assessment

POLITICAL EXCHANGE PROGRAM

The function of arranging visits and exchange programs on behalf of the Australian Political Exchange Council for members of political parties from Australia and other countries, and sponsoring participation in individual study tours and international forums overseas. Includes the establishment of agreements, advice and reporting, and other secretariat support for the Australian Political Exchange Council.

Advice

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

Entry	Description of Records	Disposal Action
8504	Records relating to the receipt and provision of advice on the international political exchange program. (Date range: 1981 –)	Destroy 7 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
8505	Final version of agreements made relating to the international exchange program. (Date range: 1981 –)	Retain as national archives
8506	Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1981 –)	Destroy 7 years after expiry or other termination of agreement

POLITICAL EXCHANGE PROGRAM

The function of arranging visits and exchange programs on behalf of the Australian Political Exchange Council for members of political parties from Australia and other countries, and sponsoring participation in individual study tours and international forums overseas. Includes the establishment of agreements, advice and reporting, and other secretariat support for the Australian Political Exchange Council.

Celebrations

The activities associated with arranging and managing festivities to honour a particular event.

Entry	Description of Records	Disposal Action
8507	Records documenting celebratory festivities held to honour an event of major importance in relation to international exchange programs. Includes programs, invitations, guest lists and photographs. (Date range: 1981 –)	Retain as national archives
8508	Records documenting arrangements for celebratory festivities held to honour events of major importance such as an anniversary or official dinners in relation to international exchange programs. Includes: <ul style="list-style-type: none">• catering• venue bookings• entertainment (Date range: 1981 –)	Destroy 2 years after action completed
8509	Records documenting all arrangements for other celebrations of lesser significance. Includes: <ul style="list-style-type: none">• programs• invitations• guest lists• catering• venue bookings• entertainment (Date range: 1981 –)	Destroy 2 years after action completed

POLITICAL EXCHANGE PROGRAM

The function of arranging visits and exchange programs on behalf of the Australian Political Exchange Council for members of political parties from Australia and other countries, and sponsoring participation in individual study tours and international forums overseas. Includes the establishment of agreements, advice and reporting, and other secretariat support for the Australian Political Exchange Council.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8510	Records of internal and external committees formed to consider matters relating to international exchange programs. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers (Date range: 1981 –)	Retain as national archives
8511	Working papers documenting the conduct and administration of committees formed to consider matters relating to international exchange programs. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1981 –)	Destroy 3 years after action completed

Delegate Profiles

The activity of keeping track of delegates, both current and former. Includes updating profile information such as career movements, employment details, and personal contact details.

Entry	Description of Records	Disposal Action
8512	Records documenting information profiles of delegates. Includes: <ul style="list-style-type: none">• current contact details• career movements• employment details (Date range: 1981 –)	Destroy when reference ceases

POLITICAL EXCHANGE PROGRAM

The function of arranging visits and exchange programs on behalf of the Australian Political Exchange Council for members of political parties from Australia and other countries, and sponsoring participation in individual study tours and international forums overseas. Includes the establishment of agreements, advice and reporting, and other secretariat support for the Australian Political Exchange Council.

Exchange Visits

The activities involved in arranging visits by members of political parties between Australia and other countries with a view to inform, educate or promote understanding and awareness of each others' political systems and processes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8513	Records documenting arrangements for political exchange visits of high political significance, that are controversial or are attended or undertaken by a high profile representative or person who gains significance in Australian politics. Includes: <ul style="list-style-type: none">• organising itinerary• making travel arrangements• arranging visas• estimates of expenditure (Date range: 1981 –)	Retain as national archives
8514	Records documenting arrangements for all other political exchange visits. Includes: <ul style="list-style-type: none">• organising itinerary• making travel arrangements• arranging visas• estimates of expenditure (Date range: 1981 –)	Destroy 7 years after action completed
8515	Reports written about an exchange visit. Includes working papers. (Date range: 1981 –)	Destroy 5 years after action completed

Greetings

The activities associated with preparing, sending and receiving letters of appreciation or condolences. Includes mailing lists for Christmas cards.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8516	Records documenting the preparation, dispatch and receipt of letters of introduction, appreciation, condolence and greetings cards. Includes mailing lists. (Date range: 1981 –)	Destroy when reference ceases

POLITICAL EXCHANGE PROGRAM

The function of arranging visits and exchange programs on behalf of the Australian Political Exchange Council for members of political parties from Australia and other countries, and sponsoring participation in individual study tours and international forums overseas. Includes the establishment of agreements, advice and reporting, and other secretariat support for the Australian Political Exchange Council.

Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8517	Records documenting liaison activities undertaken with political parties and other bodies in relation to international political exchange programs. (Date range: 1981 –)	Destroy 50 years after action completed

Reporting

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8518	Final version of formal reports made to external agencies relating to the political exchange programs. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis, and working papers. (Date range: 1981 –)	Destroy 7 years after action completed

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Addresses (presentations)

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

Entry	Description of Records	Disposal Action
8519	Final version of addresses made by the portfolio Minister or senior agency officers at major public occasions on procurement management. (Date range: 1999 –)	Destroy 10 years after action completed
8520	Final versions of other addresses delivered in the routine promotion of the agency's services or products relating to procurement management. (Date range: 1999 –)	Destroy 2 years after last presentation
8521	Working papers documenting the development of addresses, including drafts on procurement management. (Date range: 1999 –)	Destroy 2 years after last presentation

Advice

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

Entry	Description of Records	Disposal Action
8522	Records relating to the receipt and provision of advice on the function of procurement management. Includes: <ul style="list-style-type: none">• drafts• research notes• final responses (Date range: 1999 –)	Destroy 7 years after action completed

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Agreements

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

Entry	Description of Records	Disposal Action
8523	Final version of agreements made relating to the procurement management function. Includes free trade agreements. (Date range: 1997 –)	Destroy 10 years after expiry or other termination of agreement
8524	Records documenting negotiations, establishment, maintenance and review of agreements, including free trade agreements. (Date range: 1997 –)	Destroy 10 years after expiry or other termination of agreement

Committees

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

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
8525	Records of the committees including overseas committees formed in relation to Government procurement. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers • discussion papers (Date range: 2000 –)	Destroy 7 years after last action
8526	Working papers documenting the conduct and administration of committees formed to consider matters relating to Government procurement. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 2000 –)	Destroy when reference ceases

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Conferences

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

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

Entry	Description of Records	Disposal Action
8527	Records documenting arrangements for conferences on procurement management. Includes: <ul style="list-style-type: none">• program development• arranging speakers• promotion• managing registrations• venue bookings (Date range: 1998 –)	Destroy 3 years after last action
8528	Copies of published proceedings, including discussion papers and reports assessing the conference. (Date range: 1998 –)	Destroy when reference ceases
8529	Copies of unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by agency staff. (Date range: 1998 –)	Destroy when reference ceases
8530	Records documenting the attendance of staff at conferences arranged by other organisations. Includes completed conference registration forms and programs and conference promotion material. (Date range: 1998 –)	Destroy when reference ceases

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

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
8531	Records documenting contract management relating to the procurement management function. Includes minutes of meetings with main stakeholders, performance and evaluation reports. (Date range: 1923 –) <i>[For contracts relating to whole of Government procurement, use PROCUREMENT MANAGEMENT - Whole of Government Contracts.]</i>	Destroy 10 years after expiry or other termination of contract

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Entry	Description of Records	Disposal Action
8532	Records documenting the disposal of assets by sale, donation or destruction. Includes asset registers and receipts for payment where assets have been sold. (Date range: 1923 - 1997)	Destroy 10 years after action completed

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8533	Records documenting liaison activities undertaken with Government agencies in relation to procurement management. (Date range: 1923 –)	Destroy 3 years after action completed

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8534	Records documenting liaison activities undertaken with service providers and others in relation to procurement management. (Date range: 1923 –)	Destroy 3 years after last action

Marketing

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8535	Records documenting the marketing of procurement management materials. Includes: <ul style="list-style-type: none">• records covering arrangements for advertising campaigns• promotional photographs• development of a marketing plan (Date range: 1988 –)	Destroy 3 years after last action

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

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
8536	Final version of minutes and supporting documents tabled at external meetings held to support the function of procurement management. (Date range: 1923 –)	Destroy 10 years after action completed
8537	Working papers documenting the conduct and administration of external agency meetings held to support the function of procurement management. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1923 –)	Destroy 10 years after action completed
8538	Final version of minutes and supporting documents tabled at internal agency meetings held to support the function of procurement management. (Date range: 1923 –)	Destroy 3 years after last action
8539	Working papers documenting the conduct and administration of internal agency meetings held to support the function of procurement management. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1923 –)	Destroy when reference ceases

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Procurement Policy

The activities associated with developing and establishing guidelines, directions and precedents on the procurement of supplies and services for Commonwealth agencies, which act as a reference for future decision making, and as the basis from which the Government procurement procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8540	Records documenting the development and establishment of whole of Government policies on procurement management, including Procurement Guidelines. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1996 –)	Retain as national archives
8541	Records documenting comments made on the development of whole of Government policies on procurement management. (Date range: 1996 –)	Destroy 20 years after promulgation of new policy
8542	Copies of policy documents and supporting papers. (Date range: 1996 –)	Destroy when reference ceases

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Procurement Training

The activity involved with the external delivery of training programs on Government procurement issues to industry and Government.

Entry	Description of Records	Disposal Action
8543	<p>Master set of training material for courses run by the agency on Government-wide initiatives or policy. Includes:</p> <ul style="list-style-type: none"> • programs • lecture notes • hand-outs • films and videos <p>(Date range: 1988 –)</p> <p><i>[For the publication of training material, use PUBLICATION – Production.]</i></p>	Destroy 7 years after last action
8544	<p>Records detailing administrative arrangements supporting the conduct of training courses run by the agency. Includes:</p> <ul style="list-style-type: none"> • processing applications • venue bookings • hire of equipment • catering • training evaluation • copies of financial records <p>(Date range: 1988 –)</p> <p><i>[For payment of accounts supporting the running of training courses, use FINANCIAL MANAGEMENT – Accounting and/or Payments.]</i></p>	Destroy 7 years after last action
8545	<p>Working papers documenting the development of training material for courses run by the agency.</p> <p>(Date range: 1988 –)</p>	Destroy 3 years after last action

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Public Reaction

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

Entry	Description of Records	Disposal Action
8546	Records documenting public reaction and agency responses. (Date range: 1997 –)	Destroy 6 years after action completed

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 details relating to arrangements for overseas visits, use PERSONNEL – Arrangements.

Entry	Description of Records	Disposal Action
8547	Final version of formal reports relating to the function of procurement management. Includes: <ul style="list-style-type: none">• reports made in response to a statutory obligation• reports required to be submitted on a regular basis• reports of overseas visits• reports on free trade agreements• procurement guidelines report (Date range: 1923 –)	Destroy 7 years after action completed
8548	Working papers documenting the development of all reports on or relating to procurement management. Includes: <ul style="list-style-type: none">• drafts• copies• comments received (Date range: 1923 –)	Destroy 5 years after action completed

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Supplier Pre-qualification

The activities involved in assisting the development of Australian companies through endorsement and promotion as potential suppliers of goods and services to the Commonwealth.

Entry	Description of Records	Disposal Action
8549	Register of corporate services providers. (Date range: 1979 –)	Destroy 7 years after finalisation of last entry
8550	Records documenting the processing of business applications under the endorsed supplier arrangements. Includes registrations and reviews. (Date range: 1979 –)	Destroy 7 years after completion or other termination of endorsement
8551	Records documenting the development and endorsement of procedures and processes related to the endorsement of Australian companies to supply goods and services to the Australian Government, and assistance to Government buyers and industry suppliers in developing contracts for the supply of information technology products and services. (Date range: 1979 –)	Destroy 3 years after last action

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8552	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender (RFT) • draft contract (Date range: 1923 –)	Destroy 7 years after tender process completed
8553	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1923 –)	Destroy 7 years after tender process completed
8554	Records documenting post-offer negotiations and due diligence checks. (Date range: 1923 –)	Destroy 7 years after tender process completed
8555	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1923 –)	Destroy 2 years after tender process completed or decision made not to continue with the tender
8556	Tender register. (Date range: 1923 –)	Destroy 7 years after last entry

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8557	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1923 –)	Destroy 20 years after completion or other termination of contract
8558	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1923 –)	Destroy 15 years after completion or other termination of contract
8559	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1923 –)	Destroy 12 years after completion or other termination of contract
8560	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1923 –)	Destroy 7 years after completion or other termination of endorsement
8561	Contract register. (Date range: 1923 –)	Destroy 7 years after last entry

PROCUREMENT MANAGEMENT

The function of assisting Commonwealth departments and agencies with the procurement of goods and services through the development of policies, guidelines, best practice advice, standard contract clauses, and other means; and promoting the development of Australian industry. Includes the development and running of workshops and seminars; the development of draft tender and contract documentation, and costing models; the pre-qualification of Australian businesses to supply certain classes of goods and services to the Commonwealth; the collection and dissemination of information on potential suppliers of goods and services; the facilitation of access to small business to the Commonwealth market; assisting Commonwealth departments and agencies to cost and market test their activities; providing a means by which individuals or businesses can complain about Government purchasing; and participating in international forums and negotiations on Government procurement activity.

Whole of Government Acquisition

The activity of purchasing goods and services for Commonwealth Departments, authorities, and agencies, and the purchase, storage, and issue of 'common use' supplies.

Entry	Description of Records	Disposal Action
8562	Records documenting the selection of preferred items for use by all Government agencies. Includes the request for and selection of a preferred supplier of a selected item and arrangements for delivery. (Date range: 1923 – 1997)	Destroy 10 years after last action

Whole of Government Contracts

The activity of managing whole of Government contracts for the provision of goods and services to Commonwealth Departments, authorities, and agencies. Includes managing the performance of work by contractors, vendors or consultants.

Entry	Description of Records	Disposal Action
8563	Records documenting the negotiations and finalisation of whole of Government contracts. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• draft and final contracts• examples of standard contracts for use by procurement officers (Date range: 1923 –)	Destroy 10 years after last action
8564	Records documenting contract management relating to the procurement management function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports (Date range: 1923 –)	Destroy 7 years after completion or other termination of contract

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

Advice

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

Entry	Description of Records	Disposal Action
8565	Records documenting the receipt and provision of advice provided on the function of public sector superannuation schemes. (Date range: 1922 –)	Destroy 100 years after closure of scheme

Agreements

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

Entry	Description of Records	Disposal Action
8566	Final version of agreements made relating to the function of public sector superannuation. (Date range: 1976 –)	Destroy 7 years after expiry or other termination of agreement
8567	Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1976 –)	Destroy 7 years after expiry or other termination of agreement

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
8568	Records documenting the delegation of power from the Minister to agency staff to authorise administrative action relating to public sector superannuation. (Date range: 1922 –)	Destroy 10 years after delegation superseded
8569	Authorisations based on delegations from the Minister to agency staff for administrative action supporting the public sector superannuation function. (Date range: 1922 –)	Destroy 10 years after authorisation expires

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

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
8570	Participants' reports on conference arranged by other organisations. (Date range: 1980 –)	Destroy 3 years after last action
8571	Records documenting the attendance of staff at conferences arranged by other organisations. Includes completed conference registration forms and programs and conference promotion material. (Date range: 1980 –)	Destroy when reference ceases
8572	Copies of published conference proceedings and official reports received at conferences arranged by other organisations. (Date range: 1980 –)	Destroy when reference ceases

Contracting-out

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

Entry	Description of Records	Disposal Action
8573	Records documenting contract management relating to the function of public sector superannuation. (Date range: 1922 –) <i>[For records detailing contract negotiations, use PUBLIC SECTOR SUPERANNUATION - Tendering.]</i>	Destroy 7 years after completion or other termination of contract

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

Contribution Monitoring and Review

The activity of monitoring, examining, and assessing agency superannuation contribution rates. Includes the making of recommendations in relation to contribution rates.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8574	Final copies of reports on agency superannuation contributions and contribution rates. (Date range: 1984 –)	Destroy 30 years after last action
8575	Records of correspondence with Departments and agencies documenting the monitoring of contribution rates, and recommendations in relation to public sector superannuation. (Date range: 1984 –)	Destroy 30 years after last action
8576	Working papers documenting the assessment and analysis of agency superannuation contributions and contribution rates. (Date range: 1984 –)	Destroy 15 years after action completed

Enquiries

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8577	Records documenting the handling of enquiries from agency employees or another Government organisations regarding public sector superannuation matters. Includes background research materials used to respond to queries. (Date range: 1922 –)	Destroy 35 years after last action

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

Financial Statements

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8578	Annual financial statements or formal interim financial statements, and background information relating to public sector superannuation. Includes: <ul style="list-style-type: none">• annual statements of assets and liabilities• operating statement of financial position• balance sheets• operating statement of financial position• balance sheets• statement of cash flows (Date range: 1922 –)	Destroy 7 years after action completed

Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8579	Records documenting liaison activities undertaken with Government agencies in relation to public sector superannuation. (Date range: 1922 –)	Destroy 20 years after action completed

Legislation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8580	Records documenting the preparation and passage of superannuation legislation through Parliament. Includes: <ul style="list-style-type: none">• preliminary drafting instructions• proposed bills• records documenting consultation with relevant Government agencies• preparation of the Explanatory Memorandum• second reading speech• working papers (Date range: 1922 –)	Retain as national archives

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

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
8581	Final version of minutes and supporting documents tabled at meetings held to support the function of public sector superannuation. Includes meetings with external agencies. (Date range: 1922 –)	Destroy 5 years after action completed
8582	Working papers documenting the conduct and administration of meetings held to support the function of public sector superannuation. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1922 –)	Destroy when reference ceases

Procedures

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

Entry	Description of Records	Disposal Action
8583	Master set of manuals, handbooks, directives etc detailing procedures relating to public sector superannuation. (Date range: 1922 –)	Destroy 25 years after procedures superseded
8584	Records documenting the development of procedures relating to public sector superannuation. (Date range: 1922 –)	Destroy 25 years after procedures superseded
8585	Copies of manuals, handbooks, directives etc. (Date range: 1922 –)	Destroy when reference ceases

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

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
8586	Final version of formal reports relating to the function of public sector superannuation. (Date range: 1922 –)	Destroy 15 years after action completed
8587	Working papers documenting the development of all reports. Includes drafts, comments received and copies of reports. (Date range: 1922 –)	Destroy when reference ceases

Risk Management

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

Entry	Description of Records	Disposal Action
8588	Public sector superannuation risk register. (Date range: 1999 –)	Destroy 7 years after next risk assessment
8589	Records documenting risk management relating to the function of public sector superannuation. Includes <ul style="list-style-type: none"> • documentation covering each stage of the process • treatment schedules • action plans (Date range: 1999 –)	Destroy 7 years after next risk assessment

Superannuation Board Representatives

The activities associated with the nomination, appointment, termination, or resignation of individuals or groups of personnel appointed by the organisation to superannuation boards. Includes representatives arrangements, salaries, and allowances.

Entry	Description of Records	Disposal Action
8590	Records documenting the nomination, appointment and resignation and/or termination of individuals to superannuation boards. Includes representatives arrangements, salaries and allowances. (Date range: 1922 –)	Destroy 25 years after end of appointment

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

Superannuation Estimates

The activity of assessing the Commonwealth's unfunded liability for the payment of superannuation entitlements to public sector employees, and preparing estimates for inclusion in the annual Commonwealth Budget.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8591	Records containing final versions of estimates for the Commonwealth's unfunded liability for the payment of superannuation entitlements. (Date range: 1984 –)	Destroy 10 years after action completed
8592	Working papers documenting the preparation of estimates for the Commonwealth's unfunded liability for the payment of superannuation entitlements. (Date range: 1984 –)	Destroy when reference ceases

Superannuation Liability Management

The activity of collating information on and assessing the long-term costs of the Commonwealth's public sector superannuation schemes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8593	Final copies of reports on agency employer superannuation contribution rates. (Date range: 1984 –)	Destroy 25 years after last action
8594	Working papers documenting the analysis of employer superannuation contribution rates. Includes correspondence with agencies. (Date range: 1984 –)	Destroy 7 years after action completed

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

Superannuation Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8595	Records documenting the development and establishment of whole of Government policies on public sector superannuation. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date range: 1922 –)	Retain as national archives
8596	Records documenting comments made on the development of whole of Government policies on public sector superannuation. (Date range: 1922 –)	Destroy 30 years after promulgation of the new policy
8597	Working papers documenting the development of whole of Government policies on public sector superannuation. (Date range: 1922 –)	Destroy 30 years after promulgation of the new policy
8598	Copies of policy documents and supporting papers. (Date range: 1922 –)	Destroy when reference ceases

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

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.

Entry	Description of Records	Disposal Action
8599	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• request for proposals• expression of interest• request for tender (RFT)• draft contract (Date range: 1922 –)	Destroy 7 years after tender process completed
8600	Records documenting evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• records documenting arrangements for carrying out the evaluation process• evaluation report• recommendations• final report• public notices (Date range: 1922 –)	Destroy 7 years after tender process completed
8601	Records documenting post-offer negotiations and due diligence checks. (Date range: 1922 –)	Destroy 7 years after tender process completed
8602	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notification of outcome• reports on debriefing sessions (Date range: 1922 –)	Destroy 2 years after tender process completed
8603	Tender register. (Date range: 1922 –)	Destroy 7 years after last entry

PUBLIC SECTOR SUPERANNUATION

The function of developing and providing policy and advice on Commonwealth superannuation issues. Includes preparing amendments to superannuation legislation, monitoring the employer costs of superannuation and unfunded liabilities; communicating proposed changes to superannuation to agencies (as employers); managing contracts for actuarial services; managing superannuation issues relating to former Commonwealth employees, including in former Australian overseas territories and managing the processes involved in appointing individuals to Commonwealth superannuation boards.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8604	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1922 –)	Destroy 20 years after completion or other termination of contract
8605	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1922 –)	Destroy 15 years after expiry or other termination of agreement
8606	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1922 –)	Destroy 12 years after completion or other termination of contract
8607	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1922 –)	Destroy 7 years after completion or other termination of contract
8608	Contract register. (Date range: 1922 –)	Destroy 7 years after last entry
