

Records
Disposal
Authority

Geoscience Australia

Job no 2004/709861

3 March 2005



Australian Government

National Archives of Australia

Superseded

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INTRODUCTION

Disposal authorisation

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

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

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

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

Purpose of this authority

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

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

Using this authority

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

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

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

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

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

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

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

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

Amendment of this authority

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

CONTACT INFORMATION

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

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

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

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

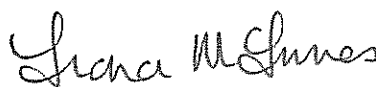
The address and phone number of your local office can be found at the National Archives website address above.

RDA Job No 2004/709861

AUTHORISATION**RECORDS DISPOSAL AUTHORITY****Person to whom notice of
authorisation is given:**Chief Information Officer
Corporate Information Management
and Access Group
Geoscience Australia**Purpose:**AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983**Application:**

All functional records

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

Authorising Officer
National Archives of AustraliaStephen Ellis
Assistant Director-General
Digital Government**Date of issue:**
3 March 2005Fiona McInnes
Director
Collection Review & Appraisal

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BOUNDARY DETERMINATION

The function of determining onshore and offshore boundaries. Includes preparation of technical case and supporting information to enable the submission of the outer limit of Australia's continental shelf to the United Nations Commission on the Limits of the Continental Shelf under current international laws and conventions and determining the location of Australia's Territorial Sea Baseline and other various maritime zone limits. Also includes providing advice to interested parties on cadastral issues, offshore State and Federal jurisdictions, marine resources, environment and use of the ocean issues.

For research into the geoscientific character of Australia's marine jurisdictions use MARINE ZONE GEOSCIENCE.

For the commercial surveying work (1988-1997) for the Aboriginal and Torres Strait Islander Commission (ATSIC) used to determine land boundaries for Native Title claims use COMMERCIAL SERVICES.

Advice

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

Note: use for maps produced on request providing evidence of boundaries.

Entry	Description of Records	Disposal Action
9870	<p>Records documenting technical advice to government agencies (Commonwealth, State, Territory or local government) involved with boundary determination. Includes:</p> <ul style="list-style-type: none">• Continental shelf definitions• Maritime boundary negotiations• Resource assessment• Native Title boundaries. <p>[Date range: 1981 -]</p> <p><i>[For advice relating to marine zone geoscience and environmental issues, use MARINE ZONE GEOSCIENCE – Advice.]</i></p>	Retain as national archives
9871	<p>Working papers leading to the development of technical advice to other agencies on boundary determination matters.</p> <p>[Date range: 1981 -]</p>	Destroy 25 years after action completed

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Agreements

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

Entry	Description of Records	Disposal Action
9872	Final versions of agreements made with the agency to support the boundary determination function (eg Memoranda of Understanding). [Date range: 1981 -]	Destroy 7 years after expiry or other termination of agreement
9873	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1981 -]	Destroy 7 years after expiry or other termination of agreement
9874	Reference copies of final agreements made between Australia and other countries in relation to the boundary determination function. [Date range: 1981-]	Destroy when reference ceases

Boundary Negotiations

The processes where parties negotiate boundaries and processes, and establish, nurture and participate in ongoing discussion leading to a resolution of shared boundaries.

Note: Use for boundaries relevant to the Exclusive Economic Zone and continental shelf.

Entry	Description of Records	Disposal Action
9875	Records documenting technical briefing papers prepared by the agency for delegations involved in boundary negotiations. [Date range: 1981 -]	Retain as national archives
9876	Records relating to delegations including arrangements, briefing notes, tabled papers etc. [Date range: 1981 -]	Destroy 5 years after last action

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Committees

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

Entry	Description of Records	Disposal Action
9877	Records of internal and external committees formed to consider matters relating to the boundary determination function where the agency provides the secretariat. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1981 -] [For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]	Retain as national archives
9878	Records of internal and external committees formed to consider matters relating to the boundary determination function where the agency does not provide the secretariat. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documentation such as briefing papers and discussion papers. [Date range: 1981 -] [For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]	Destroy 5 years after action completed

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Committees - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9879	Working papers documenting the conduct and administration of committees which consider matters relating to the boundary determination function. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes. [Date range: 1981 -]	Destroy when reference ceases

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9880	Records documenting compliance with international laws and conventions. [Date range: 1981 -]	Destroy 25 years after last action

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Contracting-out

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

Entry	Description of Records	Disposal Action
9881	Records documenting contract management relating to the boundary determination function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports. [Date range: 1981 -]	Destroy 7 years after completion or termination of contract

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Note: Data can be generated by Geoscience Australia work, commissioned by private contractors either by Geoscience Australia or by one of the State/Territory departments of Minerals, or done privately and the data later bought by Geoscience Australia. Specific technologies include airborne geophysical surveys, gravity surveys, seismic surveys, gamma ray spectrometry

For records generated during the course of field or laboratory work (including raw data) use BOUNDARY DETERMINATION – Research Projects.

Entry	Description of Records	Disposal Action
9882	Records relating to the processes of capturing boundary determination information, includes: <ul style="list-style-type: none">• Identification• Sampling rates• Validation. [Date range: 1981 -]	Destroy 50 years after last action

NOTE: This disposal class does not cover the scientific data itself

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Data Interpretation

The activities associated with analysing scientific or technical data. Includes interpretation and modelling.

Note: Use for boundary computations and determining of coordinates

For initial raw data, or resulting interpreted data, use BOUNDARY DETERMINATION – Research Projects.

For adding value through the massaging or manipulation of raw data, use DATA MANAGEMENT – Data Processing.

Entry	Description of Records	Disposal Action
9883	Records relating to data interpretation. Includes computations applied to data to determine the boundaries. [Date range: 1981 -] NOTE: This disposal class does not cover the scientific data itself.	Retain as national archives
9884	Records relating to interpretative methodologies and quality assurance of interpretations. [Date range: 1981 -]	Retain as national archives
9885	Lower level working papers relating to data interpretations, interpretative methodologies and quality assurance of interpretations. [Date range: 1981 -] NOTE: This disposal class does not cover the scientific data itself.	Destroy 25 years after last action

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Enquiries

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

Entry	Description of Records	Disposal Action
9886	Records documenting the handling of general and public enquiries about the boundary determination function. [Date range: 1981 -]	Destroy 2 years after action completed

Evaluation

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

Entry	Description of Records	Disposal Action
9887	Records documenting the evaluation of matters relating to the boundary determination function. [Date range: 1981 -]	Destroy 5 years after action completed

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External Consultancy

The activities associated with arranging and providing scientific or technical consulting services to external clients on geoscientific matters. Includes conducting risk assessment relating to consultancy services.

Entry	Description of Records	Disposal Action
9888	Final consultancy report to client on boundary determination. [Date range: 1981 -]	Destroy 10 years after project completed
9889	Working papers supporting the development of consultancy report. [Date range: 1981 -]	Destroy 5 years after project completed
9890	Records relating to the establishment of consultancy projects including negotiation of fees, project briefs. [Date range: 1981 -]	Destroy 7 years after project completed

Interorganisational Liaison

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

Entry	Description of Records	Disposal Action
9891	Records documenting liaison activities undertaken with other organisations (public or private). Includes collaboration on projects, exchange of information. [Date range: 1981 -]	Destroy 5 years after action completed

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Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contributions 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.

Note: Includes government departments concerned with the preparation of the technical case for Australia's extended continental shelf under the UN Convention of the Law of the Sea and marine boundary negotiations. Includes risk assessment related to joint ventures.

Entry	Description of Records	Disposal Action
9892	Records documenting the management of international and Australian-based joint ventures undertaken to support the boundary negotiation function. Includes records relating to the establishment, risk assessment, maintenance and review of joint venture agreements and contracts. [Date range: 1981 -]	Destroy 7 years after termination of agreement
9893	Signed joint venture contracts under seal and supporting records [Date range: 1981 -] [For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority entry 1037, 1038, 1039.]	Destroy 7 years after completion or termination of contract
9894	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1981 -]	Destroy 7 years after completion or other termination of contract

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Planning

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

Entry	Description of Records	Disposal Action
9895	Records documenting agency input into whole of government plans relating to boundary determination. [Date range: 1981 -]	Retain as national archives
9896	Final version of agency wide boundary determination plans. [Date range: 1981 -]	Destroy 3 years after plan is superseded
9897	Working papers used to develop boundary determination plans. Includes draft plans, reports analysing issues, and comments received from other areas of agency. [Date range: 1981 -]	Destroy 1 year after adoption of the final plan
9898	Copies of the boundary determination plans. [Date range: 1981 -]	Destroy when reference ceases

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Policy

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

Entry	Description of Records	Disposal Action
9899	Records documenting agency input into the development and establishment of whole of government boundary determination policies (eg energy policy). Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts and final policy documents. [Date range: 1981 -]	Retain as national archives
9900	Copies of policy documents and supporting papers. [Date range: 1981 -]	Destroy when reference ceases

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Procedures

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

Entry	Description of Records	Disposal Action
9901	Master set of manuals, handbooks, directives etc detailing procedures supporting the boundary determination function. [Date range: 1981 -]	Destroy 25 years after procedures are superseded
9902	Records documenting the development of agency procedures supporting the boundary determination function. [Date range: 1981 -]	Destroy 1 year after the production of procedures
9903	Copies of manuals, handbooks, directives etc. [Date range: 1981 -]	Destroy when reference ceases

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Reporting

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

Entry	Description of Records	Disposal Action
9904	Final version of internal formal reports and reports made to external agencies relating to the boundary determination function. [Date range: 1981 -]	Retain as national archives
9905	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the boundary determination function. Includes the collection and reporting of statistical information. [Date range: 1981 -]	Destroy 3 years after action completed
9906	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1981 -]	Destroy when reference ceases
9907	Copies of boundary determination reports. [Date range: 1981 -]	Destroy when reference ceases

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Research Projects

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
9908	Records relating to the conduct of research projects. Includes:	Retain as national archives

- Research methodology
- Laboratory analyses
- Field work
- Raw data and samples
- Processed or interpreted data.

Where the research documents:

- Significant projects that made a major contribution to research
- Projects that were controversial, subject to extensive debate or aroused wide interest
- Projects that involve the use of major new or innovative techniques
- 'First of a kind' process or product or significantly improve on an existing product or application.

[Date range: 1981 -]

[For the processes of acquiring geoscientific data associated with the research project, use BOUNDARY DETERMINATION – Data Acquisition.

[For processing or interpreting raw data, use BOUNDARY DETERMINATION – Data Interpretation.

[For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.

[For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.]

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Research Projects - Continued

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Entry	Description of Records	Disposal Action
9909	Records supporting significant, groundbreaking or controversial research projects. [Date range: 1981 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later

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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
9910	Records documenting review of agency programs and operations supporting the boundary determination function. Includes documents establishing the review, final report and action plan. [Date range: 1981 -]	Destroy 5 years after action completed
9911	Working papers documenting a review of programs and operations supporting the boundary determination function. [Date range: 1981 -]	Destroy 2 years after last action

Submissions

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

Entry	Description of Records	Disposal Action
9912	Agency submissions made on the technical case to support Australia's boundary determination case to the United Nations. [Date range: 1981 -]	Retain as national archives
9913	Working papers documenting the development of agency submissions. Includes draft submissions. [Date range: 1981 -]	Destroy when reference ceases

BOUNDARY DETERMINATION

The function of determining onshore and offshore boundaries. Includes preparation of technical case and supporting information to enable the submission of the outer limit of Australia's continental shelf to the United Nations Commission on the Limits of the Continental Shelf under current international laws and conventions and determining the location of Australia's Territorial Sea Baseline and other various maritime zone limits. Also includes providing advice to interested parties on cadastral issues, offshore State and Federal jurisdictions, marine resources, environment and use of the ocean issues.

For research into the geoscientific character of Australia's marine jurisdictions use MARINE ZONE GEOSCIENCE.

For the commercial surveying work (1988-1997) for the Aboriginal and Torres Strait Islander Commission (ATSIC) used to determine land boundaries for Native Title claims use COMMERCIAL SERVICES.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
9914	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1981 -]	Destroy 7 years after tender process completed
9915	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1981 -]	Destroy 7 years after tender process completed
9916	Records documenting post offer negotiations and due diligence checks. [Date range: 1981 -]	Destroy 7 years after tender process completed
9917	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1981 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
9918	Tender Register. [Date range: 1981 -]	Destroy 7 years after last entry

BOUNDARY DETERMINATION

The function of determining onshore and offshore boundaries. Includes preparation of technical case and supporting information to enable the submission of the outer limit of Australia's continental shelf to the United Nations Commission on the Limits of the Continental Shelf under current international laws and conventions and determining the location of Australia's Territorial Sea Baseline and other various maritime zone limits. Also includes providing advice to interested parties on cadastral issues, offshore State and Federal jurisdictions, marine resources, environment and use of the ocean issues.

For research into the geoscientific character of Australia's marine jurisdictions use MARINE ZONE GEOSCIENCE.

For the commercial surveying work (1988-1997) for the Aboriginal and Torres Strait Islander Commission (ATSIC) used to determine land boundaries for Native Title claims use COMMERCIAL SERVICES.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
9919	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1981 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
9920	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1981 -]	Destroy 7 years after completion or other termination of contract
9921	Contract register. [Date range: 1981 -]	Destroy 7 years after last entry

COMMERCIAL SERVICES

The function of selling commercial surveying services, customised maps and data, geographic information and facilities management products, and consultancies. Includes cadastral, engineering and project surveys, and the development of products for fee paying clients.

Agreements

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

Entry	Description of Records	Disposal Action
9922	Final versions of agreements made to support the commercial services function. [Date range: 1988 -1997]	Destroy 7 years after expiry, completion or termination of project
9923	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1988 -1997]	Destroy 7 years after expiry, completion or termination of project

Commercial Products

The activities associated with the development and sale of off-the-shelf and customised geographic maps and data and information systems to enable collection, management, analysis and display of a customer's facilities, property, infrastructure, assets and resources. Also includes the development and sale of the navigation services, AUSNAV and AUSNAV GOLD.

For traditional topographic maps and data, use GEOSCIENCE INFORMATION PRODUCTS.

For primary financial records such as invoices and receipts, use FINANCIAL MANAGEMENT – Accounts.

Entry	Description of Records	Disposal Action
9924	Records documenting the research and development of products transferred to Sinclair Knight Merz, eg. AUTOGIS, MICROGIS, SPACE MANAGER, AUSNAV and AUSNAV GOLD. [Date range: 1988 -1997]	Destroy 7 years after completion of project
9925	Records documenting the research and development of products not transferred to Sinclair Knight Merz. [Date range: 1988 -1997]	Destroy 7 years after completion of project
9926	Records documenting the involvement and/or partnership with third parties for the developing, manufacture and marketing of products. [Date range: 1988 -1997]	Destroy 7 years after completion of project
9927	Records documenting the customisation of projects for individual clients. [Date range: 1988 -1997]	Destroy 7 years after completion of project

COMMERCIAL SERVICES

The function of selling commercial surveying services, customised maps and data, geographic information and facilities management products, and consultancies. Includes cadastral, engineering and project surveys, and the development of products for fee paying clients.

Surveying Services

The activities associated with acquiring data and measurements and translating these into a model of the real world. Includes survey activities to support other agencies' or clients' surveying needs, including information to support the design of infrastructure.

Entry	Description of Records	Disposal Action
9928	Final consultancy reports to client, including compilation of survey data where the surveying information is: <ul style="list-style-type: none">• of historical and/or evidential value such as consultancies provided to support determinations of Native Title claims• subjects in the national interest including survey records of the Antarctic and other environmentally sensitive areas, such as mangroves. [Date range: 1988 -1997]	Retain as national archives
9929	Final consultancy reports to client, including compilation of survey data where the surveying information is not of national significance. [Date range: 1988 -1997]	Destroy 10 years after completion of the project
9930	Working papers supporting development of consultancy report and collection of survey data, includes reproduction material. [Date range: 1988 -1997]	Destroy 5 years after completion of the project
9931	Records relating to the establishment of consultancy projects including request for service, assessment of client needs and project briefs. [Date range: 1988 -1997]	Destroy 7 years after project completed.

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Access and Storage Management

The processes involved in controlling access to and storage of collections.

Entry	Description of Records	Disposal Action
9932	Records documenting processes of establishing controls on access to and storage of geoscience data. Includes records documenting access by scientific specialists, commercial clients and the general community. Includes records of any specific permissions, restrictions or releases granted relating to geoscience data. [Date range: 1946 -]	Destroy 5 years after last action or after restricted access period expires
	[For measures taken to prevent damage and unauthorised access to databases in general see DATA MANAGEMENT – Security.]	

Advice

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

Note: use for advice about the acquisition, processing, storage and dissemination of data.

Entry	Description of Records	Disposal Action
9933	Records documenting the receipt and provision of advice on the data management function. [Date range: 1959 -]	Destroy 2 year after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Agreements

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

Entry	Description of Records	Disposal Action
9934	Final versions of agreements made to support the organisation's data management function (eg confidentiality, data sharing or value adding agreements or data licenses). [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement
9935	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Application Development

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

Note: Use only for applications relating to the acquisition, processing, storage and dissemination of scientific data.

For non-scientific data (ie business applications, use TECHNOLOGY and TELECOMMUNICATIONS - Application Development

Entry	Description of Records	Disposal Action
9936	<p>Records documenting the development, modification and maintenance of specific applications to meet the data management function. Includes:</p> <ul style="list-style-type: none"> • feasibility studies • pilot studies • final version of all system documentation, user and technical manuals • application specific data dictionaries • final version of user requirements • final version of system specifications • rectification of problems • requests for system changes • final sign-off by all parties. <p>[Date range: 1959 -]</p>	<p>Destroy 5 years after the system is defunct and any data supported is either successfully migrated or destroyed</p>
9937	<p>Records documenting testing activities where unexpected results are found. Includes:</p> <ul style="list-style-type: none"> • testing strategies • result forms • test report. <p>[Date range: 1959 -]</p>	<p>Destroy 5 years after action completed</p>

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Application Development - Continued

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

Note: Use only for applications relating to the acquisition, processing, storage and dissemination of scientific data.

For non-scientific data (ie business applications, use TECHNOLOGY and TELECOMMUNICATIONS - Application Development

Entry	Description of Records	Disposal Action
9938	Records documenting testing activities where expected results are found. Includes: <ul style="list-style-type: none">• testing strategies• result forms• test report. [Date range: 1959 -]	Destroy 2 years after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Calibration

The processes of checking, measuring and setting equipment and documenting the results to meet ongoing needs or those of a given situation.

Note: use for the calibration documentation acquired and maintained to ensure accuracy of the data to which it corresponds.

For the calibration of equipment, use RESEARCH EQUIPMENT MANAGEMENT – Calibration.

Entry	Description of Records	Disposal Action
9939	Records documenting the acquisition and processing of data on checking, measuring and setting of equipment. [Date range: 1946 -] [For the calibration of equipment use RESEARCH EQUIPMENT MANAGEMENT – Calibration.]	Destroy 50 years after action completed
9940	Records documenting routine arrangements for calibration. [Date range: 1946 -]	Destroy 2 years after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Committees

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

Entry	Description of Records	Disposal Action
9941	Records of internal and external committees formed to consider matters relating to the data management function. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -]	Destroy 5 years after action completed
9942	Working papers documenting the conduct and administration of committees which consider matters relating to the data management function. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Contracting-out

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

Entry	Description of Records	Disposal Action
9943	Records documenting contract management relating to the data management function. Includes <ul style="list-style-type: none"> • Minutes of meetings with main stakeholders • Performance and evaluation reports. [Date range: 1960 -]	Destroy 7 years after completion or termination of contract

Customer Service

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

Entry	Description of Records	Disposal Action
9944	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's internal clients. [Date range: 1946 -]	Destroy 3 years after action completed

[For customer services provided to external clients use GEOSCIENCE INFORMATION PRODUCTS – Customer Services]

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Note: use Data Acquisition under the relevant function for the acquisition of data from field or laboratory work prior to its inclusion in the corporate data stores.

For records generated in the course of field or laboratory work, including raw data, use DATA MANAGEMENT – Research Projects.

Entry	Description of Records	Disposal Action
9945	Records documenting the acquisition of data for inclusion in the geoscientific corporate data stores. [Date range: 1946 -]	Destroy 7 years after action completed

NOTE: This disposal class does not cover the scientific data itself.

[For records documenting data acquisition during field or laboratory work, prior to its inclusion in the corporate data stores see Data Acquisition under the relevant function]

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Data Administration

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.

Note: use for scientific data storage systems

For the long term preservation of data, use DATA MANAGEMENT - Data Conservation.

Entry	Description of Records	Disposal Action
9946	Records documenting the routine migration of data between formats or from one medium to another. Includes quality assurance checks to confirm the accuracy of transferred data. [Date range: 1946 -]	Destroy 5 years after action completed

[For the long term preservation of data use DATA MANAGEMENT - Data Conservation.]

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Data Conservation

The activities involved in preservation, protection, maintenance and restoration of scientific data sets.

Note: use for the copying of data for preservation purposes.

Entry	Description of Records	Disposal Action
9947	Records documenting the management of conservation projects for the preservation of data. [Date range: 1970 -]	Destroy 5 years after all the data subject to conservation action is deleted, overwritten or otherwise destroyed
9948	Records documenting routine preservation activities undertaken on data. [Date range: 1970 -]	Destroy 5 years after action completed

Data Disposal

The process of disposing of data, in all formats, no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction.

For the transfer of data within the agency, use DATA MANAGEMENT – Records Transfer.

Entry	Description of Records	Disposal Action
9949	Records of negotiations on disposal provisions for geoscience specific data under national archives legislation. [Date range: 1946 -]	Destroy 25 years after last action

NOTE: This disposal class does not cover the scientific data itself.

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Data Processing

The activities associated with adding value to data. Involves massaging and manipulating raw data acquired from research projects.

Entry	Description of Records	Disposal Action
9950	Records documenting the processes used to manipulate or massage raw data acquired from research projects. [Date range: 1959 -] [For initial raw data, or resulting processed data, use Research Projects under this function.] [For datasets which are subsequently published, use GEOSCIENCE INFORMATION PRODUCTS – Production.]	Destroy 10 years after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Database Management

The activities associated with the building, prototyping and testing of databases. Includes the management of user rules, passwords and monitoring usage and response times.

Note: use for the processes of building scientific databases.

For non scientific data (ie business applications), use TECHNOLOGY and TELECOMMUNICATIONS - Database Management

Entry	Description of Records	Disposal Action
9951	Records documenting database management. Includes request for changes to schemas, views and configuration management. [Date range: 1959 -]	Destroy 20 years after action completed
9952	Records documenting the processes of loading scientific data into databases. [Date range: 1959 -]	Destroy when reference ceases

Enquiries

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

Entry	Description of Records	Disposal Action
9953	Records documenting the handling of general and public enquiries about the data management function. [Date range: 1946 -]	Destroy 2 years after action completed

[For requests that result in a supply of a data set or other Geoscience Australia product see GEOSCIENCE INFORMATION PRODUCTS – Enquiries.]

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Evaluation

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

Entry	Description of Records	Disposal Action
9954	Records documenting the evaluation of matters relating to the data management function. [Date range: 1946 -]	Destroy 5 years after action completed

Implementation

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

Entry	Description of Records	Disposal Action
9955	Records documenting the implementation of vital records plans, business continuity plans or counter-disaster plans after disasters such as fire and floods. Includes a copy of the plan implemented in the recovery process. [Date range: 1946 -]	Retain as national archives
9956	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to data management. [Date range: 1951 -]	Destroy 5 years after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Intellectual Control

The activities associated with controlling data and records, by identifying and registering physical samples and items. This includes accessioning, location tracking, indexing, cataloguing, and updating the changes and the record linkages.

Entry	Description of Records	Disposal Action
9957	Master control records for geoscientific data systems, including: <ul style="list-style-type: none"> • Accession register • Data dictionaries • Agency specific metadata requirements • Geographic Information System (GIS) identifiers • Contextual documentation including method of data acquisition • Registers documenting control numbers, date of data, origin of data, titles • Lists of data sets destroyed. [Date range: 1946 -]	Retain as national archives
9958	Secondary control records for geoscientific data systems, including those documenting location, tracking or positioning. [Date range: 1946 -]	Destroy 1 year after information is obsolete or superseded
9959	Business rules and configuration settings for geoscientific metadata. [Date range: 1946 -]	Retain as national archives
9960	Records documenting development of business rules and configuration settings. [Date range: 1946 -]	Destroy 5 years after information is obsolete or superseded

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Intellectual Control - Continued

The activities associated with controlling data and records, by identifying and registering physical samples and items. This includes accessioning, location tracking, indexing, cataloguing, and updating the changes and the record linkages.

Entry	Description of Records	Disposal Action
9961	Records documenting requests for changes of business rules and configuration settings for geoscientific metadata. [Date range: 1946 -]	Destroy 5 years after action completed
9962	Records documenting the receipt and dispatch of agency specific data using all mechanisms (ie tape transfer, CD Rom, internet etc). [Date range: 1946 -]	Destroy 3 years after action completed

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.

Entry	Description of Records	Disposal Action
9963	Records documenting requests for permission to reproduce material for which the organisation retains copyright. [Date range: 1946 -]	Destroy 7 years after action completed
9964	Applications made by the agency to reproduce published material held under copyright by another agency, organisation or individual. [Date range: 1946 -]	Destroy 7 years after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Interorganisational Liaison

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

Entry	Description of Records	Disposal Action
9965	Records documenting liaison activities undertaken with other organisations (public or private). Includes collaboration on projects, exchange of information. [Date range: 1946 -]	Destroy 5 years after action completed

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Entry	Description of Records	Disposal Action
9966	Inventories of data assets and data sets. [Date range: 1946 -]	Destroy 1 year after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

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 contributions of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
9967	Records documenting the management of joint ventures undertaken to support the data management function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. [Date range: 1946 -]	Destroy 7 years after termination of arrangement
9968	Signed joint venture contracts under seal and supporting records. [Date range: 1946 -] [For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority.]	Destroy 7 years after completion or termination of contract
9969	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1946 -]	Destroy 7 years after compilation or other termination of contract

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Meetings

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

Entry	Description of Records	Disposal Action
9969	Final version of minutes and supporting documents tabled at meetings held to support the data management function. Includes meetings with external agencies. [Date range: 1946 -]	Destroy 3 years after action completed
9970	Working papers documenting the conduct and administration of meetings held to support the data management function. Includes agenda, notices of meetings and draft minutes. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

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Planning

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

Entry	Description of Records	Disposal Action
9971	Final version of organisation wide data management plans. [Date range: 1946 -]	Destroy 25 years after plan superseded
9972	Final version of data management plans at business unit, or regional level. [Date range: 1946 -]	Destroy 2 years after plan is superseded
9973	Working papers used to develop all data management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the organisation. [Date range: 1946 -]	Destroy 1 year after adoption of the final plan
9974	Copies of the data management awareness plans. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For the management of map reproduction material (repro mat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

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
9975	Records documenting the development and establishment of the organisation's data management policies. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts and final policy documents. [Date range: 1946 -]	Retain as national archives
9976	Records documenting comments made on the development of government wide data management policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
9977	Working papers documenting the development of all organisation specific data management policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
9978	Copies of policy documents and supporting papers. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

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Procedures

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

Entry	Description of Records	Disposal Action
9979	Master set of manuals, handbooks, directives etc detailing procedures supporting the data management function. [Date range: 1946 -]	Destroy 25 years after procedures are superseded
9980	Records documenting the development of agency procedures supporting the data management function. [Date range: 1946 -]	Destroy 1 year after the production of procedures
9981	Copies of manuals, handbooks, directives etc. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

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Records Transfer

The activities associated with the transfer of records, samples and data into or within the organisation (from one area to another). Includes checking the transfer of documentation and acknowledging receipt of deposit as well as bringing the records, samples and data physically into custody. This also includes temporary or permanent transfer of records, samples and data.

Entry	Description of Records	Disposal Action
9982	Records documenting the transfer of data, samples and other records received into and within the organisation's data stores. [Date range: 1946 -] [For master copies of all controlling documentation relating to transfers, see DATA MANAGEMENT - Intellectual Control.]	Destroy 2 years after action completed

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

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Reporting

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

Entry	Description of Records	Disposal Action
9983	Final version of internal formal reports and reports made to external agencies relating to the data management function. [Date range: 1946 -]	Destroy 25 years after last action
9984	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the data management function. Includes the collection and reporting of statistical information. [Date range: 1946 -]	Destroy 3 years after action completed
9985	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1946 -]	Destroy when reference ceases
9986	Copies of data management reports. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Research

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

For records generated during the course of field or laboratory work, use DATA MANAGEMENT - Research Projects.

Entry	Description of Records	Disposal Action
9987	Records documenting detailed research carried out to support the data management function. [Date range: 1946 -]	Destroy 10 years after research is completed
9988	Records documenting routine research carried out to support the data management function. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

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
9989	Records documenting review of agency programs and operations supporting the data management function. Includes documents establishing the review, final report and action plan. [Date range: 1946 -]	Destroy 10 years after action completed
9990	Working papers documenting a review of the organisation's programs and operations supporting the data management function. [Date range: 1946 -]	Destroy 2 years after last action

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

For data sets copied for distribution and published data sets use GEOSCIENCE INFORMATION PRODUCTS.

For the management of map reproduction material (reprostat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

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For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Entry	Description of Records	Disposal Action
9991	Records documenting major security breaches where classified records and information have been removed from official custody and passed to a third party. Includes referral to law enforcement authorities. [Date range: 1946 -]	Retain as national archives
9992	Records documenting major security breaches where data has been removed from official custody and passed to a third party. Includes referral to law enforcement authorities. [Date range: 1946 -]	Destroy 15 years after last action
9993	Records documenting minor security breaches where data has not been appropriately secured. [Date range: 1946 -]	Destroy 5 years after last action
9994	Records documenting the management of security arrangements for handling data. [Date range: 1946 -]	Destroy 5 years after last action

[For processes associated with instances of provision of controlled access see Access and Storage Management.]

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Standards

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

Standards for data management include industry specific semantic standards and syntactical standards.

Entry	Description of Records	Disposal Action
9995	Records documenting the implementation of industry and the organisation's standards to support the data management function. [Date range: 1946 -]	Destroy 7 years after standard is superseded

Submissions

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

Entry	Description of Records	Disposal Action
10061	Final version of successful agency submissions made to community organisations or data management promotion groups. [Date range: 1946 -]	Destroy 7 years after action completed
10062	Final version of unsuccessful agency submissions made to community organisations or data management promotion groups. [Date range: 1946 -]	Destroy 3 years after action completed
10063	Working papers documenting the development of agency submissions. Includes draft submissions. [Date range: 1946 -]	Destroy when reference ceases

DATA MANAGEMENT

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For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10064	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1960 -]	Destroy 7 years after tender process completed
10065	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1960 -]	Destroy 7 years after tender process completed
10066	Records documenting post offer negotiations and due diligence checks. [Date range: 1960 -]	Destroy 7 years after tender process completed
10067	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1960 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10068	Tender Register. [Date range: 1960 -]	Destroy 7 years after last entry

DATA MANAGEMENT

The function of managing all specific scientific data held in the organisation's corporate stores in all formats, including cores, samples, data received under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, and spatial data which can be manipulated to form specific data sets. Includes the activities relating to the data acquired in the remote sensing program, including managing and maintaining the national archive of satellite remote sensing data; and the national archive of primary geodetic survey marks.

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For the management of map reproduction material (repmat) use GEOSCIENCE INFORMATION PRODUCTS – Production.

For equipment used to store data use RESEARCH EQUIPMENT MANAGEMENT.

For data administration relating to non-scientific information use INFORMATION MANAGEMENT.

For application development relating to non-scientific information use TECHNOLOGY and TELECOMMUNICATIONS.

For external standard setting relating to the acquisition and management of data use SPATIAL DATA INFRASTRUCTURE.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10069	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1960 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10070	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1960 -]	Destroy 7 years after completion or other termination of contract
10071	Contract register. [Date range: 1960 -]	Destroy 7 years after last entry

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Advice

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

Note: use for the production of legal certificates of astronomical information.

Entry	Description of Records	Disposal Action
10072	Records documenting technical advice on geodetic management to government agencies, commercial companies and industry concerning coordinates, datums and transformations, Global Positioning System (GPS) and geodetic calculations. [Date range: 1948 -]	Destroy 10 years after action completed
10073	Records documenting the provision of legal certificates of sunrise/sunset. [Date range: 1948 -]	Destroy 2 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
10074	Final versions of agreements made to support the geodetic management function. [Date range: 1948 -]	Destroy 7 years after expiry or other termination of agreement
10075	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1948 -]	Destroy 7 years after expiry or other termination of agreement

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Committees

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

Entry	Description of Records	Disposal Action
10076	Records of committees formed to consider matters relating to the geodetic management function where the agency is the only Australian representative on the committee. Includes: <ul style="list-style-type: none"> • final versions of minutes • briefing papers representing Australia's interests. [Date range: 1948 -]	Retain as national archives
10077	Records of committees formed to consider matters relating to the geodetic management function where the agency does not provide the secretariat. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documentation such as briefing papers, agendas and discussion papers. [Date range: 1948 -]	Destroy 5 years after action completed
<i>[For geoscientific professional committees, use PROFESSIONAL RELATIONS - Committees]</i>		
10078	Working papers documenting the conduct and administration of committees which consider matters relating to the geodetic management function. Includes: <ul style="list-style-type: none"> • meeting arrangements • notices of meetings • draft minutes. [Date range: 1948 -]	Destroy 2 years after action completed

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Compliance

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

Entry	Description of Records	Disposal Action
10079	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to the geodetic management function. [Date range: 1948 -]	Destroy 7 years after action completed

Contracting-out

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

Entry	Description of Records	Disposal Action
10080	Records documenting contract management relating to the geodetic management function. Includes <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports. [Date range: 1997 -]	Destroy 7 years after completion or termination of contract
10081	Records documenting daily checks that culminate in performance reports. [Date range: 1997 -]	Destroy 7 years after completion or termination of contract

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Entry	Description of Records	Disposal Action
10082	<p>]Field books containing original geodetic survey observations to provide the fundamental framework for all maps and positioning in Australia and the Antarctic. Includes surveys using:</p> <ul style="list-style-type: none"> • astronomical information • the geodimeter (1954 –) • the tellurometer (1957 –) • transverse, and triangulation methods. <p>[Date range: 1908 - 1995]</p>	Retain as National Archives
10083	<p>Records relating to the processes of capturing geodetic information. Includes:</p> <ul style="list-style-type: none"> • data capture processes • data sources • identification • validation. <p>[Date range: 1948 -]</p>	Destroy 50 years after information is obsolete or superseded

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Data Interpretation

The activities associated with analysing scientific or technical data. Includes interpretation, modelling. Note: use for data analysis and spatial referencing

For adding value through the massaging or manipulation of raw data, use DATA MANAGEMENT – Data Processing.

Entry	Description of Records	Disposal Action
10084	Records relating to data interpretation, including computations and geodetic adjustments. Includes <ul style="list-style-type: none">• adjustment records for the Australian Height Datum (analysis sheets for the Australian Levelling Network)• computation of the heights of survey marks, not part of the Australian Levelling Network (Trigonometrical Heighting records)• records of data from the geodetic adjustments. [Date range: 1960 -] NOTE: This disposal class does not cover the scientific data itself.	Destroy 50 years after last action
10085	Records relating to interpretative methodologies and quality assurance of interpretations. [Date range: 1960 -]	Destroy 50 years after last action

Enquiries

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

Entry	Description of Records	Disposal Action
10086	Records documenting the handling of general and public enquiries about the geodetic management function and its products and services. [Date range: 1948 -]	Destroy 2 years after action completed

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Evaluation

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

Entry	Description of Records	Disposal Action
10087	Records documenting the evaluation of matters relating to the geodetic management function. [Date range: 1948 -]	Destroy 10 years after action completed

External Consultancy

The activities associated with arranging and providing scientific or technical consulting services to external clients on geoscientific matters. Includes conducting risk assessment relating to consultancy services.

Entry	Description of Records	Disposal Action
10088	Final consultancy report to client on geodetic management. [Date range: 1980 -]	Destroy 10 years after the project completed
10089	Working papers supporting the development of consultancy report. [Date range: 1980 -]	Destroy 5 years after the project completed
10090	Records relating to the establishment of consultancy projects including project briefs. [Date range: 1980 -]	Destroy 7 years after the project completed

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Implementation

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

Entry	Description of Records	Disposal Action
10091	Records documenting the implementation of plans, policies, strategies, procedures and instructions formulated to support the geodetic management function. [Date range: 1948 -]	Destroy 5 years after successful implementation

Interorganisational Liaison

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

Entry	Description of Records	Disposal Action
10092	Records documenting liaison activities undertaken with other organisations (public or private). Includes collaboration on projects, exchange of information. [Date range: 1948 -]	Destroy 5 years after action completed

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

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
10093	Final version of geodetic management plans. [Date range: 1948 -]	Destroy 5 years after plan is superseded
10094	Working papers used to develop all geodetic management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1948 -]	Destroy 1 year after adoption of the final plan
10095	Copies of the geodetic management awareness plans. [Date range: 1948 -]	Destroy when reference ceases

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

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
10096	Records documenting the development and establishment of the organisation's geodetic management policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts and final policy documents. [Date range: 1948 -]	Retain as national archives
10097	Records documenting comments made on the development of government wide geodetic management policies. [Date range: 1948 -]	Destroy 2 years after promulgation of new policy
10098	Working papers documenting the development of all the organisation's geodetic management policies. [Date range: 1948 -]	Destroy 2 years after promulgation of new policy
10099	Copies of policy documents and supporting papers. [Date range: 1948 -]	Destroy when reference ceases

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Procedures

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

Entry	Description of Records	Disposal Action
10100	Master set of manuals, handbooks, directives etc detailing procedures supporting the geodetic management function. [Date range: 1948 -]	Destroy 25 years after procedures are superseded
10101	Records documenting the development of agency procedures supporting the geodetic management function. [Date range: 1948 -]	Destroy 1 year after the production of procedures
10102	Copies of manuals, handbooks, directives etc. [Date range: 1948 -]	Destroy when reference ceases

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

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
10103	Final version of formal internal reports and reports made to external agencies relating to the geodetic management function. [Date range: 1948 -]	Retain as national archives
	<i>[For the technical papers published in conference proceedings and professional journals use PUBLICATION.]</i>	
10104	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the geodetic management function. Includes the collection and reporting of statistical information. [Date range: 1948 -]	Destroy 10 years after action completed
10105	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1948 -]	Destroy when reference ceases
10106	Copies of geodetic management reports, including those produced by other agencies. [Date range: 1948 -]	Destroy when reference ceases

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

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
10107	Records documenting review of agency programs and operations supporting the geodetic management function. Includes documents establishing the review, final report and action plan. [Date range: 1948 -]	Destroy 10 years after action completed
10108	Working papers documenting a review of agency specific programs and operations supporting the geodetic management function. [Date range: 1948 -]	Destroy 2 years after last action

Standards

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

Entry	Description of Records	Disposal Action
10109	Records documenting the implementation of industry and organisation-specific standards to support the geodetic management function. [Date range: 1948 -]	Destroy 7 years after standard is superseded

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10110	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expression of Interest, Request for Tender and draft contract. [Date range: 1997 -]	Destroy 7 years after tender process completed
10111	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1997 -]	Destroy 7 years after tender process completed
10112	Records documenting post offer negotiations and due diligence checks. [Date range: 1997 -]	Destroy 7 years after tender process completed
10113	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1997 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10114	Tender Register. [Date range: 1997 -]	Destroy 7 years after last entry

GEODETIC MANAGEMENT

The function of maintaining the fundamental geodetic framework for all spatial activities in Australia and its offshore territories. To maintain this framework and ensure that it is appropriate for emerging applications, this involves monitoring the horizontal and vertical motion of the Australian landmass, contributing data to the global scientific community's effort to monitor the Earth's changing shape and motion, to provide a uniform, accurate basis for all spatial data in Australia and its offshore territories.

Includes data acquisition, geodetic computation and the provision of advice to government, industry, States, researchers, communities and international organisations.

For geodetic data sets developed for customers, use GEOSCIENCE INFORMATION PRODUCTS.

For the management of network infrastructure and equipment use RESEARCH EQUIPMENT MANAGEMENT.

For maintaining the framework of policy and standards that support the sharing of geographic information, use SPATIAL DATA INFRASTRUCTURE.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10115	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1997 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10116	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1997 -]	Destroy 7 years after completion or other termination of contract
10117	Contract register. [Date range: 1997 -]	Destroy 7 years after last entry

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Advice

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

Entry	Description of Records	Disposal Action
10118	Records documenting advice/technical advice provided to government agencies on potentially damaging earthquakes and tsunamigenic events. [Date range: 1902 -]	Retain as national archives
10119	Records documenting advice/technical advice provided by the agency on earthquakes and engineering seismology to standards bodies, insurance industry, public. [Date range: 1902 -]	Destroy 25 years after action completed
10120	Technical advice to government agencies to meet Australia's obligations under Comprehensive Nuclear Test Ban Treaty obligations. [Date range: 1902 -]	Retain as national archives
10121	Working papers leading to the development of advice to external agencies on geohazard and risk assessment matters. [Date range: 1902 -]	Destroy 25 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
10122	Final versions of agreements made to support the geohazard monitoring and risk assessment function. [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement
10123	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Contracting-out

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

Entry	Description of Records	Disposal Action
10124	Records documenting contract management relating to the geohazard monitoring and risk assessments function. Includes <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1970 -]	Destroy 7 years after completion or termination of contract

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Note: Data can be generated by Geoscience Australia work, commissioned by private contractors either by Geoscience Australia or by one of the State/Territory departments of Minerals, or done privately and the data later bought by Geoscience Australia. Specific technologies include airborne geophysical surveys, gravity surveys, seismic surveys, gamma ray spectrometry

For records generated during the course of field or laboratory work (including raw data) use GEOHAZARD MONITORING AND RISK ASSESSMENT – Research Projects.

Entry	Description of Records	Disposal Action
10125	Records relating to the processes of capturing geohazard monitoring information, includes: <ul style="list-style-type: none">• Identification• Sampling rates• Validation. [Date range: 1902 -]	Destroy 50 years after last action

NOTE: This disposal class does not cover the scientific data itself

10126	Records relating to the transmission of data to other agencies eg International Data Centre. [Date range: 1902 -]	Destroy 10 years after last action
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NOTE: This disposal class does not cover the scientific data itself

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Data Interpretation

The activities associated with analysing scientific or technical data. Includes interpretation and modelling.

For initial raw data, or resulting interpreted data, use GEOHAZARD MONITORING AND RISK ASSESSMENT – Research Projects.

For adding value through the massaging or manipulation of raw data, use DATA MANAGEMENT – Data Processing.

Entry	Description of Records	Disposal Action
10127	Records relating to data interpretation relating to specific potentially hazardous events, such as earthquakes, tsunami, nuclear explosions. Includes actions surrounding alerts issued to various monitoring agencies, nationally and internationally [Date range: 1946 -]	Retain as national archives
	NOTE: This disposal class does not cover the scientific data itself	
10128	Records relating to interpretative methodologies and quality assurance of interpretations. Includes data modelling, anomaly measurement, event measurement, forecasting, now casting, predictive modelling. [Date range: 1946 -]	Destroy 25 years after last action
	NOTE: This disposal class does not cover the scientific data itself	

Evaluation

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

Entry	Description of Records	Disposal Action
10129	Records documenting the evaluation of matters relating to the geohazard monitoring and risk assessments function. [Date range: 1946 -]	Destroy 5 years after action completed

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

External Consultancy

The activities associated with arranging and providing scientific or technical consulting services to external clients on geoscientific matters. Includes conducting risk assessment relating to consultancy services.

For proposals and business cases prepared for clients regarding potential geoscientific consultancies, use GEOHAZARD MONITORING AND RISK ASSESSMENT - Project Proposals.

Examples of external consultancies include participation in AusAID projects.

Entry	Description of Records	Disposal Action
10130	Final consultancy report to client on risk assessment relating to geohazards in urban and non urban areas. [Date range: 1971 -]	Destroy 25 years after project completed
10131	Final consultancy reports on establishing, managing and improving seismological monitoring as part of Australia's aid programs. [Date range: 1971 -]	Destroy 10 years after project completed
10132	Working papers supporting development of consultancy report. [Date range: 1971 -]	Destroy 5 years after project completed
10133	Records relating to the establishment of consultancy projects including negotiation of fees, project briefs. [Date range: 1971 -]	Destroy 7 years after project completed

[For initial response to client requests for consultancy, use GEOHAZARD MONITORING & RISK ASSESSMENT – Project Proposals.]

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Implementation

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

Entry	Description of Records	Disposal Action
10134	Records documenting the implementation of emergency alert plans, disaster response plans, rapid warning plans. Includes a copy of the plan implemented. [Date range: 1946 -]	Retain as national archives
10135	Records documenting the implementation of plans (other than counter disaster plans) policies and procedures relating to geohazard monitoring and risk assessment. [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 contributions of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
10138	Records documenting the management of joint ventures undertaken to support the geohazard monitoring and risk assessment function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. [Date range: 1946 -]	Destroy 7 years after termination of arrangement
10142	Signed joint venture contracts under seal and supporting records. [Date range: 1946 -]	Destroy 7 years after completion or termination of contract
<i>[For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority.]</i>		
10143	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1946 -]	Destroy 7 years after completion or other termination of contract

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Media Relations

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

Entry	Description of Records	Disposal Action
10147	Master set of media releases, reports relating to geohazard monitoring and risk assessment. [Date range: 1970-]	Retain as national archives
10148	Records documenting administrative arrangements with the media. Includes the issuing of media releases, organizing interviews and providing information and assistance to support media coverage of an event. [Date range: 1970 -] <i>[For media relations relating to the organisation's services and products use GEOSCIENCE AWARENESS - Media Relations.]</i>	Destroy 2 years after action completed
10149	Copies of media items relating to the organisation's media releases on geohazard monitoring and risk assessment. Includes newscuttings, transcripts and electronic items. [Date range: 1970 -] <i>[For the acquisition of media items through a media monitoring service, use INFORMATION MANAGEMENT – Acquisitions.]</i>	Destroy when reference ceases

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10150	Records documenting the development and establishment of organisational policy on specialist geohazard monitoring and risk assessment. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts and final policy documents. [Date range: 1902 -]	Retain as national archives
10151	Records documenting comments made on the development of government wide geohazard monitoring and risk assessment policies. [Date range: 1902 -]	Destroy 2 years after promulgation of new policy
10152	Working papers documenting the development of all geohazard monitoring and risk assessment policies. [Date range: 1902 -]	Destroy 2 years after promulgation of new policy
10153	Copies of policy documents and supporting papers. [Date range: 1902 -]	Destroy when reference ceases

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Procedures

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

Entry	Description of Records	Disposal Action
10154	Master set of manuals, handbooks, directives etc detailing procedures supporting the geohazard monitoring and risk assessment function. [Date range: 1946 -]	Destroy 25 years after procedures are superseded
10155	Records documenting the development of agency procedures supporting the geohazard monitoring and risk assessment function. [Date range: 1946 -]	Destroy 1 year after the production of procedures
10156	Copies of manuals, handbooks, directives etc. [Date range: 1946 -]	Destroy when reference ceases

Project Proposals

The processes associated with preparing external proposals and business cases for clients for potential geoscientific consultancy work by the organisation and is the preliminary stage to external consultancy.

Entry	Description of Records	Disposal Action
10157	Records relating to successful proposals for external projects or consultancy work. [Date range: 1990 -] NOTE: Transfer successful project proposal to External Consultancy file on award of job	Destroy in accordance with the relevant disposal actions under the activity of External Consultancy.
10158	Records relating to unsuccessful proposals for external projects or consultancy work. [Date range: 1990 -]	Destroy 1 year after decision notified

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

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
10159	Final version of internal formal reports and reports made to external agencies relating to the geohazard monitoring and risk assessment function. [Date range: 1946 -]	Retain as national archives
10160	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the geohazard monitoring and risk assessment function. Includes the collection and reporting of statistical information. [Date range: 1946 -]	Destroy 5 years after action completed
10161	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1946 -]	Destroy when reference ceases
10162	Copies of geohazard monitoring and risk assessment reports. [Date range: 1946 -]	Destroy when reference ceases

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Research Projects

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10164	<p>Records relating to the conduct of research projects. Includes:</p> <ul style="list-style-type: none">• Research methodology• Laboratory analyses• Field work• Raw data and samples• Processed or interpreted data. <p>Where the research documents:</p> <ul style="list-style-type: none">• significant projects that made a major contribution to research• projects that were controversial, subject to extensive debate or aroused wide interest• projects that involve the use of major new or innovative techniques• 'first of a kind' process or product or significantly improve on an existing product or application <p>[Date range: 1946 -]</p> <p><i>[For the processes of acquiring geoscientific data associated with the research project, use GEOHAZARD MONITORING AND RISK ASSESSMENTS - Data Acquisition.</i></p> <p><i>[For processing or interpreting raw data, use GEOHAZARD MONITORING AND RISK ASSESSMENTS - Data Interpretation.</i></p> <p><i>[For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.</i></p> <p><i>[For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.</i></p> <p><i>[For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]</i></p>	Retain as national archives

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Research Projects - Continued

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10165	Records supporting significant, groundbreaking or controversial research projects. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later
10166	Records relating to the conduct of other research projects that are not significant, groundbreaking or controversial. Includes <ul style="list-style-type: none"> • Laboratory analyses • Field work • Raw data and samples • Processed or interpreted data. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later

[For the processes of acquiring geoscientific data associated with the research project, use GEOHAZARD MONITORING AND RISK ASSESSMENTS - Data Acquisition.

[For processing or interpreting raw data, use GEOHAZARD MONITORING AND RISK ASSESSMENT – Data Interpretation.

[For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.

[For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.

[For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

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
10167	Records documenting review of agency programs and operations supporting the geohazard monitoring and risk assessment function. Includes records establishing the review, final report and action plan. [Date range: 1946 -]	Destroy 5 years after action completed
10168	Working papers documenting a review of the organisation's programs and operations supporting the geohazard monitoring and risk assessment function. [Date range: 1946 -]	Destroy 2 years after last action

Risk Assessment

The activities involved in the identification of risks, to assist the implementation of appropriate practices and procedures which will reduce harm to the population and environment, and the impact of economic loss arising from an incident.

For risk assessment reports to external clients, use GEOHAZARD MONITORING AND RISK ASSESSMENT— External Consultancy.

For assessing the risks associated with to joint ventures, co-research, collaboration or liaison between interdepartmental units, departments or organisations, use GEOHAZARD MONITORING AND RISK ASSESSMENT - Joint Ventures.

Entry	Description of Records	Disposal Action
10169	Final risk assessment methodologies relating to geohazards for urban and non urban areas. [Date range: 1902 -]	Destroy 25 years after project completed
10170	Working papers supporting development of risk assessment methodologies. [Date range: 1902 -]	Destroy 5 years after risk assessment methodology superseded

[For conducting a geohazard risk assessment use GEOHAZARD MONITORING AND RISK ASSESSMENT – Research Projects.

[For risk assessment reports use GEOHAZARD MONITORING AND RISK ASSESSMENT – Reporting.]

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For minor and major security breaches and the management of security arrangements for handling records and information within the agency, use INFORMATION MANAGEMENT – Security.

Entry	Description of Records	Disposal Action
10171	Records documenting security requirements imposed by external agencies on the organisation's personnel, equipment and data in relation to geohazard monitoring. [Date range: 1902 -]	Destroy 5 years after requirements revised or superseded

Submissions

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

Entry	Description of Records	Disposal Action
10173	Records documenting the preparation of submissions seeking support for geohazard monitoring and risk assessment projects. Includes final submissions. [Date range: 1946 -]	Destroy 5 years after action completed
10174	Destroy 5 years after action completed [Date range: 1946 -]	Destroy when reference ceases

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10183	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1970 -]	Destroy 7 years after tender process completed
10184	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1970 -]	Destroy 7 years after tender process completed
10185	Records documenting post offer negotiations and due diligence checks. [Date range: 1970 -]	Destroy 7 years after tender process completed
10186	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1970 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10187	Tender Register. [Date range: 1970 -]	Destroy 7 years after last entry

GEOHAZARD MONITORING AND RISK ASSESSMENT

The function of ongoing data collection and monitoring of geophysical and nuclear hazards and providing risk assessment information. Includes research, provision of advice and risk/hazard information to government, industry, States, researchers, communities and international aid organisations, data acquisition and analysis, media relations and joint ventures.

Tendering – Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10188	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1970 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10189	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1970 -]	Destroy 7 years after completion or other termination of contract
10190	Contract register. [Date range: 1970 -]	Destroy 7 years after last entry

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Acquisition

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

Entry	Description of Records	Disposal Action
10191	Records documenting the acquisition of goods and services required to support the geoscience awareness function where there is no tendering or contracting out process (ie where the cost of acquisition is below the threshold for tendering or where a purchase is made against a period contract). [Date range: 1946 -]	Destroy 7 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

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
10192	Final version of addresses made by the portfolio Minister or senior agency officers at major public occasions. [Date range: 1946 -] <i>[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS – Addresses.</i> <i>For addresses delivered by senior agency officers, within the geoscience profession, reporting on significant findings as an outcome of research, use PROFESSIONAL RELATIONS – Addresses.]</i>	Retain as national archives
10193	Final versions of other addresses delivered in routine promotion of the agency's service or products. [Date range: 1946 -]	Destroy 2 years after last presentation
10194	Working papers documenting the development of addresses, including drafts. [Date range: 1946 -]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Arrangements

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

Entry	Description of Records	Disposal Action
10195	<p>Records detailing arrangements carried out to support the geoscience awareness functions. Includes arrangements for guest speakers. [Date range: 1946 -]</p> <p><i>[For arrangements made to support events hosted by the agency, use GEOSCIENCE AWARENESS - Functions; GEOSCIENCE AWARENESS - Celebrations and/or GEOSCIENCE AWARENESS – Ceremonies.]</i></p> <p><i>[For making travel arrangements for staff to attend promotional activities supporting the geoscience awareness function, use PERSONNEL – Arrangements.]</i></p>	Destroy 1 year after event

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions; celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Celebrations

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

For formal ceremonial occasions, use GEOSCIENCE AWARENESS - Ceremonies

For official or formal social occasions, use GEOSCIENCE AWARENESS - Functions (Social).

For addresses delivered at celebrations, use GEOSCIENCE AWARENESS - Addresses (Presentations).

Entry	Description of Records	Disposal Action
10196	Programs, invitations, guest lists and photographs relating to celebrations held to honour an event of major importance to an agency, eg a significant anniversary. [Date range: 1946 -]	Retain as national archives
10197	Records documenting routine arrangements supporting celebrations to honour an event of major importance to an agency. [Date range: 1946 -]	Destroy 2 years after action completed
10198	Records documenting all arrangements for other celebrations of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment. [Date range: 1946 -]	Destroy 2 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

For less formal festivities to honour a particular event, Use GEOSCIENCE AWARENESS – Celebrations.

For official or formal social occasions, use GEOSCIENCE AWARENESS - Functions (Social.)

For addresses delivered at ceremonies, Use GEOSCIENCE AWARENESS - Addresses (Presentations).

Entry	Description of Records	Disposal Action
10199	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion, eg the opening of a building or major facility, or the conferring of special community awards promoted by the agency. [Date range: 1946 -]	Retain as national archives
10200	Records documenting routine arrangements supporting ceremonies to mark special occasions. Include catering, venue bookings and entertainment. [Date range: 1946 -]	Destroy 2 years after action completed
10201	Records documenting all arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment. [Date range: 1946 -]	Destroy 2 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Committees

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

Entry	Description of Records	Disposal Action
10202	Records of internal and external committees formed to consider matters relating to the geoscience awareness function. Includes: <ul style="list-style-type: none"> • Documents establishing the committee • Final versions of minutes • Reports • Recommendations • Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -]	Destroy 5 years after action completed
10203	Working papers documenting the conduct and administration of committees which consider matters relating to the geoscience awareness function. Includes: <ul style="list-style-type: none"> • Agenda • Notices of meetings • Draft minutes. [Date range: 1946 -]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Contracting-out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10204	Records documenting contract management relating to the geoscience awareness function. Includes: <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1946 -]	Destroy 7 years after completion or termination of contract

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Customer Service

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

Entry	Description of Records	Disposal Action
10205	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's external clients. [Date range: 1946 -]	Destroy 3 years after action completed
10206	Records documenting the development of service charters and directives relating to the provision of services to the agency's external clients. Includes copies of internal directives and charters. [Date range: 1946 -] [For production of a service charter, use PUBLICATION-Planning and PUBLICATION – Production.]	Destroy 3 years after superseded
10207	Records documenting the management of specific customer services provided to clients, such as managing an enquiry desk, customer surveys, a telephone information service or interpreter service. [Date range: 1946 -]	Destroy 3 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Donations

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and/or its staff to charities etc. Includes managing unsolicited donations.

Entry	Description of Records	Disposal Action
10208	Records documenting donations of substantial amounts of money or items, artefacts or property that are of long term value or ongoing benefit to the nation (eg mineral samples donated for public display). [Date range: 1946 -]	Retain as national archives
10209	Records documenting all other donations of money that are of little public interest (eg small amounts). [Date range: 1946 -]	Destroy 7 years after donation received
10210	Records documenting all other donations of items, artefacts or property that are of little public interest. [Date range: 1946 -]	Destroy 7 years after disposal of item
10211	Records documenting donations made by the agency to public organisations and groups, including charities. [Date range: 1946 -]	Destroy 7 years after donation was made

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Enquiries

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

Entry	Description of Records	Disposal Action
10212	Records documenting the handling of public enquiries about the agency and its programs, products and services. [Date range: 1946 -]	Destroy 2 years after action completed

Evaluation

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

Entry	Description of Records	Disposal Action
10213	Records documenting the evaluation and ongoing monitoring of geoscience awareness programs and services. [Date range: 1946 -]	Destroy 5 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Exhibitions

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

Entry	Description of Records	Disposal Action
10214	Records documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display. [Date range: 1946 -]	Destroy 3 years after action completed

Field Conferences

The activities involved in arranging field conferences for government department leaders held by the organisation to highlight the role it plays in Australia's scientific development. Includes registrations, publicity and reports, etc.

[Examples of such activities include trips to underground gold mines focussing on agricultural-mining issues, helicopter trips to gas rigs etc]

Entry	Description of Records	Disposal Action
10215	Records documenting programs, invitations list, guest speakers, participant responses and reports on field conferences held to promote the role of the agency. [Date range: 1994 -]	Destroy 5 years after event
10216	Records documenting arrangements such as registration, publicity, program arrangements etc for the agency field conferences. [Date range: 1994 -]	Destroy 2 years after event

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Field Trips

The activities involved in arranging field trips for science teachers and educators held by the organisation which support the school science curriculum and science teacher development program. Includes registrations, publicity and reports, etc.

[Topics of such field trips include plate tectonics, remote sensing and natural hazards. An example of the program is Project Lava, held in Hawaii in 2000.]

Entry	Description of Records	Disposal Action
10217	Records documenting programs, invitations list, guest speakers, participant responses and reports on field trips held to promote the role of the organisation. [Date range: 1946 -]	Destroy 5 years after event
10218	Records documenting arrangements such as registration, publicity, program arrangements etc for field trips. [Date range: 1946 -]	Destroy 2 years after event

Functions (social)

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

Entry	Description of Records	Disposal Action
10219	Records documenting the organisation and management of an official or formal social occasion. Includes venue bookings, guest lists, invitations and catering. [Date range: 1946 -]	Destroy 2 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Grant Funding

The activities involved with the application for and receipt of grants.

Entry	Description of Records	Disposal Action
10220	Records documenting successful applications made by the agency for grant funding from a non-government source. [Date range: 1946 -] [For management of grant money received by the agency, use FINANCIAL MANAGEMENT - Grant Funding.]	Destroy 7 years after action completed
10221	Records documenting unsuccessful applications made by the agency for grant funding from a non-government source. [Date range: 1946 -]	Destroy 2 years after last action

Greetings

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

Entry	Description of Records	Disposal Action
10222	Records documenting the preparation, dispatch and receipt of letters of introduction, appreciation, condolence and greeting cards. Includes mailing lists. [Date range: 1946 -]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Implementation

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

Entry	Description of Records	Disposal Action
10223	Records documenting the implementation of plans, policies, and procedures developed to support the geoscience awareness function. [Date range: 1946 -]	Destroy 3 years after action completed

Interorganisational Liaison

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

Entry	Description of Records	Disposal Action
10224	Records documenting liaison activities undertaken with other organisations (public or private). Includes collaboration on projects, exchange of information. [Date range: 1946 -]	Destroy 5 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

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 contributions of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
10225	Records documenting the management of joint ventures undertaken to support the geoscience awareness function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. [Date range: 1946 -]	Destroy 7 years after termination of arrangement
10226	Signed joint venture contracts under seal and supporting records [Date range: 1946 -] <i>[For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority entry 1037, 1038, 1039]</i>	Destroy 7 years after completion or termination of contract
10227	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1946 -]	Destroy 7 years after completion or other termination of contract

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Marketing

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

Includes organisational promotion, advertising and sponsorship activities.

For marketing and promotion of products and services (free and saleable), use GEOSCIENCE INFORMATION PRODUCTS.

Entry	Description of Records	Disposal Action
10228	<p>Records documenting the marketing of geoscience awareness activities. Includes records covering arrangements for advertising campaigns and promotional photographs.</p> <p>[Date range: 1946 -]</p> <p><i>[For development of a marketing plan, use GEOSCIENCE AWARENESS - Planning. For media releases relating to marketing activities, use GEOSCIENCE AWARENESS - Media Relations.]</i></p>	Destroy 3 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Media Relations

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

Entry	Description of Records	Disposal Action
10229	Master set of media releases. [Date range: 1946 -]	Retain as national archives
10230	Records documenting administrative arrangements with the media. Includes the issuing of media releases, organising interviews and providing information and assistance to support media coverage of an event or promotion of the agency's services or products. [Date range: 1946 -]	Destroy 2 years after action completed
10231	Copies of media items specifically related to the agency's operations. Includes newscuttings, transcripts and electronic items. [Date range: 1946 -] [For the acquisition of media items through a media monitoring service, use INFORMATION MANAGEMENT – Acquisitions.]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Meetings

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

Entry	Description of Records	Disposal Action
10232	Final versions of minutes and supporting documents tabled at meetings held to support the geoscience awareness function. Includes meetings with external agencies. [Date range: 1946 -]	Destroy 3 years after action completed
10233	Working papers documenting the conduct and administration of meetings held to support the geoscience awareness function. Includes agenda, notices of meetings and draft minutes. [Date range: 1946 -]	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
10234	Final version of geoscience awareness plans. [Date range: 1946 -]	Destroy 3 years after plan is superseded
10235	Working papers used to develop all geoscience awareness plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1946 -]	Destroy 1 year after adoption of the final plan
10236	Copies of the geoscience awareness plans. [Date range: 1946 -]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

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
10237	Records documenting the development and establishment of geoscience awareness policies. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts• Final policy documents. [Date range: 1946 -]	Destroy 10 years after policy is superseded
10238	Records documenting comments made on the development of government-wide geoscience awareness policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
10239	Working papers documenting the development of all geoscience awareness policies. [Date range: 1946 -]	Destroy 2 years after promulgation of the new policy
10240	Copies of policy documents and supporting papers. [Date range: 1946 -]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Procedures

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

Entry	Description of Records	Disposal Action
10241	Master set of manuals, handbooks, directives etc, detailing procedures supporting the geoscience awareness function. [Date range: 1946 -]	Destroy when procedures are superseded
10242	Records documenting the development of agency procedures supporting the geoscience awareness function. [Date range: 1946 -]	Destroy 1 year after the production of procedures
10243	Copies of manuals, handbooks, directives etc. [Date range: 1946 -]	Destroy when reference ceases

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
10244	Records documenting public reaction and agency responses. [Date range: 1946 -]	Destroy 3 years after action completed

*[For suggestions received from the public use
GEOSCIENCE AWARENESS – Suggestions.]*

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

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
10245	Final version of internal formal reports and reports made to external agencies relating to the geoscience awareness function. [Date range: 1946 -]	Destroy 5 years after action completed
10246	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the geoscience awareness function. Includes the collection and reporting of statistical information. [Date range: 1946 -]	Destroy 3 years after action completed
10247	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1946 -]	Destroy when reference ceases
10248	Copies of geoscience awareness reports. [Date range: 1946 -]	Destroy when reference ceases
10249	Responses to surveys carried out to support the geoscience awareness function. [Date range: 1946 -]	Destroy 3 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

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' participations committees, councils or groups. Includes organisational legal representatives.

Entry	Description of Records	Disposal Action
10250	Records documenting the nomination, appointment and resignation from and/or termination of the organisation's representatives in geoscience awareness groups. [Date range: 1946 -] <i>[For the management of representatives on professional geoscience bodies, use PROFESSIONAL RELATIONS – Representatives. For the management of representatives on government or intergovernmental bodies, use GOVERNMENT RELATIONS – Representatives.]</i>	Destroy 5 years after last action

Research

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

Entry	Description of Records	Disposal Action
10251	Records documenting major detailed research carried out to support the geoscience awareness function. [Date range: 1946 -]	Destroy 5 years after action completed
10252	Records documenting routine research carried out to support the geoscience awareness function. [Date range: 1946 -]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

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
10253	Records documenting review of agency programs and operations supporting the geoscience awareness function. Includes documents establishing the review, final report and action plan. [Date range: 1946 -]	Destroy 3 years after action completed
10254	Working papers documenting a review of programs and operations supporting the geoscience awareness function. [Date range: 1946 -]	Destroy 1 year after action completed

School Visits

The activities involved in arranging school visits to the organisation, with a view to inform, educate or promote the services, operations and role of the organisation.

(For example, participation in the National Youth Science Forum programs)

Entry	Description of Records	Disposal Action
10255	Records documenting programs, educational material, activities offered on school visits to the organisation. [Date range: 1984 -]	Destroy 3 years after material superseded
10256	Records documenting arrangements such as bookings, invitations, letters of appreciation for school visits to the organisation. [Date range: 1984 -]	Destroy 2 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Submissions

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

Entry	Description of Records	Disposal Action
10257	Final version of successful agency submissions made to community organisations or geoscience awareness promotion groups. [Date range: 1946 -]	Destroy 7 years after action completed
10258	Final version of unsuccessful agency submissions made to community organisations or geoscience awareness promotion groups. [Date range: 1946 -]	Destroy 3 years after action completed
10259	Working papers documenting the development of submissions. Includes draft submissions. [Date range: 1946 -]	Destroy when reference ceases

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

For letters of complaint or appreciation from the public, Use GEOSCIENCE AWARENESS – Public Reaction.

Entry	Description of Records	Disposal Action
10260	Suggestions received from the public relating to the organisation's services or products. [Date range: 1946 -] [For feedback received from the public, use GEOSCIENCE AWARENESS - Public Reaction.]	Destroy 2 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Teacher Training

The activities involved in presenting a program designed to support curriculum-based science teaching. Includes courses, seminars, workshops.

Entry	Description of Records	Disposal Action
10261	Records documenting programs, educational material, activities offered as teacher training. [Date range: 1994 -]	Destroy 3 years after material superseded
10262	Records documenting arrangements such as bookings, invitations, letters of appreciation for teacher training in geoscience awareness. [Date range: 1994 -]	Destroy 2 years after action completed

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10263	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1946 -]	Destroy 7 years after tender process completed
10264	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1946 -]	Destroy 7 years after tender process completed
10265	Records documenting post offer negotiations and due diligence checks. [Date range: 1946 -]	Destroy 7 years after tender process completed
10266	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1946 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10267	Tender Register. [Date range: 1946 -]	Destroy 7 years after last entry
10268	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1946 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10269	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1946 -]	Destroy 7 years after completion or other termination of contract
10270	Contract register. [Date range: 1946 -]	Destroy 7 years after last entry

GEOSCIENCE AWARENESS

The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. Includes alerting school students and teachers to the contribution of scientific research to our community, and role that the organisation plays in Australia's geoscientific development. Includes teacher development and interaction with students within the organisation's facilities. Includes marketing, advertising, media liaison, exhibitions, celebrations, official representation at functions, and participating in community activities. Also includes the handling of customer services, handling reactions to those services, customer consultation and feedback.

For the production of teaching resources, use PUBLICATION.

For the promotion of Geoscience Australia research and geoscience research, use PROFESSIONAL RELATIONS.

For specific media comment on hazard monitoring or hazard events use GEOHAZARD MONITORING AND RISK ASSESSMENTS.

For the promotion and customer services relating to Geoscience Australia products use GEOSCIENCE INFORMATION PRODUCTS.

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

For professional visits by geoscientists to the organisation use PROFESSIONAL RELATIONS - Professional Visits.

Entry	Description of Records	Disposal Action
10271	Records documenting arrangements for visits or tours to the agency by the general public. [Date range: 1947 -]	Destroy 2 years after last action
10272	Records documenting arrangements for visits made to the agency by important community representatives. [Date range: 1947 -]	Destroy 5 years after last action
10273	Records documenting visits by staff to community organisations to promote the image or services of the agency. Includes visit reports. [Date range: 1947 -]	Destroy 2 years after last action
10274	Public visitor books. [Date range: 1947 -] <i>[For visitor books signed by Royalty or Heads of State, use GOVERNMENT RELATIONS – Visits.]</i>	Destroy 5 years after last entry

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Agreements

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

Note: includes licences to use maps and/or published data sets

Entry	Description of Records	Disposal Action
10275	Final versions of agreements and licences made to support the geoscience information product function (eg. value added reseller (VAR) agreements, and Memoranda of Understanding). [Date range: 1921 -] <i>[For agreements within joint venture arrangements use GEOSCIENCE INFORMATION PRODUCTS – Joint Ventures.]</i>	Destroy 7 years after the expiry or other termination of the agreement
10276	Record documenting negotiations, establishment, maintenance and review of agreements and licences. [Date range: 1921 -]	Destroy 7 years after the expiry or other termination of the agreement

Arrangements

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

Entry	Description of Records	Disposal Action
10277	Records documenting the arrangements for the delivery of goods to distributors and/or customers. [Date range: 1921 -]	Destroy 2 years after action completed
10278	Records documenting the storage of products. [Date range: 1921 -]	Destroy when reference ceases

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Contracting-out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10279	Records documenting contract management relating to the geoscience information product function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports. [Date range: 1997 -]	Destroy 7 years after completion or termination of contract

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see **COMMERCIAL SERVICES**.

Customer Service

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

Entry	Description of Records	Disposal Action
10280	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's external clients. [Date range: 1921 -]	Destroy 3 years after action completed
10281	Records documenting the development of service charters and directives relating to the provision of services to the agency's external clients. Includes copies of internal directives and charters. [Date range: 1921 -] [For production of a service charter, use <i>PUBLICATION-Planning</i> and <i>PUBLICATION-Production</i> .]	Destroy 3 years after superseded
10282	Records documenting the management of specific customer services provided to clients, eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services, eg carrying out customer surveys. [Date range: 1921 -]	Destroy 3 years after action completed.

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Distribution

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

Entry	Description of Records	Disposal Action
10283	Records documenting the distribution of geoscience information products to other locations. [Date range: 1921 -]	Destroy 2 years after action completed

Enquiries

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

Entry	Description of Records	Disposal Action
10284	Records documenting the handling of public enquiries about the agency's geoscience information products. [Date range: 1921 -]	Destroy 2 years after action completed

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL 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.

Note: use for the quality management of production processes.

Entry	Description of Records	Disposal Action
10285	Records documenting the evaluation and ongoing monitoring of the geoscience information product function. [Date range: 1921 -]	Destroy 5 years after action completed

Industry Liaison

The activities associated with maintaining regular general contact with prospective and current clients. Includes sharing informal advice and discussions.

Entry	Description of Records	Disposal Action
10286	Records documenting activities undertaken to establish, maintain and foster liaison between interested parties in the development of geoscience information products. Includes relationship management issues with industry bodies and intergovernmental groups. [Date range: 1921 -]	Destroy 5 years after action completed

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see **COMMERCIAL SERVICES**.

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10287	Records documenting requests for permission to reproduce material for which the agency retains copyright. [Date range: 1921 -]	Destroy 7 years after action completed
10288	Applications made by the agency to reproduce published material held under copyright by another agency, organisation or individual. [Date range: 1921 -]	Destroy 7 years after action completed

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see **COMMERCIAL SERVICES**.

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 contributions of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
10289	Records documenting the management of international and Australian-based joint ventures undertaken to support the geoscience information products function. Includes records relating to the establishment, risk assessment, maintenance and review of joint venture agreements and contracts. [Date range: 1948 -] [For research related joint ventures, use RESEARCH MANAGEMENT .]	Destroy 7 years after termination of arrangement
10290	Signed joint venture contracts under seal and supporting records. [Date range: 1948 -] [For contracts under seal executed in states other than the ACT, see the <i>Administrative Functions Disposal Authority</i> entry 1037, 1038, 1039.]	Destroy 7 years after completion or termination of contract
10291	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1948 -]	Destroy 7 years after completion or other termination of contract

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Marketing

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

Includes product and service promotional campaigns and activities, advertising, and other product (saleable and free online) promotional campaigns.

For news services for customers and distributors/retailers (such as newsletters, magazines, Internet news, email news), use PUBLICATIONS.

Entry	Description of Records	Disposal Action
10292	Records documenting the marketing of geoscience information products. Includes records covering arrangements for advertising campaigns and promotional photographs. [Date range: 1921 -]	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 the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
10293	Final versions of minutes and supporting documents tabled at meetings held to support the geoscience information products function. Includes meetings with external agencies. [Date range: 1921 -]	Destroy 3 years after action completed
10294	Working papers documenting the conduct and administration of meetings held to support the geoscience information product function. Includes agenda, notices of meetings and draft minutes. [Date range: 1921 -]	Destroy when reference ceases

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

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
10295	Final version of geoscience information product plans. [Date range: 1921 -]	Destroy 3 years after plan is superseded
10296	Final version of geoscience information product plans at business unit, or regional level. [Date range: 1921 -]	Destroy 2 years after plan is superseded
10297	Working papers used to develop all geoscience information product plans. Includes draft plans, reports analysing issues, and comments received from other areas in the agency. [Date range: 1921 -]	Destroy 1 year after adoption of the final plan
10298	Copies of geoscience information product plans. [Date range: 1921 -]	Destroy when reference ceases

GEOSCIENCE INFORMATION PRODUCTS

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Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL 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
10299	Records documenting the development and establishment of geoscience information product policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts and final policy documents. [Date range: 1921 -]	Destroy 10 years after policy is superseded
10300	Records documenting comments made on the development of government wide geoscience information product policies. [Date range: 1921 -]	Destroy 2 years after promulgation of new policy
10301	Working papers documenting the development of all geoscience information product policies. [Date range: 1921 -]	Destroy 2 years after promulgation of new policy
10302	Copies of policy documents and supporting papers. [Date range: 1921 -]	Destroy when reference ceases

GEOSCIENCE INFORMATION PRODUCTS

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Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Procedures

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

Entry	Description of Records	Disposal Action
10303	Master set of manuals, handbooks, directives etc detailing procedures supporting the geoscience information product function. [Date range: 1921 -]	Destroy 5 years after procedures are superseded
10304	Records documenting the development of agency procedures supporting the geoscience information product function. [Date range: 1921 -]	Destroy 1 year after the production of procedures
10305	Copies of manuals, handbooks, directives etc. [Date range: 1921 -]	Destroy when reference ceases

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Product Development

The activities involved in developing appropriate products. Includes market intelligence, trends analysis, and specifications.

Note: use for the gathering of information to determine what products are made

Entry	Description of Records	Disposal Action
10306	Records documenting the development of products. Includes market trends reports, product specifications, and pricing. [Date range: 1921 -] [For product plans use GEOSCIENCE INFORMATION PRODUCTS – Planning.]	Destroy 5 years after production

GEOSCIENCE INFORMATION PRODUCTS

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Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Production

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.

Note: use for management of map reproduction material (repromat).

Entry	Description of Records	Disposal Action
10307	Master set of geoscience information products. [Date range: 1921 -]	Retain as national archives
	NOTE: Agency publications produced after 1968 should be lodged with the National Library of Australia	
10308	Records of topographic map revision and reproduction material [work packages]. [Date range: 1921 -]	Destroy 5 years after the production of a new edition of the map or 25 years after last action
10309	Records supporting the reproduction of geoscience information products other than topographic maps. [Date range: 1921 -]	Destroy 25 years after routine production ceases
10310	Records documenting the production process For map products includes <ul style="list-style-type: none"> • proofing • printing. For electronic data products includes: <ul style="list-style-type: none"> • access relevant raw data • format data • produce media products (CD-ROMs, etc. if applicable) • update website (if applicable). [Date range: 1921 -]	Destroy 3 years after production

GEOSCIENCE INFORMATION PRODUCTS

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Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see **COMMERCIAL SERVICES**.

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
10311	Final version of informal reports and reports made to external agencies relating to the geoscience information product function. [Date range: 1921 -]	Destroy 5 years after action completed
10312	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the geoscience information product function. Includes the collection and reporting of statistical information. [Date range: 1921 -]	Destroy 5 years after action completed
10313	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1921 -]	Destroy when reference ceases
10314	Copies of geoscience information product management reports. [Date range: 1921 -]	Destroy when reference ceases

GEOSCIENCE INFORMATION PRODUCTS

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Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see **COMMERCIAL SERVICES**.

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
10315	Records documenting review of agency programs and operations supporting the geoscience information product function. Includes documents establishing the review, final report and action plan. [Date range: 1921 -]	Destroy 5 years after action completed
10316	Records relating to validation and testing submissions and reports for topographical mapping. [Date range: 1921 -]	Destroy 7 years after last action
10317	Copies of validation and testing submissions and reports for topographical mapping. [Date range: 1921 -]	Destroy when reference ceases
10318	Records of action requests and error reports for topographical mapping. [Date range: 1921 -]	Destroy 3 years after successful validation of map.
10319	Working papers documenting a review of the agency's programs and operations supporting the geoscience information product function. [Date range: 1921 -]	Destroy 2 years after last action

GEOSCIENCE INFORMATION PRODUCTS

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Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Stocktake

The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

Entry	Description of Records	Disposal Action
10320	Records documenting the stocktake of geoscience information products. [Date range: 1921 -]	Destroy 3 years after action completed

GEOSCIENCE INFORMATION PRODUCTS

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Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see **COMMERCIAL SERVICES**.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10321	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expression of Interest, Request for Tender and draft contract. [Date range: 1997 -]	Destroy 7 years after tender process completed
10322	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1997 -]	Destroy 7 years after tender process completed
10323	Records documenting post offer negotiations and due diligence checks. [Date range: 1997 -]	Destroy 7 years after tender process completed
10324	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1997 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender

GEOSCIENCE INFORMATION PRODUCTS

The function of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10325	Tender Register. [Date range: 1997 -]	Destroy 7 years after last entry
10326	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1997 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10327	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1997 -]	Destroy 7 years after completion or other termination of contract
10328	Contract register. [Date range: 1997 -]	Destroy 7 years after last entry

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Advice

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

For advice relating to continental shelf definition, use BOUNDARY DETERMINATION - Advice

Entry	Description of Records	Disposal Action
10329	Advice to external agencies, international bodies and monitoring groups on geoscientific activities in Antarctica. [Date range: 1965 -]	Retain as national archives
10330	Advice to other government agencies (Commonwealth, State, Territory or local government) involved with marine zone management. Includes: <ul style="list-style-type: none">• seabed mapping and characterisation• ecosystems and estuarine health. [Date range: 1965 -]	Retain as national archives
10331	Advice to other government agencies and external organisations on marine environmental issues. [Date range: 1965 -]	Retain as national archives
10332	Advice on Australia's participation in the Ocean Drilling Program. [Date range: 1965 -]	Destroy 5 years after last action
10333	Working papers leading to the development of advice to external agencies on marine zone geoscience matters. [Date range: 1965 -]	Destroy 5 years after action completed

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Committees

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

Entry	Description of Records	Disposal Action
10334	<p>Records of internal and external committees formed to consider matters relating to the marine zone geoscience function where the agency provides the secretariat. Includes:</p> <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. <p>[Date range: 1965 -]</p> <p><i>[For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]</i></p>	Retain as national archives
10335	<p>Records of internal and external committees formed to consider matters relating to the marine zone geoscience function where the agency does not provide the secretariat. Includes:</p> <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. <p>[Date range: 1965 -]</p> <p><i>[For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]</i></p>	Destroy 3 years after action completed
10336	<p>Working papers documenting the conduct and administration of committees which consider matters relating to the marine zone geoscience function. Includes:</p> <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes. <p>[Date range: 1965 -]</p>	Destroy when reference ceases

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Contracting-out

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

Entry	Description of Records	Disposal Action
10337	Records documenting contract management relating to the marine zone geoscience function. Includes <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports. [Date range: 1965 -]	Destroy 7 years after completion or termination of contract

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Note: Data can be generated by Geoscience Australia work, commissioned by private contractors either by Geoscience Australia or by one of the State/Territory departments of Minerals, or done privately and the data later bought by Geoscience Australia. Specific technologies include airborne geophysical surveys, gravity surveys, seismic surveys, gamma ray spectrometry

For records generated during field or laboratory work, including raw or processed data, use MARINE ZONE GEOSCIENCE – Research Projects

Entry	Description of Records	Disposal Action
10338	Records relating to the processes of capturing raw marine zone geoscientific data, includes: <ul style="list-style-type: none">• Data sources (eg ocean drilling program etc)• Identification• Validation. [Date range: 1965 -]	Destroy 50 years after last action

NOTE: This disposal class does not cover the scientific data itself.

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

External Consultancy

The activities associated with arranging and providing scientific or technical consulting services to external clients on geoscientific matters. Includes conducting risk assessment relating to consultancy services.

For proposals and business cases prepared for clients regarding potential geoscientific consultancies, use MARINE ZONE GEOSCIENCE - Project Proposals.

Entry	Description of Records	Disposal Action
10339	Final consultancy report to client. Includes: <ul style="list-style-type: none">• seabed mapping and characterisation• ecosystems and estuarine health• marine environment. [Date range: 1990 -]	Destroy 10 years after project completed
10340	Working papers supporting development of consultancy report. [Date range: 1990 -]	Destroy 5 years after project completed
10341	Records relating to the establishment of consultancy projects including negotiation of fees, project briefs. [Date range: 1990 -]	Destroy 3 years after project completed

[For initial response to client requests for consultancy, use MARINE ZONE GEOSCIENCE – Project Proposals]

[For data acquired as a part of consultancy work, use MARINE ZONE GEOSCIENCE – Data Acquisition]

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Interorganisational Liaison

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

Entry	Description of Records	Disposal Action
10342	Records documenting liaison activities undertaken with other organisations (public or private). Includes collaboration on projects, exchange of information. [Date range: 1965 -]	Destroy 3 years after action completed

Planning

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

Entry	Description of Records	Disposal Action
10343	Records documenting the agency input into whole of government plans relating to marine zone management. [Date range: 1965 -]	Retain as national archives
10344	Working papers used to develop agency input into whole of government marine zone management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1965 -]	Destroy 1 year after adoption of the final plan
10345	Copies of the whole of government marine zone management plans. [Date range: 1965 -]	Destroy when reference ceases

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

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
10346	Records documenting the development and establishment of the agency's marine zone geoscience policies. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers relating to policy development• Results of consultations• Supporting reports• Major drafts and final policy documents. [Date range: 1965 -]	Retain as national archives
10347	Records documenting comments made on the development of government wide marine zone geoscience and environmental policies. [Date range: 1965 -]	Destroy 2 years after promulgation of new policy
10348	Working papers documenting the development of all specific marine zone science and environmental policies. [Date range: 1965 -]	Destroy 2 years after promulgation of new policy
10349	Copies of policy documents and supporting papers. [Date range: 1965 -]	Destroy when reference ceases

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Procedures

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

Entry	Description of Records	Disposal Action
10350	Master set of manuals, handbooks, directives etc detailing procedures supporting the marine zone geoscience function. [Date range: 1965 -]	Destroy when procedures are superseded
10351	Records documenting the development of agency procedures supporting the marine zone geoscience function. [Date range: 1965 -]	Destroy 1 year after the production of procedures
10352	Copies of manuals, handbooks, directives etc. [Date range: 1965 -]	Destroy when reference ceases

Project Proposals

The processes associated with preparing external proposals and business cases for clients for potential geoscientific consultancy work by the organisation and is the preliminary stage to external consultancy.

Entry	Description of Records	Disposal Action
10353	Records relating to successful proposals for external projects or consultancy work. [Date range: 1990 -] Note: Transfer successful project proposals to External Consultancy file on award of job	Destroy in accordance with the relevant disposal actions under the activity of External Consultancy.
10354	Records relating to unsuccessful proposals for external projects or consultancy work. [Date range: 1990 -]	Destroy 1 year after decision notified or contact lapses

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Research Projects

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Examples of projects include collaborative research with Environment Australia to look at sedimentation, nutrient and toxicant distribution in estuaries and near shore shelf areas.

Entry	Description of Records	Disposal Action
10355	<p>Records relating to the conduct of research projects. Includes:</p> <ul style="list-style-type: none"> • Research methodology • Laboratory analyses • Field work • Raw data and samples • Processed or interpreted data. <p>Where the research documents:</p> <ul style="list-style-type: none"> • Significant projects that made a major contribution to research • Projects that were controversial, subject to extensive debate or aroused wide interest • Projects that involve the use of major new or innovative techniques • 'First of a kind' process or product or significantly improve on an existing product or application. <p>[Date range: 1946 -]</p> <p><i>[For the processes of acquiring geoscientific data associated with the research project, use MARINE ZONE GEOSCIENCE - Data Acquisition.</i></p> <p><i>[For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.</i></p> <p><i>[For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.</i></p> <p><i>[For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]</i></p>	Retain as national archives

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Research Projects - Continued

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Examples of projects include collaborative research with Environment Australia to look at sedimentation, nutrient and toxicant distribution in estuaries and near shore shelf areas.

Entry	Description of Records	Disposal Action
10356	Records supporting significant, groundbreaking or controversial research projects. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later
10357	Records relating to the conduct of other research projects that are not significant, groundbreaking or controversial. Includes <ul style="list-style-type: none">• Laboratory analyses• Field work• Raw data and samples• Processed or interpreted data. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later

[For the processes of acquiring geoscientific data associated with the research project, use MARINE ZONE GEOSCIENCE - Data Acquisition.

[For processing or interpreting raw data, use MARINE ZONE GEOSCIENCE – Data Interpretation.

[For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.

[For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.

[For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Submissions

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

Entry	Description of Records	Disposal Action
10358	Records documenting the preparation of submissions seeking support for marine zone geoscience projects. Includes final submissions. [Date range: 1965 -]	Destroy 5 years after action completed

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10359	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1965 -]	Destroy 7 years after tender process completed
10360	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1965 -]	Destroy 7 years after tender process completed
10361	Records documenting post offer negotiations and due diligence checks. [Date range: 1965 -]	Destroy 7 years after tender process completed

MARINE ZONE GEOSCIENCE

The function of conducting research on the geoscientific character of Australia's marine jurisdiction to underpin effective environmental management of the oceans and coastal areas.

For determination of the limit of Australia's continental shelf and negotiations with international neighbours, use BOUNDARY DETERMINATION

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10362	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1965 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10363	Tender Register. [Date range: 1965 -]	Destroy 7 years after last entry
10364	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1965 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10365	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1965 -]	Destroy 7 years after completion or other termination of contract
10366	Contract register. [Date range: 1965 -]	Destroy 7 years after last entry

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Advice

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

[Includes technical advice to government on resource issues, e.g. advice on assessment of known and potential mineral resources in forest regions as part of Regional Forest Agreement, advice on known and potential mineral resources; exploration and discovery; processing; land access and use; environmental protection; metals and the environment; and sustainable development.]

Entry	Description of Records	Disposal Action
10367	Advice to Commonwealth and State Governments on estimated undiscovered resources, field development, prospectivity, land access and use, metals and the environment, sustainable development and pricing. [Date range: 1946 -]	Retain as national archives
10368	Ad hoc advice not related to estimated undiscovered resources, field development, prospectivity, land access and use, metals and the environment, sustainable development and pricing. [Date range: 1946 -]	Destroy 5 years after last action
10369	Advice to industry in line with publicly available technical information. [Date range: 1946 -]	Destroy 7 years after last action
10370	Advice to research organisations and industry on research methodologies or techniques relating to minerals and mining management. [Date range: 1946 -]	Destroy 10 years after last action
10371	Working papers leading to the development of advice to external agencies on minerals and mining management matters. [Date range: 1946 -]	Destroy 7 years after action completed

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Agreements

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

For example, the National Geoscience Mapping Accord which provides a mandate for conducting multi-disciplinary studies of specific areas to provide new geoscientific information; National Geoscience Agreement and agreements with AMIRA (Australian Minerals Industry Research Association) to provide pre-competitive geoscience information to promote exploration opportunities etc.

Entry	Description of Records	Disposal Action
10372	Final versions of national agreements with state organisations on the conduct of the geoscientific mapping and information gathering responsibilities. Includes key supporting records such as briefing materials, final reports. [Date range: 1946 -]	Retain as national archives
10373	Final versions of agreements made to support the minerals and mining management function (e.g. Memoranda of Understanding). [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement
10374	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Committees

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

[For example Bureau of Mineral Resources provided the secretariat for the Australian Committee for Earth Resources Technology Satellites 1971-1975]

Entry	Description of Records	Disposal Action
10375	<p>Records of external committees formed to consider matters relating to the minerals and mining management function where the organisation provides the secretariat. Includes:</p> <ul style="list-style-type: none"> • Documents establishing the committee • Final versions of minutes • Reports • Recommendations • Supporting documentation such as briefing papers and discussion papers. <p>[Date range: 1946 -]</p> <p><i>[For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]</i></p>	Retain as national archives
10376	<p>Records of external committees formed to consider matters relating to the minerals and mining management function where the organisation does not provide the secretariat. Includes:</p> <ul style="list-style-type: none"> • Documents establishing the committee • Final versions of minutes • Reports • Recommendations • Supporting documentation such as briefing papers and discussion papers. <p>[Date range: 1946 -]</p> <p><i>[For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]</i></p>	Destroy 3 years after action completed

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Committees - Continued

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

[For example BMR provided the secretariat for the Australian Committee for Earth Resources Technology Satellites 1971-1975]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10377	Records of internal committees formed to consider matters relating to the minerals and mining management function. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -]	Destroy 5 years after action completed
10378	Working papers documenting the conduct and administration of committees which consider matters relating to the minerals and mining management function. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes. [Date range: 1946 -]	Destroy when reference ceases

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Contracting-out

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

Entry	Description of Records	Disposal Action
10379	Records documenting contract management relating to the minerals and mining management function. Includes <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1950 -]	Destroy 7 years after completion or termination of contract

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Note: Data can be generated by Geoscience Australia work, commissioned by private contractors either by Geoscience Australia or by one of the State/Territory departments of Minerals, or done privately and the data later bought by Geoscience Australia. Specific technologies include airborne geophysical surveys, gravity surveys, seismic surveys, gamma ray spectrometry

For records generated during the course of field or laboratory work (including raw data) use MINERALS AND MINING MANAGEMENT – Research Projects.

Entry	Description of Records	Disposal Action
10380	Records relating to the processes of capturing raw data relevant to mineral and mining management including: <ul style="list-style-type: none">• Data sources (e.g. the specific program or project etc)• Identification• Validation. [Date range: 1927 -]	Destroy 50 years after last action

NOTE: This disposal class does not cover the scientific data itself

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Evaluation

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

Entry	Description of Records	Disposal Action
10381	Records documenting the evaluation of matters relating to the minerals and mining management function. [Date range: 1946 -]	Destroy 5 years after action completed

Exploration Promotion

The activities associated with the organisation promoting exploration for minerals in Australia and its territories. Includes using organisational material in promotional displays for the purpose of informing the viewer of exploration potential, and supporting the activities, services, projects and programs of the organisation.

For the promotion of exploration for the purpose of attracting investment use MINERALS & MINING MANAGEMENT – Investment Promotion.

Where presentations on scientific information generated by Geoscience Australia are involved, use PROFESSIONAL RELATIONS - Conferences.

Entry	Description of Records	Disposal Action
10382	Records documenting promotional strategies and activity associated with promoting exploration of Australia for minerals and mining. [Date range: 1946 -]	Destroy 5 years after last action

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Industry Liaison

The activities associated with maintaining regular general contact with prospective and current clients. Includes sharing informal advice and discussions.

For formal advice offered to interested parties, use MINERALS & MINING MANAGEMENT - Advice.

Entry	Description of Records	Disposal Action
10383	Records documenting activities undertaken to establish, maintain and foster liaison between interested parties in exploration and exploitation of minerals and the agency. Includes relationship management issues with current and potential investors, the industry bodies and intergovernmental groups. [Date range: 1946 -]	Destroy 5 years after action completed

Industry Monitoring

The activities associated with monitoring exploration and the development of industry activities. Includes analysing statistics on mineral resources, exploration and mining in and outside Australia and assessing markets and potential for development of specific resources.

Entry	Description of Records	Disposal Action
10384	Records associated with monitoring exploration and mining activity across identified mineral deposits, includes analysis of field development, abandoned fields and known fields. [Date range: 1946 -]	Retain as national archives
10385	Records documenting the assessment of technical data sent to the organisation in support of mining licence applications. [Date range: 1994 -]	Destroy 20 years after last permit issued lapses or expires
10386	Records associated with monitoring the activities of exploration and mining in the field by known explorers or developers. [Date range: 1946 -]	Destroy 5 years after last action

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Investment Promotion

The activities associated with assessing and promoting the mineral exploration potential and prospectivity of Australia to investors. Includes investigating potential exploration fields, markets, and investors in order to predict future trends and promote exploration investment. Includes study of existing scientific and technical information, research into exploration risk and economic values, etc. Includes the development and presentation of science cases to potential investors, and promotional displays.

For the general promotion of minerals exploration use MINERALS & MINING MANAGEMENT – Exploration Promotion.

Entry	Description of Records	Disposal Action
10387	Records documenting the development and presentation of science case and associated feasibility studies for the release or promotion of exploration or exploitation sites for mineral deposits and mining opportunities. [Date range: 1946 -] <i>[For publication of the formal scientific case documentation, use PUBLICATION.]</i>	Retain as national archives
10388	Records documenting marketing and promotion of minerals and mining exploration and extraction potential within the target industry groups. Includes customer profiles, market definition, surveys, competitors, price considerations. [Date range: 1946 -]	Destroy 5 years after action completed
10389	Records documenting industry briefings and promotional events supporting the release of the science case to industry. [Date range: 1946 -]	Destroy 2 years after action completed

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

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
10390	Records documenting agency input into whole of government plans relating to minerals and mining management. [Date range: 1946 -]	Retain as national archives
10391	Working papers used to develop agency input to whole of government minerals and mining management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1946 -]	Destroy 1 year after adoption of the final plan
10392	Copies of the whole of government minerals and mining management plans. [Date range: 1946 -]	Destroy when reference ceases

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

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
10393	Records documenting the development and establishment of the agency's minerals and mining management policies. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers relating to policy development• Results of consultations• Supporting reports• Major drafts and final policy documents. [Date range: 1946 -]	Retain as national archives
10394	Records documenting comments made on the development of intra-government minerals and mining policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
10395	Working papers documenting the development of minerals and mining management policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
10396	Copies of policy documents and supporting papers. [Date range: 1946 -]	Destroy when reference ceases

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Procedures

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

Entry	Description of Records	Disposal Action
10397	Master set of manuals, handbooks, directives etc, detailing procedures supporting the minerals and mining management function. [Date range: 1946 -]	Destroy 7 years after procedures are superseded
10398	Records documenting the development of agency procedures supporting the minerals and mining management function. [Date range: 1946 -]	Destroy 1 year after the production of procedures
10399	Copies of manuals, handbooks, directives etc. [Date range: 1946 -]	Destroy when reference ceases

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

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.

Note: includes reporting discoveries of uranium under the Atomic Energy Act 1953.

Entry	Description of Records	Disposal Action
10400	Final version of internal formal reports and reports made to external agencies relating to the minerals and mining management function. [Date range: 1946 -]	Retain as national archives
10401	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the minerals and mining management function. [Date range: 1946 -] [For reporting on research projects, use RESEARCH MANAGEMENT – Reporting.]	Destroy 3 years after action completed
10402	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1946 -]	Destroy when reference ceases
10403	Copies of minerals and mining management reports. [Date range: 1946 -]	Destroy when reference ceases

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Research Projects

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10404	<p>Records relating to the conduct of research projects. Includes</p> <ul style="list-style-type: none">• Research methodology• Laboratory analyses• Field work• Raw data and samples• Processed or interpreted data. <p>Where the research documents:</p> <ul style="list-style-type: none">• Significant projects that made a major contribution to research• Projects that were controversial, subject to extensive debate or aroused wide interest• Projects that involve the use of major new or innovative techniques• 'First of a kind' process or product or significantly improve on an existing product or application. <p>[Date range: 1946 -]</p> <p><i>[For the processes of acquiring geoscientific data associated with the research project, use MINERALS AND MINING MANAGEMENT - Data Acquisition.</i></p> <p><i>For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.</i></p> <p><i>For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.</i></p> <p><i>For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]</i></p>	Retain as national archives

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Research Projects - Continued

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10405	Records supporting significant, groundbreaking or controversial research projects. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later
10406	Records relating to the conduct of other research projects that are not significant, groundbreaking or controversial. Includes: <ul style="list-style-type: none">• Laboratory analyses• Field work• Raw data and samples• Processed or interpreted data. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later

[For the processes of acquiring geoscientific data associated with the research project, use MINERALS AND MINING MANAGEMENT - Data Acquisition.

For processing or interpreting raw data, use MINERALS AND MINING MANAGEMENT – Data Interpretation.

For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.

For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS

For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

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
10407	Records documenting review of agency programs and operations supporting the minerals and mining function. Includes documents establishing the review, final report and action plan. [Date range: 1946 -]	Destroy 5 years after action completed
10408	Working papers documenting a review of programs and operations supporting the minerals and mining function. [Date range: 1946 -]	Destroy 2 years after last action

Submissions

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

Entry	Description of Records	Disposal Action
10409	Records documenting the preparation of submissions seeking support for minerals and mining management projects. Includes final submissions. [Date range: 1946 -]	Destroy 5 years after action completed

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10410	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1950 -]	Destroy 7 years after tender process completed
10411	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1950 -]	Destroy 7 years after tender process completed
10412	Records documenting post offer negotiations and due diligence checks. [Date range: 1950 -]	Destroy 7 years after tender process completed
10413	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1950 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender

MINERALS AND MINING MANAGEMENT

The function of researching, promoting and providing advice and information relating to mineral exploration and mining. Includes promotion of mineral prospectivity, science case development and presentation, industry monitoring and liaison, assessment of exploration activities, and advice to government, industry and the investment community. Also includes reporting discoveries of uranium under Commonwealth legislation, currently the Atomic Energy Act 1953.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10414	Tender Register. [Date range: 1950 -]	Destroy 7 years after last entry
10415	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1950 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10416	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1950 -]	Destroy 7 years after completion or other termination of contract
10417	Contract register. [Date range: 1950 -]	Destroy 7 years after last entry

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Advice

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

Note: Includes scientific and technical advice on administration of Petroleum (Submerged Lands) Act and regulations.

Entry	Description of Records	Disposal Action
10418	Advice to Commonwealth and State Governments on estimated undiscovered resource, field development, prospectivity, pricing and recommendations from other agencies on these issues. [Date range: 1946 -]	Retain as national archives
10419	Ad hoc advice not related to estimated undiscovered resource, field development, prospectivity and recommendations from other agencies on these issues. [Date range: 1946 -]	Destroy 5 years after last action
10420	Advice to Commonwealth Government on the implementation and administration of legislation, currently the <i>Petroleum (Submerged Lands) Act, 1967</i> and <i>Regulations</i> . [Date range: 1946 -]	Destroy 5 years after last action
10421	Advice to industry in line with publicly available technical information. [Date range: 1946 -]	Destroy 7 years after last action
10422	Advice to research organisations on research methodologies or techniques relating to petroleum management. [Date range: 1946 -]	Destroy 10 years after last action
10423	Working papers leading to the development of advice to external agencies on petroleum management matters. [Date range: 1946 -]	Destroy 7 years after action completed

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Agreements

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

Entry	Description of Records	Disposal Action
10424	Final versions of agreements made to support the petroleum management function (eg Memoranda of Understanding, permits, production licences, retention leases and lease renewals). [Date range: 1946 -]	Retain as national archives
10425	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Annual Acreage Release

The activities involved in developing a science case for presentation to potential explorers.

Note: This encompasses activities sometimes referred to as Exploration Area.

For promotion of the annual acreage release to industry, use PETROLEUM MANAGEMENT – Exploration Promotion.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10426	Final versions of technical documentation supporting the annual acreage release. Includes: <ul style="list-style-type: none">• Final science case• Environmental analysis• Industry briefing material. [Date range: 1980 -]	Retain as national archives
10427	Records documenting the development of the science case to support annual acreage release. [Date range: 1980 -]	Destroy 10 years after the release of the acreage
10428	Records documenting environmental analysis of development in accordance with proposed annual acreage release. [Date range: 1980 -]	Destroy 10 years after the release of the acreage
10429	Records documenting development of supporting material for industry briefings associated with the annual acreage release. [Date range: 1980 -]	Destroy 2 years after the release of the acreage

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Committees

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

Entry	Description of Records	Disposal Action
10430	Records of external committees formed to consider matters relating to the petroleum management function where the agency provides the secretariat. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -] <i>[For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]</i>	Retain as national archives
10431	Records of external committees formed to consider matters relating to the petroleum management function where the agency does not provide the secretariat. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -] <i>[For geoscientific professional committees, use PROFESSIONAL RELATIONS – Committees.]</i>	Destroy 5 years after action completed

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Committees - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10432	Records of internal committees formed to consider matters relating to the petroleum management function. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -]	Destroy 5 years after action completed
10433	Working papers documenting the conduct and administration of committees which consider matters relating to the petroleum management function. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes. [Date range: 1946 -]	Destroy when reference ceases

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10434	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to the petroleum management function. [Date range: 1946 -]	Destroy 7 years after action completed

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Contracting-out

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

Entry	Description of Records	Disposal Action
10435	Records documenting contract management relating to the petroleum management function. Includes <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1950 -]	Destroy 7 years after completion or termination of contract

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Note: Data can be generated by Geoscience Australia work, commissioned by private contractors either by Geoscience Australia or by one of the State/Territory departments of Minerals, or done privately and the data later bought by Geoscience Australia. Specific technologies include airborne geophysical surveys, gravity surveys, seismic surveys, gamma ray spectrometry

For records generated during the course of field or laboratory work (including raw data) use PETROLEUM MANAGEMENT – Research Projects.

Entry	Description of Records	Disposal Action
10436	Records relating to the processes of capturing raw petroleum geoscientific data generated by or required for research projects, includes: <ul style="list-style-type: none">• Data sources (eg the specific program or project etc)• Identification• Validation. [Date range: 1946 -]	Destroy 50 years after last action

NOTE: This disposal class does not cover the scientific data itself

[For acquisition and management of data deposited with Geoscience Australia under the Petroleum (Submerged Lands) Act, use DATA MANAGEMENT.]

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Exploration Promotion

The activities associated with the organisation promoting exploration for petroleum in Australia and its territories. Includes using organisational material in promotional displays for the purpose of informing the viewer of exploration potential, and supporting the activities, services, projects and programs of the organisation.

Where presentations on scientific information generated by Geoscience Australia are involved, use PROFESSIONAL RELATIONS - Conferences.

For development of the science case for Annual Acreage Release, use PETROLEUM MANAGEMENT - Annual Acreage Release

Entry	Description of Records	Disposal Action
10437	<p>Records documenting promotional strategies and activity associated with promoting exploration of Australia's off shore territory for petroleum exploration or extraction.</p> <p>Includes:</p> <ul style="list-style-type: none">• Company visits• Promotional events• Presentation packages• Surveys. <p>[Date range: 1920 -]</p> <p><i>[For presentations on scientific information generated by Geoscience Australia, use PROFESSIONAL RELATIONS – Conferences.]</i></p>	Destroy 5 years after last action

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Industry Liaison

The activities associated with maintaining regular general contact with prospective and current clients in the exploration industry. Includes sharing informal advice and discussions.

For formal advice offered to interested parties, use PETROLEUM MANAGEMENT – Advice.

Entry	Description of Records	Disposal Action
10438	Records documenting activities undertaken to establish, maintain and foster liaison between interested parties in exploration and exploitation of petroleum resources and the agency. Includes relationship management issues with current and potential investors, the industry bodies and intergovernmental groups. [Date range: 1957 -]	Destroy 5 years after action completed

Industry Monitoring

The activities associated with monitoring exploration and the development of industry activities. Includes analysing statistics on mineral resources, exploration and mining in and outside Australia and assessing markets and potential for development of specific resources.

Entry	Description of Records	Disposal Action
10439	Records associated with industry monitoring specifically linked to the compliance requirements under legislation, currently the <i>Petroleum (Submerged Lands) Act 1967</i> and <i>Regulations</i> , of petroleum exploration and extraction activity across identified petroleum deposits. Includes: <ul style="list-style-type: none">• analysis of field development,• abandoned fields• known fields. [Date range: 1957 -]	Retain as national archives
10440	Records associated with monitoring the general activities of exploration and mining in the field by known explorers or developers. [Date range: 1957 -]	Destroy 5 years after last action

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Licence and Lease Management

The activities associated with evaluating applications for retention leases, production licences, pipeline licences and infrastructure licences and advice associated with establishing and issuing such leases and licences after the discovery of petroleum within a permit.

Tip: Permits cease to apply when a licence/lease is issued. Supporting the management of licences and leases are Wells and Surveys. Each of these areas includes application, either drilling or survey information, submitted reports and other analyses. Surveys will also include seismic, geochemical and other surveys relevant to process and survey information.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10441	Register of licences/leases issued, including the final licence/lease. [Date range: 1967 -]	Retain as national archives
10442	Records relating to individual petroleum sites managed by licence/lease, including: <ul style="list-style-type: none">• licence/lease applications and all variations or developments of licences• environmental plans• production plans• Drilling or survey information• Submitted reports• Analyses of production and test data. [Date range: 1967 -]	Destroy 50 years after last permit issued lapses or expires

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Permit Management

The activities and advice associated with evaluations of applications for permits, and the processes of establishing and issuing individual petroleum exploration permits under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967 (PSLA).

TIP: Once a PSLA Licence or lease is issued, permits cease to exist. Supporting the management of permits are Wells and Surveys. Each of these areas includes application, either drilling or survey information, submitted reports and other analyses. Surveys will also include seismic, geochemical and other surveys relevant to process and survey information.

Entry	Description of Records	Disposal Action
10443	Records relating to individual permits, including: <ul style="list-style-type: none"> • Permit applications and all variations or developments of licences • Drilling or survey information • Submitted reports • Analyses of production and test data. [Date range: 1967 -]	Destroy 50 years after the last issued permit lapses or expires

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
10444	Records documenting agency input into whole of government plans relating to petroleum management. [Date range: 1946 -]	Retain as national archives
10445	Working papers used to develop agency input to whole of government petroleum management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1946 -]	Destroy 1 year after adoption of the final plan
10446	Copies of the whole of government petroleum management plans. [Date range: 1946 -]	Destroy when reference ceases

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

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
10447	Records documenting the development and establishment of the agency's petroleum management policies. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers relating to policy development• Results of consultations• Supporting reports• Major drafts and final policy documents. [Date range: 1946 -]	Retain as national archives
10448	Records documenting comments made on the development of intra-government petroleum policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
10449	Working papers documenting the development of petroleum management policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
10450	Copies of policy documents and supporting papers. [Date range: 1946 -]	Destroy when reference ceases

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Procedures

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

Entry	Description of Records	Disposal Action
10451	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the petroleum management function. [Date range: 1946 -]	Destroy 10 years after procedures are superseded
10452	Records documenting the development of agency procedures supporting the petroleum management function. [Date range: 1946 -]	Destroy 1 year after the production of procedures
10453	Copies of manuals, handbooks, directives etc. [Date range: 1946 -]	Destroy when reference ceases

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

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
10454	Final version of internal formal reports and reports made to external agencies relating to the petroleum management function. [Date range: 1946 -]	Retain as national archives
10455	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the petroleum management function. Includes the collection and reporting of statistical information. [Date range: 1946 -]	Destroy 3 years after action completed
10456	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1946 -]	Destroy when reference ceases
10457	Copies of petroleum management reports. [Date range: 1946 -]	Destroy when reference ceases

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Research Projects

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10458	<p>Records relating to the conduct of research projects.</p> <p>Includes:</p> <ul style="list-style-type: none">• Research methodology• Laboratory analyses• Field work• Raw data and samples• Processed or interpreted data. <p>Where the research documents:</p> <ul style="list-style-type: none">• Significant projects that made a major contribution to research• Projects that were controversial, subject to extensive debate or aroused wide interest• Projects that involve the use of major new or innovative techniques• 'First of a kind' process or product or significantly improve on an existing product or application. <p>[Date range: 1946 -]</p> <p><i>[For the processes of acquiring geoscientific data associated with the research project, use PETROLEUM MANAGEMENT - Data Acquisition.</i></p> <p><i>For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.</i></p> <p><i>For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.</i></p> <p><i>For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]</i></p>	Retain as national archives

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Research Projects - Continued

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research includes scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10459	Records supporting significant, groundbreaking or controversial research projects. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later
10460	Records relating to the conduct of other research projects that are not significant, groundbreaking or controversial. Includes <ul style="list-style-type: none"> • Laboratory analyses • Field work • Raw data and samples • Processed or interpreted data. [Date range: 1946 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later

[For the processes of acquiring geoscientific data associated with the research project, use PETROLEUM MANAGEMENT - Data Acquisition.

For processing or interpreting raw data, use PETROLEUM MANAGEMENT – Data Interpretation.

For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.

For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.

For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION.]

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

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
10461	Records documenting review of agency programs and operations supporting the petroleum management function. Includes documents establishing the review, final report and action plan. [Date range: 1946 -]	Destroy 10 years after action completed
10462	Working papers documenting a review of agency programs and operations supporting the petroleum management function. [Date range: 1946 -]	Destroy 2 years after last action

Submissions

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

Entry	Description of Records	Disposal Action
10463	Records documenting the preparation of submissions seeking support for a petroleum management project or initiative. Includes final submission. [Date range: 1946 -]	Destroy 5 years after action completed

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10464	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1950 -]	Destroy 7 years after tender process completed
10465	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1950 -]	Destroy 7 years after tender process completed
10466	Records documenting post offer negotiations and due diligence checks. [Date range: 1950 -]	Destroy 7 years after tender process completed
10467	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1950 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10468	Tender Register. [Date range: 1950 -]	Destroy 7 years after last entry
10469	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1950 -]	Destroy 12 years after completion or other termination of contract

[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]

PETROLEUM MANAGEMENT

The function of researching, marketing and providing advice relating to petroleum exploration and development. Includes promotion of petroleum prospectivity. Includes advice under Commonwealth legislation, currently the Petroleum (Submerged Lands) Act 1967, advice on annual acreage release, advice on award and administration of permits, advice on granting of production licences, retention leases, pipeline and infrastructure licences. Also industry activity monitoring and advice to government, industry and the investment community.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10470	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1950 -]	Destroy 7 years after completion or other termination of contract
10471	Contract register. [Date range: 1950 -]	Destroy 7 years after last entry

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Addresses (Presentations)

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

For the publication of addresses by the organisation, use PUBLICATION.

Entry	Description of Records	Disposal Action
10476	Final version of addresses made by the portfolio Minister or senior agency officers at major professional occasions such as National Science Week, meetings of peak professional bodies, international conferences, professional events where the agency is the lead organiser etc. [Date range: 1946 -] <i>[For addresses delivered by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses.</i> <i>For addresses delivered by portfolio Minister or senior agency officers at general public occasions, use GEOSCIENCE AWARENESS – Addresses.]</i>	Retain as national archives
10477	Final versions of other addresses delivered to present formal research results or report on significant findings as an outcome of research work. [Date range: 1946 -]	Destroy 20 years after action completed
10478	Final versions of addresses on matters other than research results or significant findings of research work. [Date range: 1946 -]	Destroy 5 years after event
10479	Working papers documenting the development of addresses, including drafts. [Date range: 1946 -]	Destroy when reference ceases

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Advice

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

Entry	Description of Records	Disposal Action
10472	Advice to professional bodies and associations, including standards setting bodies, representing the official views of the agency on matters of professional concern. [Date range: 1946 -]	Destroy 5 years after action completed
10473	Working papers leading to the development of official agency advice. [Date range: 1946 -]	Destroy 2 years after action completed
10474	Advice to peer agencies in other jurisdictions on matters of geoscientific practice and procedures. [Date range: 1946 -]	Destroy 3 years after action completed

Arrangements

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

Entry	Description of Records	Disposal Action
10480	Records detailing arrangements carried out to support the professional relations function. Includes arrangements for guest speakers. [Date range: 1946 -]	Destroy 1 year after event

[For arrangements made to support events hosted by the agency, use PROFESSIONAL RELATIONS - Functions; PROFESSIONAL RELATIONS - Celebrations and/or PROFESSIONAL RELATIONS - Ceremonies.

For making travel arrangements for staff to attend promotional activities supporting the geoscience awareness function, use PERSONNEL – Arrangements.]

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Committees

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

Entry	Description of Records	Disposal Action
10481	Records of committees formed to consider matters relating to the professional relations function. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -]	Destroy 5 years after action completed
10482	Working papers documenting the conduct and administration of committees which consider matters relating to the professional relations function. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes. [Date range: 1946 -]	Destroy when reference ceases

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

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.

Note: place published reports and proceedings in the organisation's library or information centre. Link the file and reports and proceedings intellectually.

For addresses given at a conference, use *PROFESSIONAL RELATIONS - Addresses (Presentations)*.

Entry	Description of Records	Disposal Action
10483	Records documenting arrangements for agency organised conferences including program development, arranging speakers, promotion, managing registrations and venue bookings. [Date range: 1946 -]	Destroy 5 years after action completed
10484	Reports assessing the conduct of agency conferences. [Date range: 1946 -]	Destroy 5 years after action completed
10485	Papers presented at conferences, lectures and meetings for scientific researchers, including colour slides, overheads, projection foils for presentations. [Date range: 1946 -]	Destroy 15 years after action completed
10486	Copies of unpublished proceedings, reports, speeches and papers from agency organised professional conferences or professional conferences which agency staff attend. [Date range: 1946 -]	Transfer to Geoscience Australia library

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Conferences - Continued

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

Note: place published reports and proceedings in the organisation's library or information centre. Link the file and reports and proceedings intellectually.

For addresses given at a conference, use *PROFESSIONAL RELATIONS - Addresses (Presentations)*.

Entry	Description of Records	Disposal Action
10487	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotional material. [Date range: 1946 -]	Destroy 1 year after event
10488	Copies of published conference proceedings and official reports received at conferences arranged by other organisations. [Date range: 1946 -]	Deposit one copy in the Geoscience Australia library. Destroy other copies when reference ceases
10489	Participants' reports on conferences arranged by other organisations. [Date range: 1946 -]	Destroy 3 years after action completed

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Contracting-out

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

Entry	Description of Records	Disposal Action
10490	Records documenting contract management relating to the professional relations function. Includes <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1990 -]	Destroy 7 years after completion or termination of contract

Exhibitions

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

Note: use for trade displays and posters exhibitions eg a promotional display at the Prospectors and Developers Association of Canada's (PDAC) Annual Convention and Trade Display 2002

Entry	Description of Records	Disposal Action
10491	Records documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display. [Date range: 1946 -]	Destroy 3 years after action completed
10492	Material produced in the form of colour slides, overheads, projection foils and posters for displays at conferences, lectures and meetings for scientific researchers. [Date range: 1946 -]	Destroy 10 years after action completed

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

External Training

The activities associated with all aspects of external training conducted by staff of the organisation. Includes lectures, courses, seminars and workshops.

Entry	Description of Records	Disposal Action
10493	Records documenting programs, educational material, activities offered as training and texts of lectures/seminars to geoscientific students. [Date range: 1969 -]	Destroy 3 years after material is superseded
10494	Records documenting the administration and arrangements for training delivered by agency staff. [Date range: 1969 -]	Destroy 2 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 contributions 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 example, participation in the foundation of the Australian World Wide Web Mapping Consortium

Entry	Description of Records	Disposal Action
10495	Records documenting the management of joint ventures undertaken to support the professional relations function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. [Date range: 1946 -]	Destroy 7 years after termination of arrangement
10496	Signed joint venture contracts under seal and supporting records. [Date range: 1946 -] <i>[For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority entry 1037, 1038, 1039.]</i>	Destroy 7 years after completion or termination of contract
10497	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1946 -]	Destroy 7 years after completion or other termination of contract

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Meetings

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

Entry	Description of Records	Disposal Action
10489	Final versions of minutes and supporting documents tabled at meetings with external agencies. [Date range: 1946 -]	Destroy 5 years after action completed
10499	Final versions of minutes and supporting documents tabled at internal meetings. [Date range: 1946 -]	Destroy 3 years after action completed
10500	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes. [Date range: 1946 -]	Destroy when reference ceases

Planning

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

Entry	Description of Records	Disposal Action
10501	Final version of professional relations plans. [Date range: 1946 -]	Destroy 3 years after plan is superseded
10502	Working papers used to develop all professional relations plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1946 -]	Destroy 1 year after adoption of the final plan
10503	Copies of the professional relations plans. [Date range: 1946 -]	Destroy when reference ceases

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

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
10504	Records documenting the development and establishment of agency professional relations policies. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts• Final policy documents. [Date range: 1946 -]	Destroy 10 years after policy is superseded
10505	Records documenting comments made on the development of government-wide professional relations policies. [Date range: 1946 -]	Destroy 2 years after promulgation of new policy
10506	Working papers documenting the development of all professional relations policies. [Date range: 1946 -]	Destroy 2 years after promulgation of the new policy
10507	Copies of policy documents and supporting papers. [Date range: 1946 -]	Destroy when reference ceases

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Procedures

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

Entry	Description of Records	Disposal Action
10508	Master set of manuals, handbooks, directives etc detailing procedures supporting the professional relations function. [Date range: 1946 -]	Destroy when procedures are superseded
10509	Records documenting the development of agency procedures supporting the professional relations function. [Date range: 1946 -]	Destroy 1 year after the production of procedures
10510	Copies of manuals, handbooks, directives etc. [Date range: 1946 -]	Destroy when reference ceases

Professional Liaison

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

Entry	Description of Records	Disposal Action
10511	Records documenting liaison activities undertaken with other professional organisations (public or private). Includes collaboration on projects and exchange of information. [Date range: 1946 -]	Destroy 5 years after action completed

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences:

Note: Use for scientific meetings.

Professional Visits

The activities involved in arranging visits by geoscientists and related professionals in other organisations, with a view to inform, or promote the services, operation and role of the organisation. Includes arranging visits by geoscience staff to other organisations.

For non-professional visits, use GEOSCIENCE AWARENESS - Visits.

Entry	Description of Records	Disposal Action
10512	Records documenting arrangements for visits or tours to the agency by the geoscientific researchers - Australian or international. [Date range: 1946 -]	Destroy 5 years after last action
10513	Records documenting visits by staff to other geoscientific bodies to promote the image or services of the agency. Includes visit reports. [Date range: 1946 -]	Destroy 2 years after last action

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

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
10514	Final version of internal formal reports and reports made to external agencies relating to the professional relations function. [Date range: 1946 -]	Destroy 5 years after action completed
10515	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the professional relations function. Includes the collection and reporting of statistical information. [Date range: 1946 -]	Destroy 3 years after action completed
10516	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1946 -]	Destroy when reference ceases
10517	Copies of professional relations reports. [Date range: 1946 -]	Destroy when reference ceases
10518	Responses to surveys carried out to support the professional relations function. [Date range: 1946 -]	Destroy 3 years after action completed

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

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 participations committees, councils or groups. Includes organisational legal representatives.

Entry	Description of Records	Disposal Action
10519	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in professional organisations. [Date range: 1946 -]	Destroy 5 years after last action

[For the management of Geoscience Australia representatives on community bodies, use GEOSCIENCE AWARENESS – Representatives.]

[For the management of Geoscience Australia representatives on government or intergovernmental bodies, use GOVERNMENT RELATIONS – Representatives.]

[For the management of Geoscience Australia representatives with regards to the Australian Spatial Data Infrastructure use SPATIAL DATA INFRASTRUCTURE – Representatives.]

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

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
10520	Records documenting review of agency programs and operations supporting the professional relations function. Includes documents establishing the review, final report and action plan. [Date range: 1946 -]	Destroy 3 years after action completed
10521	Working papers documenting a review of programs and operations supporting the professional relations function. [Date range: 1946 -]	Destroy 1 year after action completed

Submissions

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

Entry	Description of Records	Disposal Action
10522	Final version of successful agency submissions made to or about professional associations or groups. [Date range: 1946 -]	Destroy 7 years after action completed
10523	Final version of unsuccessful agency submissions made to or about professional associations or groups. [Date range: 1946 -]	Destroy 3 years after action completed
10524	Working papers documenting the development of submissions. Includes draft submissions. [Date range: 1946 -]	Destroy when reference ceases

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10525	Records documenting the development and issue of tender documentation. Includes statement of requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1990 -]	Destroy 7 years after tender process completed
10526	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1990 -]	Destroy 7 years after tender process completed
10527	Records documenting post offer negotiations and due diligence checks. [Date range: 1990 -]	Destroy 7 years after tender process completed
10528	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1990 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10529	Tender Register. [Date range: 1990 -]	Destroy 7 years after last entry

PROFESSIONAL RELATIONS

The function of participating in activities with other organisations to foster professional research, personal development and information sharing in geoscience and the activities that support the delivery of geoscience outputs. This includes membership of associations, involvement with joint committees, providing the secretariat for committees, providing expert advice on standards committees, providing assistance with conferences, seminars and workshops and attending conferences.

Note: Use for scientific meetings.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10530	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1990 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10531	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1990 -]	Destroy 7 years after completion or other termination of contract
10532	Contract register. [Date range: 1990 -]	Destroy 7 years after last entry

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Acquisition

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

For items or equipment leased from another organisation, use RESEARCH EQUIPMENT MANAGEMENT – Leasing.

Entry	Description of Records	Disposal Action
10533	Records documenting the acquisition of research equipment where there is no tendering or contracting out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> • Formal requests for quotes • Orders • Handover reports • Correspondence relating to the acquisition. [Date range: 1910 -] <p><i>[For development of a business case or evaluation of proposal for research equipment, use RESEARCH EQUIPMENT MANAGEMENT – Evaluation.]</i></p>	Destroy 7 years after action completed
10534	Investigations into acquisition of research equipment not proceeded with. [Date range: 1910 -]	Destroy 1 year after action completed
10535	Information provided by vendors relating to research equipment. [Date range: 1910 -]	Destroy when reference ceases

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Agreements

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

Entry	Description of Records	Disposal Action
10536	Final versions of agreements with vendors or other agencies to provide research equipment (eg Memoranda of Understanding). [Date range: 1910 -]	Destroy 7 years after expiry or other termination of agreement
10537	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1910 -]	Destroy 7 years after expiry or other termination of agreement

Arrangements

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

Entry	Description of Records	Disposal Action
10538	Records documenting arrangements for the delivery of research equipment. [Date range: 1910 -]	Destroy when reference ceases
10539	Records documenting the storage of research equipment, excluding hazardous equipment, within the agency. Includes stock control. [Date range: 1910 -]	Destroy 1 year after arrangements alter
10540	Records documenting the storage of hazardous equipment within the agency. [Date range: 1910 -]	Destroy 5 years after action completed

[For storage of hazardous material and stores, use EQUIPMENT & STORES - Arrangements.

For Hazardous Substance Register, use OCCUPATIONAL HEALTH & SAFETY – Compliance.]

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Arrangements - Continued

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

Entry	Description of Records	Disposal Action
10541	Records documenting routine arrangements for the use of research equipment. Includes facility bookings. [Date range: 1910 -] <i>[For managing financial transactions associated with the use of research equipment use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT – Payments]</i>	Destroy 1 year after action completed
10542	Records documenting the issuing of instructions on routes, schedules, road access. [Date range: 1910 -]	Destroy 5 years after action completed

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly recorded the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, systems audits and quality assurance audits.

Entry	Description of Records	Disposal Action
10541	Final internal and external audit reports relating to research equipment management function, includes certification of designs. [Date range: 1910 -]	Destroy 5 years after action completed
10542	Records documenting the planning and conduct of internal and external audits relating to research equipment management function. Includes <ul style="list-style-type: none"> • Liaison with auditing body • Minutes of meetings • Notes taken at opening and exit interviews • Draft report • Comments. [Date range: 1910 -]	Destroy 2 years after action completed

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Authorisations

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

Entry	Description of Records	Disposal Action
10543	Delegations of power to agency staff to authorise action relating to the research equipment management function. [Date range: 1910 -]	Destroy 7 years after delegation expires
10544	Authorisations for action supporting the research equipment management function. [Date range: 1910 -]	Destroy 7 years after action completed

Calibration

The processes of checking, measuring and setting equipment and documenting the results to meet ongoing needs or those of a given situation.

Note: use for the calibration of agency equipment.

For documentation maintained to enable accuracy of the data to which it corresponds, use DATA MANAGEMENT – Calibration.

Entry	Description of Records	Disposal Action
10545	Records of calibration of geoscience equipment including details of standards to which calibration is made. [Date range: 1910 -] <i>[For calibration services on equipment brought to agency facilities by external parties, use RESEARCH EQUIPMENT MANAGEMENT - External Consultancy]</i>	Destroy after subsequent calibration

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Claims

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

Entry	Description of Records	Disposal Action
10546	Records documenting insurance claims for damage and loss incurred to research equipment. [Date range: 1910 -]	Destroy 7 years after finalisation or withdrawal of claim.

Compliance

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

Entry	Description of Records	Disposal Action
10547	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to the research equipment management function. [Date range: 1910 -]	Destroy 7 years after action completed

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Construction

The process of making or building something.

Entry	Description of Records	Disposal Action
10548	Records documenting the inhouse construction of specialist scientific equipment and plant. Includes specifications. [Date range: 1910 -] <i>[For design of research equipment and plant, use RESEARCH EQUIPMENT MANAGEMENT - Design Development.</i> <i>For establishing and managing the intellectual property of agency designed research equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>	Destroy 7 years after disposal of asset

Contracting-out

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

Entry	Description of Records	Disposal Action
10549	Records documenting contract management relating to the research equipment management function. Includes <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1950 -]	Destroy 7 years after completion or termination of contract

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Data Transmission

The processes associated with establishing and monitoring technical operations for the automated transmission of scientific or technical data between the capturing mechanisms and the organisation's systems.

TIP: Add the type of data as free text.

Entry	Description of Records	Disposal Action
10550	Records relating to requirements, testing and checking of equipment and interfaces to computer systems, including network loads. [Date range: 1910 -] NOTE: This disposal class does not cover the scientific data itself.	Destroy 2 years after action completed

Design Development

The process of planning, designing and drawing plans in response to geoscience specific or client specific user requirements.

Entry	Description of Records	Disposal Action
10551	Records relating to planning and designing of research equipment. Includes: <ul style="list-style-type: none">• Electronic requirements• Operational requirements• Technical requirements• Specifications• Prototypes• Tests. [Date range: 1910 -]	Destroy 5 years after disposal or decommissioning of equipment

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Evaluation

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

Entry	Description of Records	Disposal Action
10552	<p>Records documenting decisions on recommendations or submissions for research equipment to support research projects. Includes:</p> <ul style="list-style-type: none">• Investigations into and reports on the equipment• Budgetary estimates• Cost benefit analyses• User requirements• Specifications. <p>[Date range: 1910 -]</p> <p><i>[For acquisition of research equipment, use RESEARCH EQUIPMENT MANAGEMENT - Acquisition.</i></p> <p><i>For re-evaluation of existing research equipment requirements, use RESEARCH EQUIPMENT MANAGEMENT – Reviewing.</i></p> <p><i>For records documenting the development of specifications and user requirements, use RESEARCH EQUIPMENT MANAGEMENT - Design Development.]</i></p>	Destroy 7 years after action completed

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

External Consultancy

The activities associated with arranging and providing scientific or technical consulting services to external clients on geoscientific matters. Includes conducting risk assessment relating to consultancy services.

Entry	Description of Records	Disposal Action
10553	Final consultancy report to client. Includes: <ul style="list-style-type: none">• Design development• Calibration. [Date range: 1980 -]	Destroy 7 years after project completed
10554	Working papers supporting development of consultancy report. [Date range: 1980 -]	Destroy 2 years after project completed
10555	Records relating to the establishment of consultancy projects including negotiation of fees, project briefs. [Date range: 1980 -]	Destroy 2 years after project completed

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Implementation

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

Entry	Description of Records	Disposal Action
10556	Records documenting the implementation of research equipment management plans including business continuity plans or counter-disaster plans after disasters such as fire and floods. Includes a copy of the plan implemented in the recovery process. [Date range: 1910 -]	Destroy 10 years after action completed
10557	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to research equipment management. [Date range: 1910 -]	Destroy 5 years after action completed

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Note: add the name of the body undertaking the inspection.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10558	Records documenting inspections of research equipment. [Date range: 1910 -] <i>[For formal audits, use RESEARCH EQUIPMENT MANAGEMENT - Audit.</i> <i>For calibration, use RESEARCH EQUIPMENT MANAGEMENT - Calibration.</i> <i>For stocktakes, use EQUIPMENT & STORES - Stocktakes.</i> <i>For inspections relating to occupational health and safety, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Inspections.]</i>	Destroy 3 years after action completed

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Installation

The activities involved in placing equipment in position and connecting and adjusting it for use.

Entry	Description of Records	Disposal Action
10559	Records documenting the installation and initial configuration of research equipment and plant. [Date range: 1910 -] <i>[For the installation of equipment and plant within a building, use SPECIALIST PROPERTY MANAGEMENT - Installation or PROPERTY MANAGEMENT – Installation.]</i>	Destroy 5 years after the disposal or decommissioning of the equipment
10560	Records documenting the reconfiguration and adjustment of research equipment and plant after initial installation. [Date range: 1910 -] <i>[For calibration of scientific instruments, use RESEARCH EQUIPMENT MANAGEMENT - Calibration]</i>	Destroy 5 years after the disposal or decommissioning of the equipment

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

Entry	Description of Records	Disposal Action
10561	Insurance policies covering research management equipment. [Date range: 1910 -]	Destroy 7 years after policy expires
10562	Records documenting the annual renewal of insurance policies. [Date range: 1910 -]	Destroy 1 year after action completed

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Entry	Description of Records	Disposal Action
10563	Records documenting the listing of research equipment items. [Date range: 1910 -]	Destroy when reference ceases

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 contributions 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.

Note: Use for the ongoing arrangements for managing equipment.

For the collaborative arrangements and funding of purchases for equipment use RESEARCH MANAGEMENT - Joint Ventures.

Entry	Description of Records	Disposal Action
10564	Records documenting the management of joint ventures undertaken to support the research equipment function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. [Date range: 1910 -]	Destroy 7 years after termination of arrangement
10565	Signed joint venture contracts under seal and supporting records. [Date range: 1910 -] [For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority.]	Destroy 7 years after completion or termination of contract
10566	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1910 -]	Destroy 7 years after completion or other termination of contract

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Leasing

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

Entry	Description of Records	Disposal Action
10567	Records documenting the administration and management of leased research equipment. [Date range: 1910 -] <i>[For the activities associated with acquiring leased equipment, use RESEARCH EQUIPMENT MANAGEMENT - Acquisition.</i> <i>For the disposal of leased research equipment, use RESEARCH EQUIPMENT MANAGEMENT – Research Equipment Disposal.</i> <i>For the maintenance of leased research equipment, use RESEARCH EQUIPMENT MANAGEMENT – Maintenance.</i> <i>For managing financial transactions supporting leasing activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 7 years after lease expires or is terminated

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises, or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities, etc, of both parties. Also includes subleasing.

For leasing from another organisation, use RESEARCH EQUIPMENT MANAGEMENT - Leasing

Entry	Description of Records	Disposal Action
10568	Arrangements for the leasing out of agency research equipment to other bodies. Includes signed leases. [Date range: 1910 -]	Destroy 7 years after lease expires or is terminated
[For financial transactions supporting leasing out activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT – Payments.]		

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles, etc.

Entry	Description of Records	Disposal Action
10569	Records documenting the maintenance of research equipment. [Date range: 1910 -]	Destroy 3 years after action completed
[For the management of contracts relating to maintenance, use RESEARCH EQUIPMENT MANAGEMENT – Contracting-out.]		

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

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
10570	Final version of agency research equipment management plans. [Date range: 1910 -]	Destroy 3 years after plan is superseded
10571	Working papers used to develop all research equipment management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1910 -]	Destroy 1 year after adoption of the final plan
10572	Copies of the research equipment management plans. [Date range: 1910 -]	Destroy when reference ceases

Policy

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

Entry	Description of Records	Disposal Action
10573	Records documenting the development and establishment of research equipment management policies. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts and final policy documents. [Date range: 1910 -]	Destroy 5 years after policy is superseded
10574	Working papers documenting the development of all specific research equipment management policies. [Date range: 1910 -]	Destroy 2 years after promulgation of new policy
10575	Copies of policy documents and supporting papers. [Date range: 1910 -]	Destroy when reference ceases

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Procedures

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

Entry	Description of Records	Disposal Action
10576	Master set of manuals, handbooks, directives etc detailing procedures supporting the research equipment management function. [Date range: 1910 -]	Destroy when procedures are superseded
10577	Records documenting the development of agency procedures supporting the research equipment management function. [Date range: 1910 -]	Destroy 1 year after the production of procedures
10578	Copies of manuals, handbooks, directives etc. [Date range: 1910 -]	Destroy when reference ceases
10579	Operating manuals and instructions for research equipment. [Date range: 1910 -]	Destroy when reference ceases or transfer to new owner on disposal of equipment

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

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
10580	Final version of internal formal reports and reports made to external agencies relating to the research equipment management function. [Date range: 1910 -]	Destroy 5 years after action completed
10581	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the research equipment management function. Includes the collection and reporting of statistical information. [Date range: 1910 -]	Destroy 2 years after action completed
10582	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1910 -]	Destroy when reference ceases
10583	Copies of research equipment management reports. [Date range: 1910 -]	Destroy when reference ceases

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Research Equipment Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction.

Entry	Description of Records	Disposal Action
10584	Records documenting the disposal of Commonwealth owned or partly owned research equipment. Includes independent valuation certificates verifying that work undertaken on assets was done prior to valuation, written quotes, auction records and routine forms and correspondence relating to the disposal of research equipment. [Date range: 1910 -] <i>[For the disposal of non-research equipment and stores, use EQUIPMENT & STORES - Disposal.</i> <i>For the disposal of research equipment by tender, use RESEARCH EQUIPMENT MANAGEMENT - Tendering.</i> <i>For the removal of items from the asset register, use FINANCIAL MANAGEMENT - Asset Register.]</i>	Destroy 7 years after disposal
10585	Records documenting the disposal of leased research equipment. Includes written notices and correspondence to and from leasing companies in relation to the return of the equipment, handover reports and notifications that an agency or their nominee wish to purchase equipment. [Date range: 1910 -]	Destroy 3 years after disposal

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Reviewing

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

Note: use for the ACRES fault reporting system.

Entry	Description of Records	Disposal Action
10586	Records documenting review of agency programs and operations supporting the research equipment management function. Includes documents establishing the review, final report and action plan. [Date range: 1910 -]	Destroy 5 years after action completed
10587	Working papers documenting a review of agency programs and operations supporting the research equipment management function. [Date range: 1910 -]	Destroy 2 years after last action

Risk Management

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

Entry	Description of Records	Disposal Action
10588	Records documenting risk management relating to the research equipment management function. Includes records covering each stage of the process, treatment schedules and action plans. [Date range: 1910 -]	Destroy 7 years after next risk assessment
10589	Research equipment risk register. [Date range: 1910 -]	Destroy 7 years after next risk assessment

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Entry	Description of Records	Disposal Action
10590	Records documenting the management of activities undertaken to protect research equipment. Includes investigations into theft or intentional damage and referral of an alleged incident to law enforcement authorities. [Date range: 1910 -] <i>[For disciplinary action resulting from a breach of the law involving public service employees, use PERSONNEL - Discipline. For breaches involving research data, use DATA MANAGEMENT – Security.]</i>	Destroy 5 years after action completed
10591	Records documenting combinations and/or keys for equipment or plant. [Date range: 1910 -] <i>[For security of research equipment housings or structures, use SPECIALIST PROPERTY MANAGEMENT – Security.]</i>	Destroy when reference ceases

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Submissions

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

Entry	Description of Records	Disposal Action
10592	Final version of successful agency submissions made to external organisations to support the research equipment management function. [Date range: 1910 -]	Destroy 5 years after action completed
10593	Final version of unsuccessful agency submissions made to external organisations to support the research equipment management function. [Date range: 1910 -]	Destroy 3 years after action completed
10594	Working papers documenting the development of submissions. Includes draft submissions. [Date range: 1910 -]	Destroy when reference ceases

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10595	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1950 -]	Destroy 7 years after tender process completed
10596	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1950 -]	Destroy 7 years after tender process completed
10597	Records documenting post offer negotiations and due diligence checks. [Date range: 1950 -]	Destroy 7 years after tender process completed
10598	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1950 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10599	Tender Register. [Date range: 1950 -]	Destroy 7 years after last entry

RESEARCH EQUIPMENT MANAGEMENT

The function of managing mechanical, technical and electronic equipment designed specifically to support geoscientific research. Such equipment may be designed and constructed inhouse, bought, acquired or leased through collaborative arrangements with other bodies to support projects and research areas. Includes acquisition, compliance, consultancy, design and construction, installation, joint ventures, etc. Includes equipment specifically designed to manage geoscience data and arrangements for national research facilities and seismic vessels.

Note: For non-Geoscience Australia specific equipment use EQUIPMENT & STORES.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10600	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1950 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10601	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1950 -]	Destroy 7 years after completion or other termination of contract
10602	Contract register. [Date range: 1950 -]	Destroy 7 years after last entry

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Agreements

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

[Examples include agreements between AGSO and IFREMER (Institute Francais de Recherché pour l'Exploitation de la Mer) to exchange ship time (1999), collaborative research agreements for projects under \$50,000.00 etc]

Entry	Description of Records	Disposal Action
10603	Final versions of agreements made to support the research management function (eg Memoranda of Understanding and collaborative research agreements, chartering of vehicles etc). [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement
10604	Records documenting negotiations, establishment, maintenance and review of agreements made to support the research management function. [Date range: 1946 -]	Destroy 7 years after expiry or other termination of agreement
10605	Records documenting agreements made with property owners relating to right-of-way, access arrangements made to support the research management function. [Date range: 1946 -]	Destroy 7 years after expiry of agreement

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Arrangements

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

Entry	Description of Records	Disposal Action
10606	Records documenting routine arrangements relating to the conduct of research. Includes travel arrangements, accommodation, vehicle arrangements etc for field trips, data gathering exercises etc. [Date range: 1946 -] <i>[For arrangements associated with conferences or educational meetings, use PROFESSIONAL RELATIONS – Arrangements.]</i>	Destroy 1 year after action completed
10607	Records relating to instructions issued to contractors or partners for arrangements for routes, schedules etc associated with the conduct of research work. [Date range: 1946 -]	Destroy 5 years after last action

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Committees

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

[For example, Geoscience Australia requires that each Collaborative Research Project has a management committee which meets to review project progress on a regular basis; part of the CRC process also requires establishment of management committees]

Entry	Description of Records	Disposal Action
10608	Records of internal committees formed to consider matters relating to research. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -] <i>[For committees associated with professional associations, use PROFESSIONAL RELATIONS – Committees.]</i>	Retain as national archives
10609	Records of external research committees or committees of management for collaborative or joint research ventures, where the agency forms the secretariat, lead agency or the responsible reporting agency. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -]	Destroy 10 years after the research project concluded

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Committees - Continued

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

[For example, Geoscience Australia requires that each Collaborative Research Project has a management committee which meets to review project progress on a regular basis; part of the CRC process also requires establishment of management committees]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10610	Records of external research committees or committees of management for collaborative or joint research ventures, where the agency does not form the secretariat or the responsible reporting agency. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documentation such as briefing papers and discussion papers. [Date range: 1946 -]	Destroy 3 years after completion of research or last action whichever is the longer
10611	Working papers documenting the conduct and administration of committees which consider matters relating to the research management function. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes. [Date range: 1946 -]	Destroy when reference ceases

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Contracting-out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10612	Records documenting contract management relating to the research management function. Includes <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1950 -]	Destroy 7 years after completion or termination of contract

Evaluation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10613	Records documenting the evaluation of matters relating to the research management function. [Date range: 1946 -]	Destroy 5 years after project completed

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

External Consultancy

The activities associated with arranging and providing scientific or technical consulting services to external clients on geoscientific matters. Includes conducting risk assessment relating to consultancy services.

Entry	Description of Records	Disposal Action
10614	Final consultancy report to client on research done by the agency for external clients. [Date range: 1970 -]	Destroy 10 years after project completed
10615	Working papers supporting development of consultancy report. [Date range: 1970 -]	Destroy 5 years after project completed
10616	Records relating to the establishment of consultancy projects including negotiation of fees, project briefs. [Date range: 1970 -]	Destroy 3 years after project completed

[For initial response to client requests for consultancy, use RESEARCH MANAGEMENT – Project Proposals.]

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Grant Funding

The activities associated with the application for and receipt of grants.

Entry	Description of Records	Disposal Action
10617	Records documenting successful applications made by the agency for grant funding from an external research source - either government (eg Australian Research Council) or non-government source. [Date range: 1979 -] <i>[For management of grant money received by the agency, use FINANCIAL MANAGEMENT - Grant Funding.</i> <i>For conduct of the research itself, use Research Projects under the appropriate function.]</i>	Destroy 7 years after project is completed
10618	Records documenting unsuccessful applications made by the agency for grant funding from an external research source - either government (eg Australian Research Council) or non-government source. [Date range: 1979 -]	Destroy 2 years after last action

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

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 contributions 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.

Note: Use for the collaborative arrangements and funding of purchases for equipment.

For the ongoing arrangements for managing equipment use **RESEARCH EQUIPMENT MANAGEMENT - Joint Ventures**.

Entry	Description of Records	Disposal Action
10619	Records documenting the management of joint ventures undertaken to support the research management function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. [Date range: 1946 -] <i>[For joint ventures associated with research undertaken with other government bodies, use GOVERNMENT RELATIONS.</i> <i>For Committees of Management associated with joint ventures, use RESEARCH MANAGEMENT – Committees.]</i>	Destroy 7 years after termination of arrangement
10620	Signed joint venture contracts under seal in ACT and supporting records. [Date range: 1946 -] <i>[For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority]</i>	Destroy 7 years after completion or termination of contract
10621	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1946 -]	Destroy 7 years after completion or other termination of contract

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

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
10622	Final versions of approved plans to support the management of research. [Date range: 1946 -]	Retain as national archives
10623	Final version of a section, research group or business unit's research management plans, including performance indicators, expected research outcomes, skill assessment and work programs. [Date range: 1946 -]	Destroy 5 years after superseded
10624	Working papers used in developing all research management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1946 -]	Destroy 1 year after adoption of the final plan
10625	Copies of research management plans. [Date range: 1946 -]	Destroy when reference ceases

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

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
10626	Records documenting the development and establishment of research management policies supporting strategic directions of research programs. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts• Final policy documents. [Date range: 1946 -]	Retain as national archives
10627	Records documenting the development and establishment of research management policies supporting conduct of research (eg codes of conduct, research ethics, data acquisition etc). Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts and final policy documents. [Date range: 1946 -]	Destroy 5 years after policy is superseded
10628	Records documenting comments made on the development of government wide geoscientific research policies. [Date range: 1946 -]	Destroy 5 years after promulgation of new policy
10629	Copies of policy documents and supporting papers. [Date range: 1946 -]	Destroy when reference ceases

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Procedures

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

Entry	Description of Records	Disposal Action
10630	Master set of manuals, handbooks, directives etc detailing procedures supporting the research function. [Date range: 1946 -]	Destroy when procedures are superseded
10631	Records documenting the development of agency procedures supporting the research function. [Date range: 1946 -]	Destroy 1 year after the production of procedures
10632	Copies of manuals, handbooks, directives etc. [Date range: 1946 -]	Destroy when reference ceases

Project Proposals

The processes associated with preparing external proposals and business cases for clients for potential geoscientific consultancy work by the organisation.

Note: Project Proposals is the preliminary stage to External Consultancy.

For approved projects use RESEARCH MANAGEMENT – External Consultancy.

For statements supporting a case or opinion held by the organisation use RESEARCH MANAGEMENT - Submissions.

Entry	Description of Records	Disposal Action
10633	Records relating to successful proposals for external projects or consultancy work. [Date range: 1970 -] NOTE: Transfer successful project proposal to External Consultancy file on award of job.	Destroy in accordance with the relevant disposal action under the activity of External Consultancy.
10634	Records relating to unsuccessful proposals for external projects or consultancy work. [Date range: 1970 -]	Destroy 1 year after decision notified or contact lapses

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

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 reporting the results of specific research projects, use RESEARCH MANAGEMENT - Reporting

Entry	Description of Records	Disposal Action
10635	Final versions of formal reports on the conduct of projects, where the research documents: <ul style="list-style-type: none"> • Significant projects that made a major contribution to research • Projects that were controversial, subject to extensive debate or aroused wide interest • Projects that involve the use of major new or innovative techniques • 'First of a kind' process or product or significantly improve on an existing product or application. Includes recommendations for future or follow on research, implications of research findings. [Date range: 1946 -]	Retain as national archives
10636	Final version of reports made to external agencies relating to the research management function. [Date range: 1946 -]	Destroy 5 years after action completed
10637	Final versions of formal reports on the conduct of research projects that are not significant, groundbreaking or controversial. Includes recommendations for future or follow on research, implications of research findings. [Date range: 1946 -]	Destroy 5 years after last action
10638	Final versions of periodic project reports (annual, quarterly, weekly) on general administrative matters used to monitor and document recurring activities to support the research management function. Includes the collection and reporting of statistical information. [Date range: 1946 -]	Destroy 5 years after project concludes
10639	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1946 -]	Destroy when reference ceases

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

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
10640	Records documenting review of agency programs and operations supporting the research function. Includes documents establishing the review, final report and action plan. [Date range: 1946 -]	Destroy 5 years after last action
10641	Working papers documenting a review of programs and operations supporting the research function. [Date range: 1946 -]	Destroy 2 years after last action

Risk Management

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

Entry	Description of Records	Disposal Action
10642	Records documenting risk management analyses conducted on undertaking specific research directions or specific research projects. Includes records covering each stage of the process, risk assessments, treatment schedules and action plans. [Date range: 1990 -]	Destroy 7 years after completion of specific research project or after next risk assessment

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Submissions

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

Entry	Description of Records	Disposal Action
10643	Records documenting the preparation of submissions seeking or providing support for a research project. Includes final submissions. [Date range: 1946 -]	Destroy 5 years after action completed

Tendering

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

Entry	Description of Records	Disposal Action
10644	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1950 -]	Destroy 7 years after tender process completed
10645	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1950 -]	Destroy 7 years after tender process completed
10646	Records documenting post offer negotiations and due diligence checks. [Date range: 1950 -]	Destroy 7 years after tender process completed
10647	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1950 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10648	Tender Register. [Date range: 1950 -]	Destroy 7 years after last entry

RESEARCH MANAGEMENT

The function of establishing and managing research undertaken by the organisation or in collaboration with other partners. This includes the establishment, funding, priorities, submissions for research programs, monitoring progress and the reporting associated with managing research outcomes.

For conducting actual research, use the activity of Research Projects under the relevant function.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10649	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1950 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority]</i>	Destroy 12 years after completion or other termination of contract
10650	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1950 -]	Destroy 7 years after completion or other termination of contract
10651	Contract register. [Date range: 1950 -]	Destroy 7 years after last entry

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Advice

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

Entry	Description of Records	Disposal Action
10652	Records documenting technical advice to government on spatial data infrastructure to government. [Date range: 1981 -]	Destroy 25 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
10653	Final versions of agreements made to support the spatial data infrastructure function. [Date range: 1981 -]	Destroy 7 years after expiry or other termination of agreement
10654	Records documenting negotiations, establishment, maintenance and review of agreements. [Date range: 1981 -]	Destroy 7 years after expiry or other termination of agreement

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Committees

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

Entry	Description of Records	Disposal Action
10655	Records of internal and external committees formed to consider matters relating to the spatial data infrastructure function where the agency provides the secretariat. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documentation such as briefing papers and discussion papers. [Date range: 1981 -]	Retain as national archives
10656	Records of internal and external committees formed to consider matters relating to the spatial data infrastructure function where the agency does not provide the secretariat. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documentation such as briefing papers and discussion papers. [Date range: 1981 -]	Destroy 5 years after action completed
10657	Working papers documenting the conduct and administration of committees which consider matters relating to the spatial data infrastructure function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. [Date range: 1981 -]	Destroy when reference ceases

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Contracting-out

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

Entry	Description of Records	Disposal Action
10658	Records documenting contract management relating to the spatial data infrastructure function. Includes: <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports. [Date range: 1990 -]	Destroy 7 years after completion or termination of contract

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

For records generated during the course of field or laboratory work (including raw data) use SPATIAL DATA INFRASTRUCTURE – Research Projects.

Entry	Description of Records	Disposal Action
10659	Records relating to the processes of capturing Australian spatial data infrastructure information, includes: <ul style="list-style-type: none">• Identification• Sampling rates• Validation. [Date range: 1981 -]	Destroy 50 years after action completed

NOTE: This disposal class does not cover the data itself.

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Enquiries

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

Entry	Description of Records	Disposal Action
10660	Records documenting the handling of general and public enquiries about the spatial data infrastructure function and its products and services. [Date range: 1981 -]	Destroy 2 years after action completed

Evaluation

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

Entry	Description of Records	Disposal Action
10661	Records documenting the evaluation of matters relating to the spatial data infrastructure function. [Date range: 1981 -]	Destroy 10 years after action completed

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Grant Allocation

The activities associated with the assessment of applications and granting of funds.

Entry	Description of Records	Disposal Action
10662	Final reports on successful grant projects submitted to the agency. [Date range: 1997 -]	Destroy 10 years after action completed
10663	Records documenting successful applications made to the agency. [Date range: 1997 -]	Destroy 7 years after action completed
10664	Records documenting unsuccessful applications made to the agency for grant funding. [Date range: 1997 -]	Destroy 2 years after last action

Implementation

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

Note: use for the process associated with implementing specific project outcomes.

Entry	Description of Records	Disposal Action
10665	Records documenting the agency's implementation of the whole of government policy relating to Australia's spatial data infrastructure (ASDI). [Date range: 1981 -]	Retain as national archives

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Interorganisational Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10666	Records documenting liaison activities undertaken with other organisations (public or private). Includes collaboration on projects, exchange of information. [Date range: 1981 -]	Destroy 5 years after action completed

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

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 contributions of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
10667	Records documenting the management of international and Australian-based joint ventures undertaken to support the spatial data infrastructure function. Includes records relating to the establishment, risk assessment, maintenance and review of joint venture agreements and contracts. [Date range: 1981 -]	Destroy 7 years after termination of arrangement
10668	Signed joint venture contracts under seal and supporting records. [Date range: 1981 -] <i>[For contracts under seal executed in states other than the ACT, see the Administrative Functions Disposal Authority entry 1037, 1038, 1039.]</i>	Destroy 7 years after completion or termination of contract
10669	Signed simple joint venture contracts and agreements and supporting records. [Date range: 1981 -]	Destroy 7 years after completion or other termination of contract

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Meetings

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

Entry	Description of Records	Disposal Action
10670	Final versions of minutes and supporting documents tabled at meetings held to support the spatial data infrastructure function. Includes meetings with external agencies. [Date range: 1981 -]	Destroy 7 years after completed.
10671	Working papers documenting the conduct and administration of meetings held to support the spatial data infrastructure function. Includes agenda, notices of meetings and draft minutes. [Date range: 1981 -]	Destroy when reference ceases.

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Planning

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

Entry	Description of Records	Disposal Action
10672	Final version of spatial data infrastructure plans and input to plans at whole of government level. [Date range: 1981 -]	Retain as national archives
10673	Final version of internal spatial data infrastructure plans. [Date range: 1981 -]	Destroy 2 years after plan is superseded
10674	Working papers used to develop all spatial data infrastructure plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency. [Date range: 1981 -]	Destroy 1 year after adoption of the final plan
10675	Copies of spatial data infrastructure plans. [Date range: 1981 -]	Destroy when reference ceases

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Policy

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

Entry	Description of Records	Disposal Action
10676	Records documenting the development and establishment of whole of government spatial data infrastructure policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts and final policy documents. [Date range: 1981 -]	Retain as national archives
10677	Working papers documenting the development of spatial data infrastructure policies. [Date range: 1981 -]	Destroy 5 years after last action
10678	Records documenting comments made on the development of government wide spatial data infrastructure policies. [Date range: 1981 -]	Destroy 2 years after promulgation of new policy

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Procedures

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

Entry	Description of Records	Disposal Action
10679	Master set of manuals, handbooks, directives etc detailing procedures supporting the spatial data infrastructure function. [Date range: 1981 -]	Destroy when procedures are superseded
10680	Records documenting the development of agency procedures supporting the spatial data infrastructure function. [Date range: 1981 -]	Destroy 1 year after the production of procedures
10681	Copies of manuals, handbooks, directives etc. [Date range: 1981 -]	Destroy when reference ceases

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Reporting

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

Entry	Description of Records	Disposal Action
10682	Final version of formal reports and reports made to external agencies relating to the spatial data infrastructure function. [Date range: 1981 -]	Retain as national archives
10683	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the spatial data infrastructure function. Includes the collection and reporting of statistical information. [Date range: 1981 -]	Destroy 5 years after action completed
10684	Working papers documenting the development of all reports. Includes drafts and comments received. [Date range: 1981 -]	Destroy when reference ceases
10685	Copies of spatial data infrastructure management reports. [Date range: 1981 -]	Destroy when reference ceases

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Representatives

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

Entry	Description of Records	Disposal Action
10686	<p>Records documenting the nomination, appointment and resignation from and/or termination of representatives on whole of government spatial data management bodies. [Date range: 1981 -]</p> <p><i>[For the management of agency representatives on community bodies, use GEOSCIENCE AWARENESS - Representatives.</i></p> <p><i>For the management of agency representatives on professional geoscience bodies, use PROFESSIONAL RELATIONS - Representatives.</i></p> <p><i>For management of agency representatives on government or intergovernmental bodies, use GOVERNMENT RELATIONS – Representatives.]</i></p>	Destroy 5 years after last action

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Research Projects

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10687	<p>Records relating to the conduct of research projects.</p> <p>Includes</p> <ul style="list-style-type: none"> • Research methodology • Laboratory analyses • Field work • Raw data and samples • Processed or interpreted data. <p>Where the research documents:</p> <ul style="list-style-type: none"> • Significant projects that made a major contribution to research • Projects that were controversial, subject to extensive debate or aroused wide interest • Projects that involve the use of major new or innovative techniques • 'First of a kind' process or product or significantly improve on an existing product or application. <p>[Date range: 1981 -]</p>	Retain as national archives

[For the processes of acquiring the information associated with the research project, use SPATIAL DATA INFRASTRUCTURE - Data Acquisition.

For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.

For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.

For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION]

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Research Projects - Continued

The processes of conducting research and surveys by the organisation's staff in relation to formal internal or external research projects. Research projects include surveys, scientific investigations, experimentation and theoretical and innovative development or systematic work. Includes material generated in the course of following the approved research methodology, field work, laboratory analysis, data analysis associated with specific research projects and development of initial results.

Entry	Description of Records	Disposal Action
10688	Records supporting significant, groundbreaking or controversial research projects. [Date range: 1981 -]	Destroy 5 years after submission of research outcome or after project ceased, whichever is later
10689	Records relating to the conduct of other research projects that are not significant, groundbreaking or controversial. Includes <ul style="list-style-type: none"> • Laboratory analyses • Field work • Raw data and samples • Processed or interpreted data. [Date range: 1981 -] <p><i>[For the processes of acquiring the information associated with the research project, use SPATIAL DATA INFRASTRUCTURE - Data Acquisition.</i></p> <p><i>For processing or interpreting raw data, use SPATIAL DATA INFRASTRUCTURE – Data Interpretation.</i></p> <p><i>For establishing the research team, research methodology and reporting on the conduct of research projects, use RESEARCH MANAGEMENT.</i></p> <p><i>For dissemination of research findings or results at professional conferences or between peers, use PROFESSIONAL RELATIONS.</i></p> <p><i>For publication of research results in professional (peer reviewed or otherwise) journals, use PUBLICATION]</i></p>	Destroy 5 years after submission of research outcome or after project ceased, whichever is later

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Reviewing

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

Entry	Description of Records	Disposal Action
10690	Records documenting review of agency programs and operations supporting the lead agency role in spatial data infrastructure function. Includes documents establishing the review, final report and action plan. [Date range: 1981 -]	Destroy 10 years after action completed
10691	Working papers documenting a review of programs and operations supporting the spatial data infrastructure function. [Date range: 1981 -]	Destroy 2 years after last action

Standards

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

Entry	Description of Records	Disposal Action
10692	Records documenting the implementation of industry standards to support the spatial data infrastructure function. [Date range: 1981 -]	Destroy 25 years after standard is superseded

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Standard Setting

The activities relating to the development and setting of standards, benchmarking and referencing infrastructure for spatial data.

Entry	Description of Records	Disposal Action
10693	Master copies of standards and benchmarks. [Date range: 1981 -]	Retain permanently in the agency
10694	Records documenting the development of industry standards to support the spatial data infrastructure function. [Date range: 1981 -]	Destroy 25 years after standard is superseded

Submissions

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

Entry	Description of Records	Disposal Action
10695	Records documenting the preparation of agency submissions seeking support for the spatial data infrastructure function. Includes final submissions. [Date range: 1981 -]	Destroy 15 years after action completed
10696	Working papers documenting the development of submissions. Includes draft submissions. [Date range: 1981 -]	Destroy when reference ceases

PATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Tendering

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

Entry	Description of Records	Disposal Action
10697	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, requests for proposals, expression of interest, request for tender and draft contract. [Date range: 1990 -]	Destroy 7 years after tender process completed
10698	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, final report and public notices. [Date range: 1990 -]	Destroy 7 years after tender process completed
10699	Records documenting post offer negotiations and due diligence checks. [Date range: 1990 -]	Destroy 7 years after tender process completed
10700	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. [Date range: 1990 -]	Destroy 2 years after tender process completed or decision made not to continue with the tender
10701	Tender Register. [Date range: 1990 -]	Destroy 7 years after last entry

SPATIAL DATA INFRASTRUCTURE

The function of establishing whole of government and industry-wide infrastructure for the benchmarking and referencing of land and geographic information. Includes the process of establishing policy and administrative arrangements, technical standards to support fundamental datasets facilitating and promoting the sharing of spatial data across all agencies, and improving the coordination of surveying and mapping. Also includes establishing the responsibility for revision and maintenance of spatial data standards through out all levels of government, and the community.

Note: use for the ANZLIC metadata guidelines, the Australian Spatial Data Directory a search interface to geospatial dataset descriptions (metadata) throughout Australia, and the Register of Australian Stratigraphic Names

For establishing the framework of measurements upon which all Australian spatial activity is based, use GEODETIC MANAGEMENT.

Tendering - Continued

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

Note: use for offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10702	Signed contracts under seal resulting from tenders and supporting records. [Date range: 1990 -] <i>[For contracts executed under state law not that of the ACT, see Administrative Functions Disposal Authority.]</i>	Destroy 12 years after completion or other termination of contract
10703	Simple signed contracts and agreements resulting from tenders and supporting records. [Date range: 1990 -]	Destroy 7 years after completion or other termination of contract
10704	Contract register. [Date range: 1990 -]	Destroy 7 years after last entry

SPECIALIST PROPERTY MANAGEMENT

The function of managing the organisation's special buildings and specialised housings constructed to house geoscience specific equipment in the field which have unique or specialised design features. Includes observatories, laboratories, cold store and rock store.

For the management of buildings, which are not specialised buildings or specialised housings constructed to house geoscience specific equipment, use PROPERTY MANAGEMENT.

Design Development

The process of planning, designing and drawing plans in response to geoscience specific or client specific user requirements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10705	Records relating to final plans and specifications for specialist properties for buildings which architecturally reflect key aspects of agency's work (eg Symonston building) or buildings of national significance (natural, historic and indigenous significance, listed in Register of National Estate, World Heritage Commission, classified by National Trust or on State heritage listings). [Date range: 1946 -]	Retain as national archives
10706	Records documenting the development, feasibility, user requirements, negotiations relating to specialist properties. [Date range: 1946 -]	Destroy 7 years after action completed
10707	Records relating to final plans and specifications for specialist properties for buildings which are not of national significance. [Date range: 1946 -]	Destroy when property is disposed of, or transfer to new owner

SPECIALIST PROPERTY MANAGEMENT

The function of managing the organisation's special buildings and specialised housings constructed to house geoscience specific equipment in the field which have unique or specialised design features. Includes observatories, laboratories, cold store and rock store.

For the management of buildings, which are not specialised buildings or specialised housings constructed to house geoscience specific equipment, use PROPERTY MANAGEMENT.

Property Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction

Entry	Description of Records	Disposal Action
10708	Records documenting the disposal of specialist properties of national significance (natural, historic and indigenous significance, listed in Register of National Estate, World Heritage Commission, classified by National Trust or on State heritage listings). Includes: <ul style="list-style-type: none"> • Assessments and investigations • Valuation certificates • Details of preparation undertaken before disposal ('making good'). [Date range: 1946 -]	Retain as national archives
10709	Records documenting the disposal of specialist properties without national significance (natural, historic and indigenous significance, listed in Register of National Estate, World Heritage Commission, classified by National Trust or on State heritage listings). <ul style="list-style-type: none"> • Assessments and investigations • Valuation certificates • Details of preparation undertaken before disposal ('making good'). [Date range: 1946 -]	Destroy 7 years after last action
10710	Signed contracts under seal resulting from tenders and related records for the disposal of specialist Commonwealth property in Western Australia when there is no tendering process. [Date range: 1946 -]	Destroy 20 years after disposal of the property
10711	Signed contracts under seal resulting from tenders and related records for the disposal of specialist Commonwealth property in Victoria and South Australia when there is no tendering process. [Date range: 1946 -]	Destroy 15 years after the disposal of the property
10712	Signed contracts under seal resulting from tenders and related records for the disposal of specialist Commonwealth property in New South Wales, Queensland, Tasmania, ACT and Northern Territory when there is no tendering process. [Date range: 1946 -]	Destroy 12 years after disposal of the property

SPECIALIST PROPERTY MANAGEMENT

The function of managing the organisation's special buildings and specialised housings constructed to house geoscience specific equipment in the field which have unique or specialised design features. Includes observatories, laboratories, cold store and rock store.

For the management of buildings, which are not specialised buildings or specialised housings constructed to house geoscience specific equipment, use PROPERTY MANAGEMENT.

Submissions

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
10713	Records documenting the preparation of submissions seeking support for a significant, 'first of a kind', etc specialist property project. Includes final submissions. [Date range: 1946 -]	Retain as national archives
10714	Records documenting the preparation of submissions seeking support for a specialist property project. Includes final submissions. [Date range: 1946 -]	Destroy 5 years after action completed