

Records Disposal Authority

Australian Government Solicitor

Job no 2005/77921

6 May 2005



Australian Government

National Archives of Australia

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CONTENTS

| | |
|---------------------------------------|--------------|
| <u>INTRODUCTION</u> | 5 |
| Disposal authorisation | 5 |
| Purpose of this authority | 5 |
| Using this authority | 5 |
| Amendment of this authority | 6 |
| <u>CONTACT INFORMATION</u> | 6 |
| <u>AUTHORISATION</u> | 7 |
| <u>CLASSES</u> | 9 |
| Advisory Board Management | 9 |
| Business Development | 12 |
| Legal Services to Government | 21 |

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INTRODUCTION

Disposal authorisation

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

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

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

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

Purpose of this authority

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

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

Using this authority

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

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

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

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

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

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

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

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

Amendment of this authority

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

CONTACT INFORMATION

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

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

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

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

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

DA Job No 2005/77921

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

Chief Executive Officer
Australian Government Solicitor
50 Blackall St
Barton ACT

Purpose:

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

Application:

All functional records

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

Authorising Officer
National Archives of Australia



Fiona McInnes
Director
Collection Review and Appraisal

Date of issue:
6 May 2005

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ADVISORY BOARD MANAGEMENT

The function of appointing and managing the advisory board, monitoring its performance and managing separations. Includes ongoing administrative activities such as arranging travel and paying travel allowances.

For the management of other committees, use STRATEGIC MANAGEMENT – Committees.

Advice

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10758 | Records of receipt or provision of advice relating to the advisory board management function, but not requested or received by, or relating to, an individual member. (Date range: 1999 -) | Destroy 7 years after last action |
| Class no. 10759 | Records of receipt or provision of advice relating to an advisory board member, but not including independent advice requested or received by an advisory board member. (Date range: 1999 -) | Destroy 7 years after member separation |
| Class no. 10760 | Records documenting the request for and the receipt of independent advice requested by an advisory board member. (Date range: 1999 -) | Destroy 7 years after member separation |

Advisory Board Meetings

The activities associated with the management of advisory board meetings. Includes the terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For the appointment of members to the advisory board, use ADVISORY BOARD MANAGEMENT – Members Appointment.

| Entry | Description of Records | Disposal Action |
|--------------------|---|-------------------------------|
| Class no. 10761 | Records documenting the establishment and operation of the advisory board meetings. Includes: <ul style="list-style-type: none"> • agenda • final versions of minutes of meetings • supporting documentation tabled at meetings • reports and recommendations (Date range: 1999 -) | Retain as national archives |
| Class no. 10762 | Working papers relating to the conduct and administration of the advisory board meetings. Includes draft minutes. (Date range: 1999 -) | Destroy 3 years after meeting |

ADVISORY BOARD MANAGEMENT

The function of appointing and managing the advisory board, monitoring its performance and managing separations. Includes ongoing administrative activities such as arranging travel and paying travel allowances.

For the management of other committees, use STRATEGIC MANAGEMENT – Committees.

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.

For arranging and managing payments of travel and other expenses, use ADVISORY BOARD MANAGEMENT – Remuneration and Allowances.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10763 | Records documenting arrangements for an advisory board member to undertake a journey or trip for work related reasons. (Date range: 1999 -) | Destroy 3 years after action completed |

Members Appointment

The activities associated with managing appointments to the advisory board. Includes communications with shareholder ministers regarding nominations and appointments.

For monitoring the performance of the advisory board members, use ADVISORY BOARD MANAGEMENT – Performance Monitoring.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10764 | Records documenting the appointment of, and establishment, negotiation and review of agreements with, advisory board members. (Date range: 1999 -) | Destroy 7 years after separation of member |
| Class no. 10765 | Records documenting consideration of other prospective board members, which did not proceed to appointment. Includes the management of expressions of interest and unsolicited applications for appointment to the board. (Date range: 1999 -) | Destroy 2 years after action completed |

ADVISORY BOARD MANAGEMENT

The function of appointing and managing the advisory board, monitoring its performance and managing separations. Includes ongoing administrative activities such as arranging travel and paying travel allowances.

For the management of other committees, use STRATEGIC MANAGEMENT – Committees.

Performance Monitoring

The processes involved in monitoring the performance of the advisory board and individual members. Includes the annual review and peer review process.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10766 | Records documenting the performance of individual advisory board members. Includes development of individual performance review processes and reports. (Date range: 1999 -) | Destroy 7 years after separation of member |
| Class no. 10767 | Records documenting the overall performance of the advisory board. Includes development of overall board performance review processes and reports. (Date range: 1999 -) | Destroy 7 years after report is finalised or action completed whichever is later |

Remuneration and Allowances

The activities involved in paying board members for their professional services and in arranging and managing other payments to members to cover other expenses incurred in the course of their engagement, including travel allowances.

For organising and arranging travel, use ADVISORY BOARD MANAGEMENT – Arrangements.

For accounting system records documenting the preparation and payment of money to advisory board members for remuneration, allowances and other expenses, use FINANCIAL MANAGEMENT – Payments.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10768 | Records documenting arrangements for payment of remuneration, allowances and other expenses to the advisory board members. (Date range: 1999 -) | Destroy 7 years after separation of member |

Separations

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10769 | Records documenting separation of an advisory board member from the agency. (Date range: 1999 -) | Destroy 7 years after separation of member |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training Services.

Addresses (presentations)

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

For the administrative arrangements of presentations and events, use BUSINESS DEVELOPMENT – Event Management.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10770 | Final version of addresses delivered in the promotion of the agency's services or products. (Date range: 1993 -) | Destroy 3 years after last presentation |
| Class no. 10771 | Working papers documenting the development of addresses, including drafts. (Date range: 1993 -) | Destroy when reference ceases |

Bid Management

The activities involved in identifying and responding to potential business opportunities, including requests for tender, requests for proposal and requests for information from prospective clients. Also includes negotiating and signing contracts when the bid is successful.

For tendering to purchase or goods or services, use BUSINESS DEVELOPMENT – Tendering.

For the delivery of legal services, use LEGAL SERVICES TO GOVERNMENT.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10867 | Records documenting the development of tender responses. Includes: <ul style="list-style-type: none"> • working papers • final tenders • client tender documents • tender assessments • tender documentation plans (Date range: 1995 -) | Destroy 1 year after expiry of tender period |
| Class no. 10866 | Databases or registers containing details of tender proposals. Includes tracking the response, the success of the response and any other feedback regarding the response. (Date range: 1995 -) | Destroy 7 years after last entry |
| Class no. 10868 | Databases or registers containing text used in tender responses for reference purposes. (Date range: 1995 -) | Destroy when reference ceases |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training Services.

Bid Management - Continued

The activities involved in identifying and responding to potential business opportunities, including Requests for Tender (RFT), Requests for Proposal (RFP) and requests for information from prospective clients. Also includes negotiating and signing contracts when the bid is successful.

For tendering to purchase or goods or services, use BUSINESS DEVELOPMENT – Tendering.

For the delivery of legal services, use LEGAL SERVICES TO GOVERNMENT.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10862 | Signed contracts under seal and supporting records: Western Australia. (Date range: 1995 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 10863 | Signed contracts under seal and supporting records: Victoria and South Australia. (Date range: 1995 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 10864 | Signed contracts under seal and supporting records: Tasmania, New South Wales, Queensland, Australian Capital Territory, and Northern Territory. (Date range: 1995 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 10865 | Simple signed contracts and agreements and supporting records. (Date range: 1995 -) | Destroy 7 years after completion or other termination or contract |

Client Relationship Management

The processes associated with building and maintaining the client relationship prior to and throughout the delivery of the legal service. Includes communicating with clients regarding service arrangements, developing individual client action plans and responding to client feedback including complaints.

For client enquiries regarding the status of the matter, use LEGAL SERVICES TO GOVERNMENT.

For meetings held to plan, manage and discuss a specific legal matter, use LEGAL SERVICES TO GOVERNMENT – Client Relationship Management.

| Entry | Description of Records | Disposal Action |
|--------------------|--|-----------------------------------|
| Class no. 10779 | Records documenting the establishment and maintenance of client relationships, including client complaints and resolutions. Includes planning documents for managing the relationship with the client, minutes of meetings held with the client and file notes. (Date range: 1992 -) | Destroy 7 years after last action |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering into partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training 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> |
|---------------------|--|---|
| Class no. 10780 | Records documenting contract management relating to the business development function. Includes minutes of meetings with stakeholders and contract reports. (Date range: 1992 -) | Destroy 7 years after expiry or other termination of contract |

Event Management

The activities associated with enhancing the organisation's business by coordinating official or promotional occasions. Includes inviting attendees, arranging speakers and topics, coordinating registrations and managing the administrative arrangements such as venue bookings and catering.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|--|
| Class no. 10781 | Records documenting the arrangements for agency events. Includes: <ul style="list-style-type: none">• program developing• arranging speakers• event promoting• registrations managing• catering and venue booking (Date range: 1993 -) | Destroy 3 years after action completed |
| Class no. 10782 | Reports assessing the outcomes of agency events. (Date range: 1993 -) | Destroy 3 years after action completed |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training 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 contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10783 | Signed joint venture contracts under seal and supporting records: Western Australia. (Date range: 1999 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 10784 | Signed joint venture contracts under seal and supporting records: Victoria and South Australia. (Date range: 1999 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 10785 | Signed joint venture contracts under seal and supporting records: New South Wales, Queensland, Australian Capital Territory, Northern Territory, and Tasmania. (Date range: 1999 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 10786 | Signed simple joint venture contracts and supporting records. (Date range: 1999 -) | Destroy 7 years after completion or other termination of contract |

Marketing

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

For the development of marketing plans, use BUSINESS DEVELOPMENT – Planning.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10787 | Final reports of client surveys, including presentations given to explain the reports. (Date range: 1994 -) | Destroy 10 years after conclusion of survey |
| Class no. 10788 | Records documenting the development of legal services and products. Includes: <ul style="list-style-type: none"> • product or service definitions • project plans • promotion of the final product or service (Date range: 1994 -) | Destroy 7 years after launch of product or service |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training Services.

Marketing - Continued

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

For the development of marketing plans, use BUSINESS DEVELOPMENT – Planning.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|--------------------------------------|
| Class no. 10789 | Records documenting the pricing structure of legal services and products. (Date range: 1994 -) | Destroy 7 years after implementation |
| Class no. 10790 | Records documenting the marketing process of branding. (Date range: 1994 -) | Destroy 7 years after implementation |
| Class no. 10791 | Records documenting the development of client surveys and draft client surveys reports. Includes working papers. (Date range: 1994 -) | Destroy when reference ceases |
| Class no. 10792 | Records documenting the collation of business intelligence. Includes: <ul style="list-style-type: none">• information on market trends• client trends• competitors• media monitoring• government policy• legislative changes (Date range: 1994 -) | Destroy when reference ceases |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering into partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training Services.

Meetings

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

For meetings with clients, use BUSINESS DEVELOPMENT – Client Relationship Management.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---------------------------------------|
| Class no. 10793 | Final version of minutes and supporting documents tabled at meetings held to support the business development function. Does not include meetings with clients. (Date range: 1992 -) | Destroy 1 year after action completed |
| Class no. 10794 | Working papers documenting the conduct and administration of meetings held to support the business development function excluding meeting with clients. Includes: <ul style="list-style-type: none"> • notice of meetings • agenda • draft minutes (Date range: 1992 -) | 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 |
|--------------------|---|---------------------------------------|
| Class no. 10795 | Final version of business development plans, including marketing plans. (Date range: 1992 -) | Destroy 7 years after plan superseded |
| Class no. 10796 | Working papers used to develop business development plans including marketing plans. Includes drafts and stakeholder feedback. (Date range: 1992 -) | Destroy when reference ceases |
| Class no. 10797 | Final version of team work plans developed to support the business development function. (Date range: 1992 -) | Destroy 1 year after plan superseded |
| Class no. 10798 | Working papers used to develop team work plans. (Date range: 1992 -) | Destroy when reference ceases |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training Services.

Procedures

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

| Entry | Description of Records | Disposal Action |
|--------------------|---|---|
| Class no. 10799 | Master set of procedures. (Date range: 1992 -) | Destroy 7 years after procedures are withdrawn or replaced by new or revised procedures |
| Class no. 10800 | Working papers documenting the development of procedures that support the business development function. Includes: <ul style="list-style-type: none"> • objectives • strategies • drafts • stakeholder feedback (Date range: 1992 -) | Destroy when reference ceases |

Reporting

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

For the publication of reports, use PUBLICATION – Production.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10801 | Final version and working papers of reports on matters that support the business development function. Includes: <ul style="list-style-type: none"> • objectives • drafts • stakeholder feedback (Date range: 1992 -) | Destroy 7 years after action completed |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training Services.

Tendering

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

For agency responding to tenders to provide legal services to prospective clients, use BUSINESS DEVELOPMENT – Bid Management.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|---|
| Class no. 10802 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contracts (Date range: 1992 -) | Destroy 7 years after tender process completed |
| Class no. 10803 | Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1992 -) | Destroy 7 years after tender process completed |
| Class no. 10804 | Records documenting post-offer negotiations and due diligence checks. (Date range: 1992 -) | Destroy 7 years after tender process completed |
| Class no. 10805 | Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1992 -) | Destroy 2 years after tender process completed or decision made not to continue with the tender |
| Class no. 10806 | Tender register. (Date range: 1992 -) | Destroy 7 years after date of last entry |
| Class no. 10807 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1992 -) | Destroy 20 years after completion or other termination of contract |

BUSINESS DEVELOPMENT

The function of identifying and winning clients by researching and responding to business opportunities. Includes marketing activities such as service development, conducting market research, preparing marketing strategies, tendering to undertake work for prospective clients, contracting to deliver services to clients, coordinating public relations activities and the management of client relationships. Also includes entering partnerships with other parties to bid for work.

For provision of legal services, use LEGAL SERVICES TO GOVERNMENT.

For provision of training services, use LEGAL SERVICES TO GOVERNMENT – Client Training Services.

Tendering – Continued

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

For responding to tenders to provide legal services to prospective clients, use BUSINESS DEVELOPMENT – Bid Management.

| | | |
|--------------------|---|--|
| Class no. 10808 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1992 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 10809 | Signed contracts under seal resulting from tenders and supporting records: Tasmania, New South Wales, Queensland, Australian Capital Territory and Northern Territory. (Date range: 1992 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 10810 | Simple signed contracts and agreements resulting from tenders and supporting records. (Date range: 1992 -) | Destroy 7 years after completion or other termination or contract |
| Class no. 10811 | Contract register. (Date range: 1992 -) | Destroy 7 years after last entry |

LEGAL SERVICES TO GOVERNMENT

The function of providing legal and law-related services to Government, Commonwealth, State and Territory governments, government bodies, office holders and employees. Includes legal and related services to bodies and persons determined by the Attorney-General or the chief executive officer for any purpose for which the Commonwealth can make laws. Includes the provision of legal advice, the drafting of legislation and legal contracts, the registration of intellectual property and representing clients in dispute resolution processes such as mediation and litigation and the development, delivery and review of administrative law training to clients.

Alternative Dispute Resolution

The activities associated with settling a dispute outside formal litigation procedures. Includes negotiating with other legal professionals, engaging a facilitator or arbitrator, arranging meetings with a facilitator or arbitrator and conducting mediation, conciliation or arbitration.

For activities regarding litigation proceedings in courts or tribunals, use LEGAL SERVICES TO GOVERNMENT – Litigation Services.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 10812 | Records documenting alternative dispute resolution matters conducted on behalf of clients regarding: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • other work tied to the organisation by order of the Attorney-General • significant, historical, environmental or political issues (Date range: 1901 -) | Retain as national archives |
| Class no. 10813 | Records documenting alternative dispute resolution matters conducted on behalf of clients not regarding: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • other work tied to the organisation by order of the Attorney-General • significant, historical, environmental or political issues (Date range: 1901 -) | Destroy 7 years after closure of matter |
| Class no. 10814 | All records documenting non-acceptance of client instructions. Includes correspondence from the client and agency response. (Date range: 1901 -) | Destroy 3 years after closure of matter |

LEGAL SERVICES TO GOVERNMENT

The function of providing legal and law-related services to Government, Commonwealth, State and Territory governments, government bodies, office holders and employees. Includes legal and related services to bodies and persons determined by the Attorney-General or the chief executive officer for any purpose for which the Commonwealth can make laws. Includes the provision of legal advice, the drafting of legislation and legal contracts, the registration of intellectual property and representing clients in dispute resolution processes such as mediation and litigation and the development, delivery and review of administrative law training to clients.

Client Training Services

The activities associated with the development and delivery of legal training programs to clients. Includes developing materials used by presenters and participants and managing the administrative arrangements for holding the training.

For the production of training materials, use PUBLICATION – Production.

For the marketing and selling of training services, use BUSINESS DEVELOPMENT – Marketing.

For the receipt of fees, use FINANCIAL MANAGEMENT – Accounting.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 10815 | Final copy of presenters aids and notes and participant materials. (Date range: 1982 -) | Destroy 10 years after action completed |
| Class no. 10816 | Administrative arrangements relating to the conduct of training. Includes: <ul style="list-style-type: none"> • booking of speaker • venue and catering • management of registrations (Date range: 1982 -) | Destroy 7 years after action completed |
| Class no. 10817 | Master set of the annual training calendar. (Date range: 1982 -) | Destroy 2 years after action completed |
| Class no. 10818 | Draft versions of presenter aids and notes, including participant materials. (Date range: 1982 -) | Destroy when reference ceases |
| Class no. 10819 | Copies of and working papers documenting the development of annual training calendar. (Date range: 1982 -) | Destroy when reference ceases |

LEGAL SERVICES TO GOVERNMENT

The function of providing legal and law-related services to Government, Commonwealth, State and Territory governments, government bodies, office holders and employees. Includes legal and related services to bodies and persons determined by the Attorney-General or the chief executive officer for any purpose for which the Commonwealth can make laws. Includes the provision of legal advice, the drafting of legislation and legal contracts, the registration of intellectual property and representing clients in dispute resolution processes such as mediation and litigation and the development, delivery and review of administrative law training to clients.

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> |
|---------------------|--|---|
| Class no. 10820 | Records documenting contract management relating to the legal services to government function. Includes: <ul style="list-style-type: none"> • objectives • appointment documentation • minutes of meetings with main stakeholders • performance and evaluation reports • contract reports (Date range: 1901 -) | Destroy 7 years after completion or other termination of contract |

Contracts and Agreements

The activities associated with the establishment, maintenance, review, negotiation and drawing of contracts and agreement for all areas of law. Includes drafting memoranda of understanding.

For records documenting legal advice, use LEGAL SERVICES TO GOVERNMENT - Legal Advice.

For records regarding the notification of the Attorney-General for significant matters, use LEGAL SERVICES TO GOVERNMENT – Notifications.

For records documenting registration of Intellectual Property, use LEGAL SERVICES TO GOVERNMENT – Registrations.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|---|
| Class no. 10821 | Final versions and key documents for contracts and agreements drawn on behalf of clients that are considered to have significant historical, political, cultural, social or environmental value, such as the sale or corporatisation of major public assets. (Date range: 1901 -) | Retain as national archives |
| Class no. 10822 | Records documenting research and working papers for contracts and agreements drawn on behalf of clients that are considered to have significant historical, political, cultural, social or environmental value, such as the sale or corporatisation of major public assets. Includes advice received throughout the course of the drafting and negotiations, and working drafts. (Date range: 1901 -) | Destroy 7 years after the expiry or other termination of the contract |

LEGAL SERVICES TO GOVERNMENT

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Contracts and Agreements - Continued

The activities associated with the establishment, maintenance, review, negotiation and drawing of contracts and agreement for all areas of law. Includes drafting memoranda of understanding.

For records documenting advice, use LEGAL SERVICES TO GOVERNMENT - Legal Advice.

For records regarding the notification of the Attorney-General for significant matters, use LEGAL SERVICES TO GOVERNMENT – Notifications.

For records documenting registration of Intellectual Property, use LEGAL SERVICES TO GOVERNMENT – Registrations.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|---|
| Class no. 10823 | Records documenting the development of contracts and agreements drawn on behalf of clients that are not considered to have significant historical, political, cultural, social or environmental value. Includes final versions and working papers. (Date range: 1901 -) | Destroy 7 years after the expiry or other termination of the contract |
| Class no. 10824 | All records documenting non-acceptance of client instructions. Includes correspondence from the client and agency response. (Date range: 1901 -) | Destroy 3 years after closure of matter |

Implementation

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

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|-----------------------------------|
| Class no. 10825 | Records documenting the implementation of policies, plans, strategies, standards or other instructions formulated to support the legal services to government function. Includes monitoring the implementation activities. (Date range: 1901 -) | Destroy 3 years after last action |

LEGAL SERVICES TO GOVERNMENT

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Legal Advice

The activities associated with researching, formulating and offering legal opinions in response to client instructions. Includes seeking and assessing advice from internal expert sources and external Counsel, and providing advice during the litigation process, the drafting of agreements, and for statutory interpretation. Also includes provision of advice to government on constitutional, international issues, national security and Cabinet issues.

For records regarding the notification of the Attorney-General for significant matters, use LEGAL SERVICES TO GOVERNMENT – Notifications.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10826 | Records documenting legal advice matters conducted on behalf of clients regarding: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • other work tied to the organisation by order of the Attorney-General • significant, historical, environmental or political issues (Date range: 1901 -) | Retain as national archives |
| Class no. 10827 | Records documenting legal advice matters conducted on behalf of clients that did not regard: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • other work tied to the organisation by order of the Attorney-General • significant, historical, environmental or political issues (Date range: 1901 -) | Destroy 7 years after closure of matter |

LEGAL SERVICES TO GOVERNMENT

The function of providing legal and law-related services to Government, Commonwealth, State and Territory governments, government bodies, office holders and employees. Includes legal and related services to bodies and persons determined by the Attorney-General or the chief executive officer for any purpose for which the Commonwealth can make laws. Includes the provision of legal advice, the drafting of legislation and legal contracts, the registration of intellectual property and representing clients in dispute resolution processes such as mediation and litigation and the development, delivery and review of administrative law training to clients.

Legal Advice - Continued

The activities associated with researching, formulating and offering legal opinions in response to client instructions. Includes seeking and assessing advice from internal expert sources and external Counsel, and providing advice during the litigation process, the drafting of agreements, and for statutory interpretation. Also includes provision of advice to government on constitutional, international issues, national security and Cabinet issues.

For records regarding the notification of the Attorney-General for significant matters, use LEGAL SERVICES TO GOVERNMENT – Notifications.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10828 | All records documenting non-acceptance of client instructions. Includes correspondence from the client and agency response. (Date range: 1901 -) | Destroy 3 years after closure of matter |

Legislative Drafting

The activities associated with drafting and editing a range of legislative instruments. Includes drafting of instructions, submission of successive drafts, negotiations with the client and other stakeholders and the production of a completed instrument.

For records regarding the notification of the Attorney-General for significant matters, use LEGAL SERVICES TO GOVERNMENT – Notifications.

For the drafting of commercial instruments, use LEGAL SERVICES TO GOVERNMENT - Contracts and Agreements.

For drafting advices, use LEGAL SERVICES TO GOVERNMENT - Legal Advice.

For advising on Cabinet submissions, use LEGAL SERVICES TO GOVERNMENT - Legal Advice.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10829 | Final versions and significant drafts of legislation drafted for a client. (Date range: 1901 -) | Destroy 7 years after closure of matter |
| Class no. 10830 | Working papers documenting the development of legislation drafts or client instructions, excluding significant drafts. (Date range: 1901 -) | Destroy when reference ceases |
| Class no. 10831 | All records documenting non-acceptance of client instructions. Includes correspondence from the client and agency response. (Date range: 1901 -) | Destroy 3 years after the closure of matter |

LEGAL SERVICES TO GOVERNMENT

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Litigation Services

The activities involved in representing clients in litigious legal proceedings in a court or tribunal. Includes seeking and assessing advice from internal expert sources and external Counsel, lodging copies of documents required by court or tribunal, taking witness statements and documenting compliance with court or tribunal instructions, eg subpoenas and discovery orders. Also includes advocacy services and representing clients in legal hearings that may lead to litigation.

For records regarding the notification of the Attorney-General for significant matters, use LEGAL SERVICES TO GOVERNMENT – Notifications.

For mediation activities, use LEGAL SERVICES TO GOVERNMENT – Alternative Dispute Resolution.

For formal advice provided during the litigation process, use LEGAL SERVICES TO GOVERNMENT – Legal Advice.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10833 | Records documenting litigation matters regarding: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • other work tied to the organisation by order of the Attorney-General • where legal precedent was established • significant, historical, environmental or political issues (Date range: 1901 -) | Retain as national archives |
| Class no. 10834 | Records documenting litigation matters not regarding: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • other work tied to the organisation by order of the Attorney-General • significant, historical, environmental or political issues • legal precedent (Date range: 1901 -) | Destroy 7 years after closure of matter or action completed whichever is later |
| Class no. 10835 | All records documenting non-acceptance of client instructions. Includes correspondence from the client and agency response. (Date range: 1901 -) | Destroy 3 years after closure of matter |

LEGAL SERVICES TO GOVERNMENT

The function of providing legal and law-related services to Government, Commonwealth, State and Territory governments, government bodies, office holders and employees. Includes legal and related services to bodies and persons determined by the Attorney-General or the chief executive officer for any purpose for which the Commonwealth can make laws. Includes the provision of legal advice, the drafting of legislation and legal contracts, the registration of intellectual property and representing clients in dispute resolution processes such as mediation and litigation and the development, delivery and review of administrative law training to clients.

Meetings

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

For meetings held for practice development through knowledge sharing, use LEGAL SERVICES TO GOVERNMENT – Working Groups.

| Entry | Description of Records | Disposal Action |
|--------------------|---|------------------------------------|
| Class no. 10836 | Final version of minutes and supporting documents tabled at meetings held to support the legal services to government function. (Date range: 1901 -) | Destroy 1 year after action ceases |
| Class no. 10837 | Records documenting the conduct and administration of meetings held to support the legal services to government function. Includes: <ul style="list-style-type: none">• notices of meetings• agenda• draft minutes• supporting documentation (Date range: 1901 -) | Destroy when reference ceases |

LEGAL SERVICES TO GOVERNMENT

The function of providing legal and law-related services to Government, Commonwealth, State and Territory governments, government bodies, office holders and employees. Includes legal and related services to bodies and persons determined by the Attorney-General or the chief executive officer for any purpose for which the Commonwealth can make laws. Includes the provision of legal advice, the drafting of legislation and legal contracts, the registration of intellectual property and representing clients in dispute resolution processes such as mediation and litigation and the development, delivery and review of administrative law training to clients.

Notifications

The activities associated with notifying and receiving determinations from the Attorney-General or the chief executive officer in relation to significant matters, constitutional issues and matters with a potential conflict of interest. Also includes determinations by the Attorney-General or the chief executive officer on representation of non-government clients or other clients for whom the organisation would not ordinarily act.

For advice in relation to client instructions or litigation, use LEGAL SERVICES TO GOVERNMENT - Legal Advice.

For activities regarding litigation proceedings in courts or tribunals where intervention has occurred, use LEGAL SERVICES TO GOVERNMENT – Litigation Services.

| Entry | Description of Records | Disposal Action |
|--------------------|---|-----------------------------|
| Class no. 10838 | Records documenting notification to the Attorney-General of a constitutional matter before a court, as required by legislation such as the Judiciary Act. Includes: <ul style="list-style-type: none"> • minutes with legal opinion • determinations from the Solicitor-General • correspondence with the original party • supporting documentation (Date range: 1901 -) | Retain as national archives |
| Class no. 10839 | Records documenting determinations by the chief executive officer or the Attorney-General as to for whom the agency may act. Includes determinations from chief executive officer or Attorney-General and supporting documentation. (Date range: 1901 -) | Retain as national archives |

LEGAL SERVICES TO GOVERNMENT

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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 |
|--------------------|---|--|
| Class no. 10840 | Master set and working papers of plans developed to support the legal services to government function. Includes: <ul style="list-style-type: none"> • objectives • strategies • drafts • stakeholder feedback (Date range: 1901 -) | Destroy 3 years after plan is superseded |

Policy

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10841 | Master set and working papers of policies developed to support the legal services to government function. Includes: <ul style="list-style-type: none"> • objectives • strategies • drafts • stakeholder feedback (Date range: 1901 -) | Destroy 7 years after policy is withdrawn or replaced by a new or revised policy |

Procedures

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10842 | Master set and working papers of procedures developed to support the legal services to government function. Includes: <ul style="list-style-type: none"> • objectives • strategies • drafts • stakeholder feedback (Date range: 1901 -) | Destroy 7 years after procedures are withdrawn or replaced by new or revised procedures |

LEGAL SERVICES TO GOVERNMENT

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Registrations

The activities associated with filing, on behalf of a client, an application for intellectual property rights. Includes applications for patents, trademarks, designs, business or domain names and plant breeders' rights.

For advice on patents, trademarks and company registrations, use LEGAL SERVICES TO GOVERNMENT - Legal Advice.

For advice on infringements of patents or trademarks, use LEGAL SERVICES TO GOVERNMENT - Legal Advice.

For applications to a court or tribunal, use LEGAL SERVICES TO GOVERNMENT – Litigation Services.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10843 | Records documenting the registration of intellectual property for a client. Includes: <ul style="list-style-type: none"> • instructions • applications to and correspondence with registration authority • correspondence with client • certifications • patents, designs, trademarks, copyright and plant breeder's rights (Date range: 1904 -) | Destroy 3 years after the expiry of the registration |
| Class no. 10844 | Records documenting non-acceptance of client instructions. Includes correspondence from the client and agency response. (Date range: 1904 -) | Destroy 3 years after closure of matter |

Reporting

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

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10845 | Final versions and working papers of external reports issued to clients as per arrangements with the client. (Date range: 1901 -) | Destroy 4 years after action completed |
| Class no. 10846 | Final versions of internal and corporate reports and working papers supporting the legal services to government function. Includes working papers. (Date range: 1901 -) | Destroy 3 years after action completed |

LEGAL SERVICES TO GOVERNMENT

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Research

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10847 | Research records generated as part of the legal services to government function where the matter relates to: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • work tied to the organisation by order of the Attorney-General • litigation matter where a precedent is established • major contracts and agreements which have significant historical, cultural, environmental or political value (Date range: 1901 -) | Retain as national archives |
| Class no. 10848 | All other research records generated as part of the legal services to government function where the matter does not relate to: <ul style="list-style-type: none"> • Cabinet matters • Constitutional matters • international law • national security • work tied to the organisation by order of the Attorney-General • litigation matter where a precedent is established • major contracts and agreements which have significant historical, cultural, environmental or political value (Date range: 1901 -) | Destroy 7 years after closure of matter |

LEGAL SERVICES TO GOVERNMENT

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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 |
|--------------------|---|-----------------------------------|
| Class no. 10849 | Records documenting the review process for the training program. Includes: <ul style="list-style-type: none"> • evaluation criteria • evaluation forms • survey forms • survey results • feedback regarding individual courses or the program as a whole • analysis of results • recommendations for any changes (Date range: 1901 -) | Destroy 3 years after last action |

Tendering

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

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 10850 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1901 -) | Destroy 7 years after tender process completed |
| Class no. 10851 | Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1901 -) | Destroy 7 years after tender process completed |

LEGAL SERVICES TO GOVERNMENT

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Tendering - Continued

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 10852 | Records documenting post-offer negotiations and due diligence checks. (Date range: 1901 -) | Destroy 7 years after tender process completed |
| Class no. 10853 | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1901 -) | Destroy 2 years after tender process completed or decision made not to continue with the tender |
| Class no. 10854 | Tender register. (Date range: 1901 -) | Destroy 7 years after date of last entry |
| Class no. 10855 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1901 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 10856 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1901 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 10857 | Signed contracts under seal resulting from tenders and supporting records: Tasmania, New South Wales, Queensland, Australian Capital Territory, Northern Territory. (Date range: 1901 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 10858 | Simple signed contracts and agreements resulting from tenders and supporting records. (Date range: 1901 -) | Destroy 7 years after completion or other termination or contract |
| Class no. 10859 | Contracts register. (Date range: 1901 -) | Destroy 7 years after last entry |

LEGAL SERVICES TO GOVERNMENT

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Working Groups

The activities associated with meeting regularly to share and accumulate knowledge on particular subject areas. Includes developing terms of reference, making arrangements, agenda, taking of minutes.

For meetings held for the management of teams, sections or departments, use LEGAL SERVICES TO GOVERNMENT – Meetings.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 10860 | Final version of minutes and supporting documents tabled at meetings held to support the legal services to government function. (Date range: 1999 -) | Destroy 3 years after action completed |
| Class no. 10861 | Records documenting the conduct and administration of meetings held to support the legal services to government function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes (Date range: 1999 -) | Destroy when reference ceases |
