

Records Disposal Authority

Department of Employment and Workplace Relations

Job no 2004/666919

3 March 2005



Australian Government

National Archives of Australia

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CONTENTS

<u>INTRODUCTION</u>	5
Disposal authorisation	5
Purpose of this authority	5
Using this authority	5
Amendment of this authority	6
<u>CONTACT INFORMATION</u>	6
<u>AUTHORISATION</u>	7
<u>CLASSES</u>	9
Labour Market Development	9
Workplace Relations Development	22
Workplace Relations Services	36

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INTRODUCTION

Disposal authorisation

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

Advice on the provisions of the Archives Act may be obtained from any National Archives office.

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

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

Purpose of this authority

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

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well 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 2004/666919

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

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

Purpose:

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

Application:

Labour Market Development, Workplace Relations
Development and Workplace Relations Services records

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

Authorising Officer
National Archives of Australia

Date of issue:
3 March 2005

Stephen Ellis
Assistant Director-General
Digital Government

Fiona McInnes
Director
Collection Review & Appraisal

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LABOUR MARKET DEVELOPMENT

The function of developing policy and providing advice in relation to employment, wages and the effective operation of the labour market. Supported by research, analysis, evaluation and promotion of the labour market. Includes trends in labour demand and supply, trends in enterprise bargaining, wages issues and the role of the awards system, transitions into and out of the labour market, the transition from welfare to work, evaluation of the labour market programs and services, and the development of information and promotional material intended to improve labour market efficiency.

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
Class no. 9704	Final versions of addresses delivered on the labour market development function. Includes presentations which examine the operation of the labour market, its development and economic impact. (Date range: 1952 -)	Destroy 20 years after last action
Class no. 9705	Records documenting the preparation of addresses relating to the labour market development function, including working papers and drafts. (Date range: 1952 -)	Destroy 5 years after action completed

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
Class no. 9706	Records documenting the receipt and provision of advice on the labour market. Includes records documenting the consultation and preparation of responses to enquiries on evaluation techniques, methodology, occupational skill shortages and visa or business sponsorship. (Date range: 1940 -)	Destroy 5 years after action completed

Agreements

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

For the management of agreements or contracts, use Labour Market Development – Contracting-out.

For agreements or contracts entered into as a result of tendering, use Labour Market Development - Tendering.

Entry	Description of Records	Disposal Action
Class no. 9707	Signed labour agreements for temporary and permanent entry of overseas workers. Includes negotiations, establishment, maintenance, review and determination of agreement. (Date range: 1990 -)	Destroy 7 years after expiry or other termination of agreement or contract

LABOUR MARKET DEVELOPMENT

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Committees

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

For international committees such as the Organisation for Economic Co-operation and Development (OECD), use LABOUR MARKET DEVELOPMENT - International Relations.

For high level inter-government or inter-agency committees, use GOVERNMENT RELATIONS - Committees.

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
Class no. 9708	Records of domestic committees established to consider matters relating to the labour market development function, such as sub-committees of the Employment Management Committee. Includes: <ul style="list-style-type: none"> documents establishing the committee reports recommendations and final versions of minutes (Date range: 1945 -)	Destroy 10 years after action completed
Class no. 9709	Working papers documenting the conduct and administration of all domestic committees which consider matters relating to the labour market development function. Includes: <ul style="list-style-type: none"> agenda background papers draft minutes organising venues notifying attendees (Date range: 1945 -)	Destroy 3 years after action completed

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Compliance Monitoring

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

For compliance monitoring of services and assistance to job seekers, use EMPLOYMENT SERVICES – Compliance Monitoring.

For agreements to fill labour market shortages, use LABOUR MARKET DEVELOPMENT – Agreements.

Entry	Description of Records	Disposal Action
Class no. 9710	Monitoring reports as part of Labour Market Agreement obligations. Includes working papers. (Date range: 1990 -)	Destroy 7 years after expiry or other termination of agreement or contract

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 international conferences, use LABOUR MARKET DEVELOPMENT - International Relations.

Entry	Description of Records	Disposal Action
Class no. 9711	Records documenting proceedings and outcomes of domestic conferences held annually to support the labour market development function. Includes <ul style="list-style-type: none"> • final versions of minutes • reports • recommendations (Date range: 1950 -)	Destroy 10 years after last action
Class no. 9712	Working papers documenting the conduct and administration of domestic conferences held to support the labour market development function. Includes: <ul style="list-style-type: none"> • agenda • notice of meetings • arranging speakers • managing registrations • organising venues • draft minutes (Date range: 1950 -)	Destroy 3 years after action completed

LABOUR MARKET DEVELOPMENT

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Conferences - Continued

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

For international conferences, use LABOUR MARKET DEVELOPMENT - International Relations.

Entry	Description of Records	Disposal Action
Class no. 9713	Records documenting proceedings and outcomes of domestic conferences held monthly to support the labour market development function. Includes: <ul style="list-style-type: none"> • final versions of minutes • reports • recommendations (Date range: 1950 -)	Destroy 5 years after last action

Contracting-out

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

For tendering and negotiation of contracts, use LABOUR MARKET DEVELOPMENT – Tendering.

For the establishment, maintenance, review and negotiation of contracts, use LABOUR MARKET DEVELOPMENT – Agreements.

Entry	Description of Records	Disposal Action
Class no. 9714	Records documenting the contract management processes relating to the provision of evaluation or research for the labour market development function including monitoring of contractors performance against contract specifications. Includes: <ul style="list-style-type: none"> • contract management plans • performance monitoring systems • service level agreements (Date range: 1980 -)	Destroy 7 years after expiry or other termination of agreement or contract

LABOUR MARKET DEVELOPMENT

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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.

For publishing of reports, use PUBLICATIONS – Production.

For evaluation surveys, use LABOUR MARKET DEVELOPMENT - Surveys.

Entry	Description of Records	Disposal Action
Class no. 9715	Records documenting evaluation strategies for employment services delivery and labour market development programs. Includes the key elements of evaluation such as requirements, objectives, purpose, scope, data sources, methods, management and timing. (Date range: 1962 -)	Destroy 15 years after action completed
Class no. 9716	Records documenting the evaluation and ongoing monitoring of the delivery of employment services. Includes the compilation of survey results, systems data analysis and the effects of labour market programs on the current labour market environment. (Date range: 1962 -)	Destroy 15 years after action completed
Class no. 9717	Working papers documenting the development of evaluation programs for employment services delivery and labour market development programs. (Date range: 1962 -)	Destroy 5 years after action completed

International Relations

The activity of participating in international forums on economic and labour market trends and examination of experiences and effectiveness of labour market policies and programs.

For co-research involving both international and the Australian labour market, use LABOUR MARKET DEVELOPMENT - Joint Ventures.

Entry	Description of Records	Disposal Action
Class no. 9718	Records documenting the contribution made to international publications and shared research projects, such as the Organisation for Economic Co-operation and Development thematic review of workers. Includes working papers on Australian governments position put forward to the Organisation for Economic Co-operation and Development. (Date range: 1946 -)	Destroy 5 years after action completed

LABOUR MARKET DEVELOPMENT

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International Relations - continued

The activity of participating in international forums on economic and labour market trends and examination of experiences and effectiveness of labour market policies and programs.

For co-research involving both international and the Australian labour market, use LABOUR MARKET DEVELOPMENT - Joint Ventures.

Entry	Description of Records	Disposal Action
Class no. 9719	Records of international conferences, organisations and committees attended by staff including where the agency contributes and provides comments, advice and delegate briefings. (Date range: 1946 -)	Destroy 5 years after action completed

Joint Ventures

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

For labour agreements, use LABOUR MARKET DEVELOPMENT – Agreements.

For contributions to international labour market projects, use LABOUR MARKET DEVELOPMENT - International Relations.

Entry	Description of Records	Disposal Action
Class no. 9720	Records documenting the management of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) joint venture. Includes: <ul style="list-style-type: none"> • establishment • maintenance • review of agreements and contracts (Date range: 1980 -)	Destroy 20 years after action completed
Class no. 9721	Records documenting the management of joint ventures undertaken to conduct research of the labour market development function. Includes: <ul style="list-style-type: none"> • establishment • maintenance • review of agreements and contracts (Date range: 1980 -)	Destroy 7 years after action completed

LABOUR MARKET DEVELOPMENT

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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
Class no. 9722	Records documenting the liaison activities undertaken with established inter-agency taskforces. Includes: <ul style="list-style-type: none"> • the exchange of information • the sharing of expertise • issues or concerns raised by participants (Date range: 1963 -)	Destroy 10 years after last action
Class no. 9723	Records documenting the liaison activities undertaken with special interest groups. Includes: <ul style="list-style-type: none"> • the exchange of information • the sharing of expertise • issues or concerns raised by participants (Date range: 1963 -)	Destroy 7 years after action completed

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
Class no. 9724	Master set of major promotional campaigns highlighting the development of the labour market, such as posters, leaflets, brochures and websites giving information about trades and occupations or suggested improvements in labour practices. (Date range: 1940 -)	Retain as national archives
Class no. 9725	Records of minor promotional campaigns developed to promote the labour market development function. Includes arrangements for information sessions, training aids and publicity material. (Date range: 1940 -)	Destroy 5 years after action completed

LABOUR MARKET DEVELOPMENT

The function of developing policy and providing advice in relation to employment, wages and the effective operation of the labour market. Supported by research, analysis, evaluation and promotion of the labour market. Includes trends in labour demand and supply, trends in enterprise bargaining, wages issues and the role of the awards system, transitions into and out of the labour market, the transition from welfare to work, evaluation of the labour market programs and services, and the development of information and promotional material intended to improve labour market efficiency.

Meetings

The activities associated with ad-hoc 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
Class no. 9726	Final version of minutes and supporting documents tabled at meetings held to support the labour market development function. Includes meeting books. (Date range: 1940 -)	Destroy 5 years after action completed
Class no. 9727	Working papers documenting the administration of meetings to support the labour market development function. Includes: <ul style="list-style-type: none"> • draft agenda • final agenda • notice of meetings (Date range: 1940 -)	Destroy 2 years after action completed

Policy

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

For development of policy for the delivery of approved programs, use EMPLOYMENT SERVICES – Policy.

Entry	Description of Records	Disposal Action
Class no. 9728	Records documenting the development and establishment of the departments labour market and employment program policies. Includes: <ul style="list-style-type: none"> • policy proposals • supporting reports • major drafts • final policy documents (Date range: 1940 -)	Retain as national archives
Class no. 9729	Working papers documenting the development of labour market and employment program policies. (Date range: 1940 -)	Destroy 2 years after action completed

LABOUR MARKET DEVELOPMENT

The function of developing policy and providing advice in relation to employment, wages and the effective operation of the labour market. Supported by research, analysis, evaluation and promotion of the labour market. Includes trends in labour demand and supply, trends in enterprise bargaining, wages issues and the role of the awards system, transitions into and out of the labour market, the transition from welfare to work, evaluation of the labour market programs and services, and the development of information and promotional material intended to improve labour market efficiency.

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 publishing reports, use *PUBLICATIONS – Production*.

Entry	Description of Records	Disposal Action
Class no. 9730	Significant or formal reports relating to the labour market development function such as Social Exclusion Report. (Date range: 1981 -)	Destroy 10 years after action completed
Class no. 9731	Periodic, routine and ad-hoc reports made on a regular basis. Includes skill shortage reports. (Date range: 1981 -)	Destroy 2 years after action completed

Representatives

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

Entry	Description of Records	Disposal Action
Class no. 9732	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in labour market development, analysis and research forums and committees. (Date range: 1980 -)	Destroy 7 years after termination of appointment

LABOUR MARKET DEVELOPMENT

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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.

For research undertaken to contribute to international labour market projects, use LABOUR MARKET DEVELOPMENT - International Relations.

For research undertaken to contribute to a joint venture, use LABOUR MARKET DEVELOPMENT – Joint Ventures.

For publishing reports, use PUBLICATIONS – Production.

Entry	Description of Records	Disposal Action
Class no. 9733	Statistics or compiled data that provide a history of the Australian labour market and employment trends including data which shows trends in employment, wages and demand and supply. Includes data which records trends in labour market demand and supply such as regional employment statistics and the Leading Indicator of Employment. (Date range: 1937 -)	Retain as national archives
Class no. 9734	Final records documenting key findings of major research carried out to support the labour market development function including research into trends and models which describe labour market development and economic change. Includes skill shortage compilation, Migration Occupations in Demand List (MODL) and Job Seeker Classification Instrument (JSCI) final weights. (Date range: 1937 -)	Retain as national archives
Class no. 9735	Records documenting major research carried out to support the labour market development function. Including research into trends and models which describe labour market development and economic change. Includes skill shortage compilation, Migration Occupations in Demand List (MODL) and Job Seeker Classification Instrument (JSCI) final weights. Excludes final documents and key findings. (Date range: 1937 -)	Destroy 20 years after action completed

LABOUR MARKET DEVELOPMENT

The function of developing policy and providing advice in relation to employment, wages and the effective operation of the labour market. Supported by research, analysis, evaluation and promotion of the labour market. Includes trends in labour demand and supply, trends in enterprise bargaining, wages issues and the role of the awards system, transitions into and out of the labour market, the transition from welfare to work, evaluation of the labour market programs and services, and the development of information and promotional material intended to improve labour market efficiency.

Research - Continued

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.

For research undertaken to contribute to international labour market projects, use LABOUR MARKET DEVELOPMENT - International Relations.

For research undertaken to contribute to a joint venture, use LABOUR MARKET DEVELOPMENT – Joint Ventures.

For publishing reports, use PUBLICATIONS – Production.

Entry	Description of Records	Disposal Action
Class no. 9736	Records documenting descriptions of research methodology. Includes the methodology for changes to the Job Seeker Classification Instrument (JSCI). (Date range: 1940 -)	Destroy 10 years after action completed
Class no. 9737	Records documenting routine or minor research carried out to support the Australian labour market development. Includes data analysis which provides a point-in-time measure of the labour market characteristics. (Date range: 1940 -)	Destroy 3 years after action completed

Surveys

The activities associated with collecting sample opinions, facts and/or figures in order to appraise the labour market.

For the analysis of data collected, use LABOUR MARKET DEVELOPMENT – Research.

Entry	Description of Records	Disposal Action
Class no. 9738	Survey responses which have been de-identified and converted into unit record data. Includes electronic responses or transcripts to surveys or questions that have been compiled into a new format such as excel spreadsheets, ASCII flat file or SAS dataset. (Date range: 1963 -)	Destroy 15 years after action completed
Class no. 9739	Records documenting the development of surveys and questionnaires including the pilot tests and methodology used during the evaluation project. (Date range: 1963 -)	Destroy 5 years after action completed
Class no. 9740	Records of completed survey forms including survey responses. (Date range: 1963 -)	Destroy 2 years after survey completed

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Surveys - continued

The activities associated with collecting sample opinions, facts and/or figures in order to appraise the labour market.

For the analysis of data collected, use LABOUR MARKET DEVELOPMENT – Research.

Entry	Description of Records	Disposal Action
Class no. 9741	Records of qualitative responses from focus groups and interviews collected during evaluation projects. (Date range: 1963 -)	Destroy when reference ceases
Class no. 9742	The register of contacts used in evaluation projects. (Date range: 1963 -)	Destroy when project 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.

For managing research services contracts, use LABOUR MARKET DEVELOPMENT – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9743	Records documenting the development of procurement plans, Statement of Requirement (SOR)/Terms of Reference (TOR) and appropriate Request for Offer (RFO); the release of the RFO to the market; the receipt and registration of tenders; the evaluation of tenders, including financial viability checks, examination of annual reports; negotiation, evaluation, recommendation reports, draft and final contract; and maintenance of the contract register. (Date range: 1980 -)	Destroy 7 years after expiry or other termination of agreement or contract
Class no. 9744	Signed simple contracts and agreements and supporting records resulting from tenders. (Date range: 1980 -)	Destroy 7 years after action completed
Class no. 9745	Records of unsuccessful tenders or a tender process, where there is no suitable bidder, or where the tender process has been discontinued. (Date range: 1980 -)	Destroy 4 years after selection process is completed

LABOUR MARKET DEVELOPMENT

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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.

For managing research services contracts, use LABOUR MARKET DEVELOPMENT – Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9746	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1980 -)	Destroy 20 years after last action
Class no. 9747	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1980 -)	Destroy 15 years after expiry or other termination of agreement or contract
Class no. 9748	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1980 -)	Destroy 12 years after expiry or other termination of agreement or contract

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

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
Class no. 9749	Final versions of addresses presenting specific details relating to new policies, programs and strategies and their future implementation. Includes presentations on request relating to specific industry issues. (Date range: 1906 -)	Destroy 10 years after last action
Class no. 9750	Final versions of addresses presenting a broad government view or relating to implemented policies, programs and strategies relating to the development of workplace relations. (Date range: 1906 -)	Destroy 6 years after action completed
Class no. 9751	Records documenting the development of all addresses related to the workplace relations development function, including working papers and drafts. (Date range: 1906 -)	Destroy 3 years 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.

For legal advice other than advocacy, use LEGAL SERVICES – Advice.

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

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

Entry	Description of Records	Disposal Action
Class no. 9752	Records relating to the receipt and provision of advice on national codes of practice. Includes: <ul style="list-style-type: none"> • research • consultation • preparation of responses (Date range: 1940 -)	Destroy 6 years after action completed
Class no. 9753	Records relating to the receipt and provision of advice on workplace relations development function. (Date range: 1940 -)	Destroy 5 years after action completed

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

Advice - continued

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

For legal advice other than advocacy, use LEGAL SERVICES – Advice.

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

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

Entry	Description of Records	Disposal Action
Class no. 9754	Records relating to the receipt and provision of advice from the states and territories on occupational health and safety performance indicators. (Date range: 1940 -)	Destroy 3 years after action completed

Advocacy

The activities associated with the provision of advocacy services and advice in courts, including the Australian Industrial Relations Commission (AIRC), to facilitate successful implementation of the government's workplace relations policies. Includes development and presentation of submissions on behalf of the Minister/Government, Commonwealth government departments and agencies and the Australian Defence Force in issues such as dispute notifications, award applications, unfair dismissal cases and agreement processes.

For services provided to Australian Public Service agencies in industrial disputes and certification of agreements, use WORKPLACE RELATIONS SERVICES – Advocacy.

Entry	Description of Records	Disposal Action
Class no. 9755	Final records documenting key findings of the development of interventions that support the government's workplace relations policy. Includes responses to industrial issues such as test cases, landmark disputes and national wage cases. (Date range: 1979 -)	Retain as national archives
Class no. 9756	Records documenting the development of interventions that support the government's workplace relations policy. Includes research, delivery of statements, witness briefings, cross examinations and responses to industrial issues such as test cases, landmark disputes and National Wage Cases. Excludes key findings. (Date range: 1979 -)	Destroy 10 years after action completed

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

Agreements

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

For agreements relating to joint ventures, use WORKPLACE RELATIONS DEVELOPMENT – Joint Ventures.

For agreements or contracts entered into as a result of tendering, use WORKPLACE RELATIONS DEVELOPMENT – Tendering.

Entry	Description of Records	Disposal Action
Class no. 9757	Final versions of agreements and memoranda of understanding to improve workplace relations. Includes the national occupational health and safety strategy. (Date range: 1983 -)	Destroy 20 years after expiry or other termination of agreement or contract
Class no. 9758	Records documenting negotiations, establishment maintenance and review of memoranda of understandings and agreements. (Date range: 1983 -)	Destroy 10 years after action completed

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

For international committees, use WORKPLACE RELATIONS DEVELOPMENT - International Relations.

For investigations into alleged breaches of codes of practice, use WORKPLACE RELATIONS SERVICES - Compliance Monitoring.

Entry	Description of Records	Disposal Action
Class no. 9759	Records documenting the business of high level domestic workplace relations development committees. Includes the National Workplace Relations Consultative Council, the Workplace Relations Ministers Council and the International Labour Affairs Committee (ILAC). Includes documents establishing the committee, agenda papers, reports, recommendations, and final versions of minutes. (Date range: 1906 -)	Retain as national archives

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

Committees - continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

For international committees, use WORKPLACE RELATIONS DEVELOPMENT - International Relations.

For investigations into alleged breaches of codes of practice, use WORKPLACE RELATIONS SERVICES - Compliance Monitoring.

Entry	Description of Records	Disposal Action
Class no. 9760	Records of committees established to consider domestic matters relating to specific programs or policies, excludes international matters. Includes Code Monitoring Group. (Date range: 1997 -)	Destroy 20 years after last action
Class no. 9761	Working papers documenting the conduct and administration of all committees which consider domestic matters relating to the workplace relations development function. Includes agenda, background papers, draft minutes, organising venues and notifying attendees. (Date range: 1906 -)	Destroy 5 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.

For attendance at International Labour Organisation (ILO) Conferences, use WORKPLACE RELATIONS DEVELOPMENT - International Relations.

Entry	Description of Records	Disposal Action
Class no. 9762	Records documenting proceedings and outcomes of domestic conferences held to support the workplace relations development function. Includes: <ul style="list-style-type: none"> • final versions of minutes • reports • recommendations (Date range: 1906 -)	Destroy 5 years after action completed

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

Conferences - continued

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

For attendance at International Labour Organisation (ILO) Conferences, use WORKPLACE RELATIONS DEVELOPMENT - International Relations.

Entry	Description of Records	Disposal Action
Class no. 9763	Working papers documenting the conduct and administration of domestic conferences held to support the workplace relations development function. Includes: <ul style="list-style-type: none"> • agenda • notice of meetings • arranging speakers • managing registrations • organising venues • draft minutes (Date range: 1906 -)	Destroy 5 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.

For the negotiation of contracts, use WORKPLACE RELATIONS DEVELOPMENT – Tendering.

Entry	Description of Records	Disposal Action
Class no. 9764	Records documenting the contract management processes relating to the workplace relations development function including monitoring of contractors performance against contract specifications. Includes: <ul style="list-style-type: none"> • contract management plans • performance monitoring systems • service level agreements (Date range: 1982 -)	Destroy 7 years after expiry or other termination of agreement or contract

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

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.

For the analysis of trends and raw data, use WORKPLACE RELATIONS DEVELOPMENT- Research.

Entry	Description of Records	Disposal Action
Class no. 9765	Records documenting the ongoing evaluation of workplace relations development programs and services. Includes evaluation of injury statistics against targets for occupational health and safety. (Date range: 1982 -)	Destroy 3 years after action completed

Instruments

The processes associated with the consideration and ratification of International Labour Organisation (ILO) instruments. Includes Conventions, Protocols and recommendations.

Entry	Description of Records	Disposal Action
Class no. 9766	Records documenting the process of ratifying International Labour Organisation instruments. Includes coordination, consultation, and the establishment of compliance actions. (Date range: 1925 -)	Retain as national archives
Class no. 9767	Records documenting decisions made not to ratify International Labour Organisation instruments. (Date range: 1925 -)	Retain as national archives
Class no. 9768	Records documenting the process of withdrawing ratification of International Labour Organisation obsolete instruments. Includes consultation as part of the normal process. (Date range: 1925 -)	Retain as national archives

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

International Relations

The activity of participating in international forums on economic and labour market trends and examination of experiences and effectiveness of labour market policies and programs.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9769	Records documenting the governments brief, the proceedings and outcomes of the International Labour Organisations conferences. Includes reports and recommendations. (Date range: 1920 -)	Retain as national archives
Class no. 9770	Records of responses to International Labour Organisation questionnaires concerning sectoral meetings. (Date range: 1946 -)	Destroy 10 years after action completed
Class no. 9771	Records documenting the contributions made to international working parties and projects. Includes: <ul style="list-style-type: none"> • agenda • notice of meetings • draft minutes (Date range: 1946 -)	Destroy 5 years after action completed

Joint Ventures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9772	Records documenting the management of joint ventures undertaken to support the workplace relations development function. Includes establishment, maintenance and review of joint venture agreements and contracts. (Date range: 2001 -)	Destroy 7 years after action completed

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

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
Class no. 9773	Records documenting liaison activities with professional bodies, private sector organisations and community groups. Includes the exchange of information and the sharing of expertise. (Date range: 1981 -)	Destroy 7 years after action completed

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
Class no. 9774	Records documenting marketing campaigns for workplace relations development activities. Includes sponsorship, advertising booths, promotional advertising and events such as employer recognition, and awards for excellence in workplace relations initiatives. (Date range: 1906 -)	Destroy 10 years after action completed
Class no. 9775	Records documenting marketing campaigns for workplace relations development promotions targeted to a specific audience including targeted mailouts. (Date range: 1906 -)	Destroy 5 years after action completed
Class no. 9776	Records documenting administrative arrangements for marketing strategies and arranging events. Includes: <ul style="list-style-type: none"> • programs • invitations • arranging speakers • managing registrations • organising venues • arranging advertising (Date range: 1906 -)	Destroy 5 years after action completed

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

Marketing - continued

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
Class no. 9777	Records documenting draft marketing material for campaigns for workplace relations development activities. Includes material or concepts that are rejected or not completed. (Date range: 1906 -)	Destroy 2 years after action completed

Meetings

The activities associated with ad-hoc 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
Class no. 9778	Final versions of minutes and supporting documents tabled at International Labour Organisation technical officers meetings. (Date range: 1925 -)	Retain as national archives
Class no. 9780	Working papers for International Labour Organisation Technical Officers meetings including the agenda, notices of meetings and draft minutes. (Date range: 1925 -)	Destroy 5 years after action completed
Class no. 9779	Final versions of minutes and supporting documents tabled at meetings with external agencies and industry held to support the national workplace relations development function. Includes working papers. (Date range: 1906 -)	Destroy 6 years after action completed

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

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
Class no. 9781	Final policy documents formulated to develop workplace relations. Includes safety net reviews, National code of conduct and new initiatives to reward workers such as employee share ownership. (Date range: 1940 -)	Retain as national archives
Class no. 9782	Records documenting the research, consultation and creation of draft policy documents in relation to the development or modification of policy formulated for the purpose of developing workplace relations. Includes working papers. (Date range: 1940 -)	Destroy 10 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
Class no. 9783	Final reports on developments in making workplace agreements. Includes the number and type of agreements made and changes to conditions and wages. (Date range: 1997 -)	Retain as national archives
Class no. 9784	Records documenting the tabling of new International Labour Organisation Instruments in Parliament and final versions of reports made to the International Labour Organisation under articles 19 and 22 of the International Labour Organisation constitution. Includes progress reports on the application of ratified conventions, recommendations, and the submissions of new International Labour Organisation instruments. (Date range: 1944 -)	Retain as national archives

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

Reporting - continued

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>
Class no. 9785	Working papers documenting the development of International Labour Organisation articles 19 and 22 reports and the workplace agreements reports. Includes: <ul style="list-style-type: none"> • research • draft reports • comments (Date range: 1944 -)	Destroy 10 years after action completed
Class no. 9786	Reporting on the progress of implementation of industry code compliance. Includes working papers. (Date range: 2000 -)	Destroy 6 years after action completed
Class no. 9787	Records documenting unpublished, formal, informal and ad-hoc reports on developments in workplace relations. Includes working papers. (Date range: 1997 -)	Destroy 5 years after action completed

Representatives

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9788	Records documenting the nomination, appointment, resignation and/or termination of departmental officers to workplace relations development bodies including code monitoring groups. (Date range: 1974 -)	Destroy 10 years after termination of appointment

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

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.

For publishing reports, use PUBLICATIONS – Production.

Entry	Description of Records	Disposal Action
Class no. 9789	Statistics or compiled data that provides a history of progress of workplace relations development. Includes data that shows trends in workplace agreements, wages and conditions and the changes to conditions. Includes data which records conditions that have been included in agreements such as leave and superannuation. (Date range: 1953 -)	Destroy 20 years after action completed
Class no. 9790	Records documenting research on federal workplace agreements and longitudinal studies showing progress of agreement making, and developments on wages and conditions. (Date range: 1991 -)	Destroy 10 years after last action
Class no. 9791	Records documenting research and analysis of data (available from an external source) to support the workplace relations development function. Includes data analysis and interpretation which provides support for policy development. (Date range: 1953 -)	Destroy 5 years after action completed

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

Surveys

The activities associated with collecting sample opinions, facts and/or figures in order to appraise the labour market.

For international surveys or questionnaires, use WORKPLACE RELATIONS DEVELOPMENT - International Relations.

For the analysis of data collected, use WORKPLACE RELATIONS DEVELOPMENT - Research.

Entry	Description of Records	Disposal Action
Class no. 9792	Records documenting key findings gathered through the process of conducting the Australian Workplace Industrial Relations Surveys (AWIRS). Includes the methodology and questions. (Date range: 1980 -)	Retain as national archives
Class no. 9793	Records documenting the process and information gathered through the process of conducting the Australian Workplace Industrial Relations Surveys (AWIRS). Excludes key findings. (Date range: 1980 -)	Destroy 15 years after action completed
Class no. 9794	Records containing information gathered through the process of conducting surveys of a single aspect of the workplace relations development function. Includes remuneration or award agreement survey. (Date range: 1980 -)	Destroy 5 years after action completed
Class no. 9795	Records containing the draft data analysis of surveys of a single aspect of workplace relations. Includes remuneration and award agreement survey. (Date range: 1980 -)	Destroy when reference ceases

WORKPLACE RELATIONS DEVELOPMENT

The function of establishing a workplace relations framework to achieve flexible and fair workplace relations for organisations. Includes developing policies, strategies, programs, advising government, research and analysis of workplace relations trends and practices. Also includes the department's involvement with international organisations including the International Labour Organisation (ILO) and Asia-Pacific Economic Co-operation (APEC).

For the delivery of advisory and training services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation and federal awards, use WORKPLACE RELATIONS SERVICES.

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
Class no. 9796	Signed simple contracts and agreements and supporting records resulting from tenders. (Date range: 1982 -)	Destroy 7 years after completion or other termination of contract
Class no. 9797	Records documenting the development of procurement plans, Statement of Requirement (SOR)/Terms of Reference (TOR) and appropriate Request for Offer (RFO); the release of the RFO to the market; the receipt and registration of tenders; the evaluation of tenders, including financial viability checks, examination of annual reports; negotiation, evaluation, recommendation reports, draft and final contract; and maintenance of the contract register. (Date range: 1982 -)	Destroy 7 years after action completed
Class no. 9798	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: 1982 -)	Destroy 4 years after tender process is completed or decision made not to continue with tender
Class no. 9799	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: Western Australia. (Date range: 1982 -)	Destroy 20 years after expiry or other termination of agreement or contract
Class no. 9800	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: Victoria and South Australia. (Date range: 1982 -)	Destroy 15 years after expiry or other termination of agreement or contract
Class no. 9801	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: New South Wales, Queensland, Tasmania, the Northern Territory, and the Australian Capital Territory. (Date range: 1982 -)	Destroy 12 years after expiry or other termination of agreement or contract

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

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
Class no. 9802	Final versions of addresses or presentations on the delivery of workplace relations services. (Date range: 1952 -)	Destroy 10 years after action completed
Class no. 9803	Records documenting the development of addresses concerning the delivery of workplace relations services, including working papers and drafts. (Date range: 1952 -)	Destroy 3 years after action completed

Advice

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

For wage claim and breaches of agreements queries progressing to investigation, use WORKPLACE RELATIONS SERVICES - Compliance Monitoring.

For advice given on awards simplification, use WORKPLACE RELATIONS SERVICES – Awards Simplification.

For legal advice other than advocacy, use LEGAL SERVICES – Advice.

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

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

Entry	Description of Records	Disposal Action
Class no. 9804	Records relating to the receipt and provision of advice from government agencies to fulfil specific requests in relation to workplace relations services function. (Date range: 1940 -)	Destroy 7 years after action completed
Class no. 9805	Records documenting the receipt and provision of advice to trade skills assessment applicants regarding matters such as the assessment process, qualifications and required experience, and responses to central committees enquiries. (Date range: 1946 -)	Destroy 5 years after action completed
Class no. 9806	Records documenting the receipt and provision of information relating to workplace relations services. Including fact sheets, federal award summaries and advice sheets to the public. (Date range: 1940 -)	Destroy 3 years after advice is superseded

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Advice - continued

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

For wage claim and breaches of agreements queries progressing to investigation, use WORKPLACE RELATIONS SERVICES - Compliance Monitoring.

For advice given on awards simplification, use WORKPLACE RELATIONS SERVICES – Awards Simplification.

For legal advice other than advocacy, use LEGAL SERVICES – Advice.

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

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

Entry	Description of Records	Disposal Action
Class no. 9807	Records documenting receipt and provision of advice provided to employees and employers about specific workplace relations issues such as wages and conditions of employment for work that are covered by federal awards and certified agreements. Includes advice on unfair dismissal, making agreements, and claims for underpayment of wages. (Date range: 1940 -)	Destroy 1 year after last action

Advocacy

The activities associated with the provision of advocacy services and advice in the Australian Industrial Commission (AIRC) and other courts to facilitate successful implementation of the government's workplace relations policies. Includes development and presentation of submissions on behalf of the Minister/Government, Commonwealth government departments and agencies and the Australian Defence Force in issues such as dispute notifications, award applications, unfair dismissal cases and agreement processes.

For services relating to interventions on behalf of the Commonwealth on matters of industrial law and policy interpretation, and test cases, use WORKPLACE RELATIONS DEVELOPMENT – Advocacy.

For the payment of advocacy services, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 9808	Records documenting major services provided such as representation on dispute notifications hearings at the Australian Industrial Relations Commission, and wage and pay related allowance proposals covering the Australian Defence Force Members at the Defence Force Remuneration Tribunal. Includes preparation of representations and significant research. (Date range: 1981 -)	Destroy 10 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Advocacy - continued

The activities associated with the provision of advocacy services and advice in the Australian Industrial Commission (AIRC) and other courts to facilitate successful implementation of the government's workplace relations policies. Includes development and presentation of submissions on behalf of the Minister/Government, Commonwealth government departments and agencies and the Australian Defence Force in issues such as dispute notifications, award applications, unfair dismissal cases and agreement processes.

For services relating to interventions on behalf of the Commonwealth on matters of industrial law and policy interpretation, and test cases, use WORKPLACE RELATIONS DEVELOPMENT – Advocacy.

For the payment of advocacy services, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 9809	Records documenting minor services provided such as advice and preparation of minor matters and submissions provided to agencies. Includes participation in certified agreement hearings and unfair dismissal hearings at the Australian Industrial Relations Commission. (Date range: 1981 -)	Destroy 3 years after last action

Agreements

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

For the management of contracts resulting from a tendering process, use WORKPLACE RELATIONS SERVICES – Contracting-out.

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

Entry	Description of Records	Disposal Action
Class no. 9810	Signed agreements and contracts under seal and supporting records for the delivery of workplace relations services such as delivery of Office of Workplace Services, federal inquiry and compliance services – Western Australia. (Date range: 1998 -)	Destroy 20 years after expiry or other termination of agreement or contract
Class no. 9811	Signed agreements and contracts under seal and supporting records for the delivery of workplace relations services such as delivery of Office of Workplace Services federal inquiry and compliance services - Victoria and South Australia. (Date range: 1998 -)	Destroy 15 years after expiry or other termination of agreement or contract

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Agreements - continued

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

For the management of contracts resulting from a tendering process, use WORKPLACE RELATIONS SERVICES – Contracting-out.

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

Entry	Description of Records	Disposal Action
Class no. 9812	Signed agreements and contracts under seal and supporting records for the delivery of workplace relations services such as delivery of expiry or other Office of Workplace Services, federal inquiry and compliance agreement services - New South Wales, Queensland, Tasmania, Australian Capital Territory, and the Northern Territory. (Date range: 1998 -)	Destroy 12 years after expiry or other termination of agreement or contract
Class no. 9813	Signed simple contracts, agreements and memoranda of understanding and supporting records for the delivery of workplace relations services. (Date range: 1998 -)	Destroy 7 years after expiry or other termination of agreement or contract

Appointments

The activities associated with the making of appointments to statutory and non-statutory offices within the portfolio, including providing legal advice on the legislation governing such appointments and on any appointment-related issue.

For the nomination and confirmation of departmental representatives to working parties and committees, use WORKPLACE RELATIONS SERVICES – Representatives.

Entry	Description of Records	Disposal Action
Class no. 9814	Records documenting the appointments made to the Australian Industrial Relations Commission and Trades Committees. (Date range: 1906 -)	Destroy 80 years after date of birth or two years after last action, whichever is later
Class no. 9815	Records documenting appointments to statutory or non statutory bodies other than the Australian Industrial Relations Commission and Trades Committees. (Date range: 1906 -)	Destroy 7 years after termination of appointment

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Awards Simplification

The activities associated with award simplification for the provision of assistance to private sector awards parties. Includes assisting with redrafting of entire or selected parts of awards, advice on procedures for simplifying awards and request for review and advising on awards developed by the private sector.

Entry	Description of Records	Disposal Action
Class no. 9816	Records documenting the drafting and simplification of awards. Includes revisions and terminology checks for drafting and final drafts. (Date range: 1999 -)	Destroy 10 years after action completed
Class no. 9817	Records of arrangements associated with initiating the simplification of awards and contacting companies to partake in the process. Includes assistance provided to companies seeking clarification on changes. (Date range: 1999 -)	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 high level inter-government or inter-agency committees, use GOVERNMENT RELATIONS-Committees.

For appointing representatives to committees, use WORKPLACE RELATIONS SERVICES - Representatives.

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
Class no. 9818	Records of committees such as Central Trades Committee established to consider matters relating to tradesman's rights recognition legislation. Includes documents establishing the committees, reports, recommendations and final versions of minutes. (Date range: 1946 -)	Retain as national archives
Class no. 9819	Records of committees such as Office of workplace services steering committee established to consider matters other than, tradesmans rights recognition legislation. Excludes records of the Central Trades Committee. Includes documents establishing the committees, reports, recommendations, final versions of minutes. (Date range: 1945 -)	Destroy 5 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Committees - continued

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

For high level inter-government or inter-agency committees, use GOVERNMENT RELATIONS-Committees.

For appointing representatives to committees, use WORKPLACE RELATIONS SERVICES - Representatives.

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
Class no. 9820	Working papers documenting the conduct and administration of all committees which consider matters relating to the workplace relations services function. Includes: <ul style="list-style-type: none"> • agenda • background papers • draft organising venues • notifying attendees (Date range: 1945 -)	Destroy 5 years after last action

Compliance Monitoring

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

Entry	Description of Records	Disposal Action
Class no. 9821	Records documenting workplace inspection and assessments for Trade Recognition. (Date range: 1946 -)	Destroy 67 years from date of birth of applicant
Class no. 9822	Register of information concerning alleged and proven breaches and sanctions imposed as part of code monitoring. (Date range: 1998 -)	Destroy 20 years after last entry
Class no. 9823	Records documenting investigations into a breach or alleged breach of a code of practice. Includes investigations where sanctions or no sanctions are recommended by the Code Monitoring Group. (Date range: 1998 -)	Destroy 20 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Compliance Monitoring

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

Entry	Description of Records	Disposal Action
Class no. 9824	Investigations into breaches of Orders from the Australian Industrial Relations Commission and the Federal Court in workplace relations matters. (Date range: 1906 -)	Destroy 8 years after action completed
Class no. 9825	Records documenting investigations into claims about entitlements under a federal award or agreement. (Date range: 1906 -)	Destroy 8 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.

For international conferences, use WORKPLACE RELATIONS DEVELOPMENT - International Relations.

For information sessions on workplace relations issues, use WORKPLACE RELATIONS SERVICES - Education and Training.

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

Entry	Description of Records	Disposal Action
Class no. 9826	Records documenting proceedings and outcomes of Trades and Skills Assessment conferences. Includes: <ul style="list-style-type: none"> • final versions of minutes • reports • recommendations (Date range: 1950 -)	Destroy 20 years after action completed
Class no. 9827	Records documenting proceedings and outcomes of conferences held to support the workplace relations services function excluding trade skills conferences. Includes: <ul style="list-style-type: none"> • final versions of minutes • reports • recommendations (Date range: 1950 -)	Destroy 5 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Conferences - continued

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

For international conferences, use WORKPLACE RELATIONS DEVELOPMENT - International Relations.

For information sessions on workplace relations issues, use WORKPLACE RELATIONS SERVICES - Education and Training.

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

Entry	Description of Records	Disposal Action
Class no. 9828	Working papers documenting the conduct and administration of conferences held to support the workplace relations services function. Includes: <ul style="list-style-type: none"> • agenda • notice of meetings • arranging speakers • managing registrations • organising venues • draft minutes (Date range: 1950 -)	Destroy 5 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.

For the negotiation of contracts, use WORKPLACE RELATIONS SERVICES – Tendering.

Entry	Description of Records	Disposal Action
Class no. 9829	Records documenting the contract management processes relating to the delivery of the workplace relations services, such as contract management plans, performance monitoring systems and service level agreements. Includes the evaluation and monitoring of contractors' performance against contract specifications. (Date range: 1998 -)	Destroy 7 years after expiry or other termination of agreement or contract

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Education and Training

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

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

Entry	Description of Records	Disposal Action
Class no. 9830	Master set of training material provided for the delivery of workplace relations services, including training on federal awards and agreements and human resources in the public sector. Includes working papers documenting the development of training material. (Date range: 1946 -)	Destroy 6 years after material is superseded
Class no. 9831	Records documenting administrative arrangements supporting the conduct of training courses. Includes venue bookings and feedback from stakeholders. (Date range: 1946 -)	Destroy 3 years after action completed

Employee Entitlements Support

The activities associated with the assessment of unpaid legal entitlements of an employee whose employment has been terminated because of an employer's insolvency. Entitlements include wages, annual leave, long service leave, pay in lieu of notice and redundancy payments. Includes Employment Support Schemes.

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

Entry	Description of Records	Disposal Action
Class no. 9832	Records documenting successful claims made under the employee entitlements schemes. Includes employee data and approval for payment. (Date range: 2000 -)	Destroy 7 years after case is closed
Class no. 9833	Records documenting unsuccessful or not approved claims made under employee entitlements schemes. Includes claims requiring significant research and background checks that determine the claimant was not eligible, or where the person had accepted an earlier payout. (Date range: 2000 -)	Destroy 7 years after case is closed
Class no. 9834	Entitlements schemes where the claimant was clearly not eligible to claim under the employee entitlement schemes. Includes claims where the company is not insolvent or the person did not work for the company at the time of insolvency and has no claim. (Date range: 2000 -)	Destroy 3 years after last action

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

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
Class no. 9835	Records documenting the marketing of workplace relations services and programs. Includes advertising campaigns and promotions. (Date range: 1946 -)	Destroy 10 years after action completed
Class no. 9836	Records documenting the administrative arrangements associated with marketing programs. Includes: <ul style="list-style-type: none"> • invitations • arranging speakers • organising venues • arranging advertising (Date range: 1946 -)	Destroy 5 years after action completed

Meetings

The activities associated with ad-hoc 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
Class no. 9837	Final versions of minutes and supporting documents tabled at meetings held to support the workplace relations services function. Includes meetings with external agencies. (Date range: 1950 -)	Destroy 7 years after action completed
Class no. 9838	Working papers documenting the conduct and administration of meetings held to support the workplace relations services function. Includes: <ul style="list-style-type: none"> • draft agenda • final agenda • notices of meetings (Date range: 1950 -)	Destroy 2 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

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
Class no. 9839	Final version of agency wide workplace relations services delivery plans. (Date range: 1952 -)	Destroy 5 years after plan is superseded
Class no. 9840	Final version of workplace relations services delivery plans at the business unit, state and regional office level. (Date range: 1952 -)	Destroy 2 years after plan is superseded
Class no. 9841	Working papers used to develop plans for the workplace services function. Includes: <ul style="list-style-type: none"> • input into plans • comments received • drafts (Date range: 1952 -)	Destroy 2 years after action completed

Policy

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

For the development of policy that promotes a simpler national workplace relations system, use WORKPLACE RELATIONS DEVELOPMENT – Policy.

Entry	Description of Records	Disposal Action
Class no. 9842	Final policy documents or amended policy documents formulated for the purpose of implementing workplace relations services activities. (Date range: 1946 -)	Retain as national archives
Class no. 9843	Records documenting research, consultation and creation of draft policy documents in relation to the development or modification of policy formulated for the purpose of implementing workplace relations services activities. (Date range: 1946 -)	Destroy 2 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 9844	Master set of procedures relating to the delivery of trade recognition and skills assessment activities. (Date range: 1946 -)	Destroy 20 years after procedure is superseded
Class no. 9845	Master set of procedures supporting the delivery of awards simplification and employee support schemes. (Date range: 1999 -)	Destroy 10 years after procedure is superseded
Class no. 9846	Master set of procedures relating to the delivery of workplace relations services programs or activities, such as Office of Workplace Services. (Date range: 1946 -)	Destroy 5 years after procedure is superseded
Class no. 9847	Records documenting the development of, or drafting of amendment, to procedures relating to the delivery of workplace relations services programs or activities including research and consultation undertaken. (Date range: 1946 -)	Destroy 5 years after action completed

Public Reaction

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

Entry	Description of Records	Disposal Action
Class no. 9848	Records documenting public reaction and agency responses on the delivery of workplace relations services. (Date range: 1992 -)	Destroy 5 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

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 published reports, use PUBLICATIONS – Production.

Entry	Description of Records	Disposal Action
Class no. 9849	Final versions of unpublished reports on the programs and activities within the workplace relations services function. (Date range: 1906 -)	Destroy 5 years after action completed
Class no. 9850	Working papers documenting the development of all reports including research, draft reports and comments, on the programs and activities within the workplace relations services function. (Date range: 1906 -)	Destroy 2 years after action completed

Representatives

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

Entry	Description of Records	Disposal Action
Class no. 9851	Records documenting the nomination, appointment, resignation and/or termination of departmental officers to workplace relations services delivery bodies such as Central and Local Trades Committees. (Date range: 1946 -)	Destroy 80 years after date of birth or two years after last action, whichever is later

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

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
Class no. 9852	Records documenting the final outcomes of reviews of the workplace relations services function. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • the implementation plan (Date range: 2000 -)	Destroy 7 years after action completed
Class no. 9853	Working papers documenting reviews of the delivery of workplace relations programs and operations supporting the workplace relations services function. (Date range: 2000 -)	Destroy 5 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.

For managing workplace relations services contracts, use WORKPLACE RELATIONS SERVICES – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9854	Signed simple contracts and agreements and supporting records resulting from tenders. (Date range: 1980 -)	Destroy 7 years after completion or other termination of contract
Class no. 9855	Records documenting the development of procurement plans, Statement of Requirement (SOR)/Terms of Reference (TOR) and appropriate Request for Offer (RFO); the release of the RFO to the market; the receipt and registration of tenders; the evaluation of tenders, including financial viability checks, examination of annual reports; negotiation, evaluation, recommendation reports, draft and final contract; and maintenance of the contract register. (Date range: 1980 -)	Destroy 7 years after action completed

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

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.

For managing workplace relations services contracts, use WORKPLACE RELATIONS SERVICES – Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9856	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: 1980 -)	Destroy 4 years after tender process is completed or decision made not to continue with tender
Class no. 9857	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: Western Australia. (Date range: 1980 -)	Destroy 20 years after expiry or other termination of agreement or contract
Class no. 9858	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: Victoria and South Australia. (Date range: 1980 -)	Destroy 15 years after expiry or other termination of agreement or contract
Class no. 9859	Signed contracts under seal and supporting records resulting from tenders and amendments to contracts: New South Wales, Queensland, Tasmania, the Northern Territory, and the Australian Capital Territory. (Date range: 1980 -)	Destroy 12 years after expiry or other termination of agreement or contract

WORKPLACE RELATIONS SERVICES

The function of implementing workplace relations programs and providing enquiry and information services to assist employers and employees to understand their rights and responsibilities under workplace relations legislation, such as the Workplace Relations Act, federal awards and certified agreements. Includes compliance, advocacy, education and training services.

For the development of policy and workplace relations framework, use WORKPLACE RELATIONS DEVELOPMENT.

Trade Recognition and Skills Assessment

The process of assessing and reviewing trade skills and qualifications to ensure their equivalence to an Australian standard for the award of an Australian Recognised Trades Certificate and/or to assist the Governments migration program.

Entry	Description of Records	Disposal Action
Class no. 9860	Records documenting successful applications for trade recognition and/or skills assessment. Includes: <ul style="list-style-type: none"> • applications • supporting qualifications • certificates (Date range: 1946 -)	Destroy 67 years from date of birth from applicant
Class no. 9861	Records documenting unsuccessful applications for trade recognition and/or skills assessment. Includes records documenting unsuccessful appeals. (Date range: 1946 -)	Destroy 30 years from last action
Class no. 9862	Register of trade certificates issued. (Date range: 1946 -)	Destroy 20 years after last entry
Class no. 9863	Certificates that have been returned to the department. Includes certificates that have been returned as a result of obtaining increased skills, or certificates that have been rescinded. (Date range: 1946 -)	Destroy 2 years after action completed